
Conecuh County Board of Education

**Homeless Education Plan
2018-2019**

Policy and Procedures

Dr. Zickeyous Byrd, Superintendent

ADMISSION POLICY FOR HOMELESS, MIGRANTS, AND EL STUDENTS

Pursuant to the requirements at the Elementary and Secondary Education Act as amended by the 2001 No Child Left Behind Act and the McKinney-Vento) Homeless Assistance Act, all homeless children, migrants, immigrant, children in Foster Care and English language learners must have equal access to the same free appropriate public education, including public preschool education, provided other children and youth. This shall be the policy of the Conecuh County Board of Education

Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, children in Foster Care and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Unaccompanied; no guardian

The Conecuh County Board of Education will employ practices that increase the awareness of the Homeless Education program. The district shall notify parents/guardians of homeless children and youth of available resources and assist them in accessing the resources.

The Conecuh County Board of Education shall conduct an annual evaluation of its Homeless Education program to determine the effectiveness of the program. The system will adjust practices and procedures as needed to improve the effectiveness of implementation and student achievement.

DEFINITION:

For the purpose of identifying homeless children and youth, the Conecuh County Board of Education shall use the McKinney-Vento Act's definition of homeless children and youth. The Act defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or similar reason (sometimes referred to as doubled-up);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters;
 - abandoned in hospitals; or
 - awaiting foster care placement.

- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

The term ***unaccompanied youth*** includes a youth not in the physical custody of a parent or guardian. This includes youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing and children, youth denied housing by their families (sometimes referred to as "throwaway" children and youth), and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available.

The ***school of origin*** is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

HOMELESS EDUCATION PLAN

Purpose of the Program

Homeless children and youth will be provided the opportunity to receive a free and appropriate public education regardless of their residency status. The program will ensure that these students are afforded equal access to academic and other services that will allow them to meet the same challenging state achievement standards as non-homeless students.

The program provides procedural guidelines to ensure that homeless students are not denied enrollment due to the lack of registration documentation at the time of enrollment. Homeless children and youth, including preschool age children, will be enrolled immediately. The school counselor will assist parents, guardians, or unaccompanied youth in obtaining the proper documentation.

The homeless education program makes every effort to provide homeless children and youth with a stable school environment by enrolling students in the school of origin and providing them with transportation to and from the school of origin. Provisions are made for parents, guardians, or unaccompanied youth to decline enrollment in the school of origin.

The program provides for a homeless liaison that will ensure program implementation and coordinate efforts to ensure that homeless children and youth, including preschool age children are provided the opportunity for academic success.

The Federal Programs Coordinator will always serve as the Homeless Liaison.

Identification & Registration Procedures

Homeless children and youth are often undetected. The district will conduct training sessions with the appropriate school personnel to inform them of methods of identifying homeless children without using stigmatizing terminology (Attachment A-1). The district will use a *Residency Questionnaire* (Attachment A) to facilitate identity of homeless children and youth and preschoolers. The parent, guardian, or

unaccompanied youth will complete the Residency Questionnaire at the time of registration. The school counselor may provide appropriate assistance to the parent, guardian, or unaccompanied youth in answering the questionnaire if necessary.

A copy of the *Residency Questionnaire* must be submitted to the Conecuh County Board of Education on the day of registration. The school will maintain the original form in a file separate from the student's permanent record for audit purposes during the year. This file should be housed in the school counselor's office.

The parent or guardian may enroll a homeless child or youth with or without proof of residency, birth certificate, social security number, immunization record, or school records. The school counselor or principal's designee will provide the parent guardian, or unaccompanied youth appropriate assistance in obtaining the necessary records and documents for enrollment. The existing method of assigning a student number will be employed when a student enrolls without a social security number.

An unaccompanied youth may enroll him or herself. In this case, the school principal or designee will immediately contact the Conecuh County Board of Education to report the enrollment of an unaccompanied youth. The school will provide the youth with proper assistance in language that the student understands. The Conecuh County Board of Education (Attachment B) will assist the homeless unaccompanied youth in obtaining eligible educational services.

The application process for free and reduced priced meals can be expedited for homeless children and youth. The determination for free meals may be made without completing the full application process (source: U .S. Department of Agriculture: [http://www.nlchp.org/FA Education/new usda memo.pdf](http://www.nlchp.org/FA_Education/new_usda_memo.pdf)).

Identification of Homeless Students/Youth

The Conecuh County Board of Education will collaborate with local community service agencies (e.g. Head Start, Department of Human Resources, Health Department, faith-based organizations and the court system, etc.) and school personnel to identify homeless preschoolers. The district will also include homeless preschoolers and homeless children in the "Child Find" process as required by the Individual with Disabilities Education Act.

We will provide local agencies with posters which gives information about the system's homeless policy and with contact information. These local agencies include Mental Health, DHR, Health Department, City Hall, Conecuh County Government Center, and local doctor's offices.

School Placement

The school system will make school placement in the "best interest" of the homeless child or youth. Students will continue in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year. Students may enroll in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

If school enrollment decision is contrary to the wishes of the child or youth's parent/guardian, the school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and procedure for appealing the placement decision. The complainant must file a School Enrollment Dispute (Attachment C) with the school in which the student is presently enrolled. The principal of this school will notify the Conecuh County Board of Education of the dispute and take steps to resolve the dispute.

When a dispute arises regarding school placement, the system will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The Conecuh County Board of Education will expeditiously take steps to resolve the dispute (See Appendix D). If the dispute cannot be settled by the homeless liaison, the liaison will assist the complainant in seeking technical assistance from an appropriate service agency.

A student's status must be updated in I-Now once their status has been determined to be homeless.

CONECUH COUNTY BOARD OF EDUCATION

McKinney-Vento Enrollment Form

This questionnaire is intended to address the issues identified in the ESSA McKinney-Vento Act. Your answers will help the administrator determine residency documents necessary for enrollment of this student.

1. Presently, where is the student living? Check one box:

Section A	Section B
<input type="checkbox"/> Shelter, transitional housing, awaiting foster care <input type="checkbox"/> Doubled-up (e.g., living with another family) <input type="checkbox"/> Unsheltered (e.g., car, park, abandoned building, temporary trailer, or campsite) <input type="checkbox"/> Motel/Hotel CONTINUE: If you checked a box in Section A, complete #2 and the remainder of this form.	<input type="checkbox"/> Choices in Section A do not apply STOP: If you checked this section, you do <u>not</u> need to complete the remainder of this form. Submit to school personnel.

2. The student lives with: (check all that apply)

- | | |
|---|---|
| <input type="radio"/> 1 parent
<input type="radio"/> 2 parents
<input type="radio"/> 1 parent & another adult | <input type="radio"/> a relative, friend(s) or other adult(s) that is a Conecuh Co. School District resident
<input type="radio"/> alone with no adults
<input type="radio"/> an adult that is not the parent or the legal guardian |
|---|---|

3. Is this a temporary living arrangement? Yes No

4. Is this temporary living arrangement due to loss of housing or economic hardship? Yes No

School: _____ Grade: _____

Name of Student _____ Male Female

Birth Date: ____/____/____ Age: ____ Social Security# _____
Month / Day / Year (If unavailable, assign)

Name of Parent(s)/Legal Guardian(s) _____

Address _____ ZIP: _____ Home Phone: _____
 Cell Phone: _____

Signature of Parent/Legal Guardian _____ Date: _____

**List ALL Other Children and Age: _____

Email to Dr. LeAnn Smith, Homeless Coordinator leann.smith@conecuhk12.com

Campus Administrator's determination of Section A circumstances: (Complete prior to emailing) (ITEM #3: If no is answered, it is <u>not</u> a qualifying Homeless situation. If yes is answered, it could be a Homeless situation.) HOMELESS: _____ NOT HOMELESS: _____ Comments: _____ DATE: _____ School Homeless Liaison _____ <div style="text-align: right;">Signature _____</div>	If
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When the parent has checked Section B above, completion of form is not required and you do not need to forward the form to the central office. For any choices in Section A, this form must be completed and faxed or emailed to Dr. LeAnn Smith, Homeless Liaison immediately after completion. All campuses must keep original forms separately from the Student Permanent Record for audit purposes during the year.

I certify, based on information submitted by the school and verified by the Principal, the above named student qualifies under the McKinney-Vento Act.

DATE _____ Central Office Homeless Liaison _____

CONECUH COUNTY BOARD OF EDUCATION

McKinney-Vento Enrollment Form

Este cuestionario se dirige a los asuntos identificados en el Acto NCLB McKinney-Vento. Sus respuestas le ayudarán al director determinar los documentos de residencia necesarios para inscribir a este estudiante.

1. En este momento ¿donde vive el estudiante? Marque una caja:

Sección A	Sección B
<input type="checkbox"/> en un refugio <input type="checkbox"/> con más de una familia en una casa o un apartamento <input type="checkbox"/> en un motel, carro o campamento <input type="checkbox"/> con amigos o parientes que no son los padres o guardián <p>CONTINUE: Si usted marcó una caja en la Sección A complete #2 y el resto de este formulario.</p>	<input type="checkbox"/> Ninguna de las opciones en la Sección A le aplican a este estudiante. <p>ALTO: Si marcó en esta sección, no necesita completar esta formulario. Entregue esta al personal de la escuela.</p>

2. El estudiante vive con: (marque todos que le corresponden)

- | | |
|--|---|
| <ul style="list-style-type: none"> * 1 de los padres * 2 padres * 1 de los padres y otro adulto | <ul style="list-style-type: none"> * un pariente, amigo u otro adulto que reside en el Distrito Escolar del Condado de Conecuh * vive solo sin adultos * un adulto que ni es uno de los padres ni guardián legal |
|--|---|

3. ¿Este arreglo de vivencia es temporal? o Sí o No

4. ¿Este arreglo de vivencia es resultado de pérdida de vivencia o problemas económicos? o Sí o No

Escuela: _____

Nombre del Estudiante _____ Hombre Mujer

Fecha de Nacimiento ____ / ____ / ____ Edad: ____ Seguro Social # _____
Mes / Día / Año (si no tiene, no ponga nada)

ENLISTA A TODOS los Niños Preescolares y Edad

Nombre de los Padres / Guardián Legal _____

Dirección _____ Código: _____ Teléfono: _____

Firma del Padre / Guardián Legal _____ Fecha: _____

Si le corresponde, la firma de la persona que reside en el Distrito Escolar del Condado de Conecuh: _____

School Use Only - Campus Administrator's determination of Section A circumstances:
 HOMELESS: _____ NOT HOMELESS: _____
 Comments: _____

 Date: _____ School Homeless Liaison _____
Signature

➔ Email to Dr. LeAnn Smith, Homeless Coordinator – leann.smith@conecuhk12.com

If the parent has checked Section B above, completion of form is not required. For any choices in Section A, this form must be completed and faxed or emailed to Dr. LeAnn Smith, Homeless Coordinator immediately after completion. All campuses must keep original forms separately from the Student Permanent Record for audit purposes during the year.

I certify, based on information submitted by the school and verified by the Principal, the above named student qualifies for the Child Nutrition

Appendix A-1

Identifying the Homeless

- Upon **enrollment**, the parent/guardian of each student enrolling in a school will complete the student residency form (McKinney Vento). It is not necessary for students to complete this form every year.

Throughout the year if you think a student could qualify as Homeless then

- the counselor or registrar contacts us by phone or email when they see or notice some of the common signs of Homeless. We will discuss all of the information they have pertaining to students.
- It is the responsibility of every staff at each local school be involved and take notice of ALL of your students. They will not openly come and tell you they have problems. Take note and even talk with their friends to see what is going on. You are to notify us immediately when you learn that a student needs some assistance.
- After conversations, the Homeless Liaison for Conecuh County Schools makes the determination that the student would be classified as "homeless".
- Any student who is identified as "homeless" is added to the student list of eligible homeless students kept in our office. The form is dated each time a new student is added.
- We will send updated list to the schools that serve these students as names are added.

If a dispute arises regarding school placement of the homeless student, the system will immediately enroll the student in the school which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. Conecuh County School System Homeless Liaison will take steps to resolve the dispute.

APPENDIX B

The homeless liaison shall work to ensure that homeless children and youth, including preschoolers are identified, enrolled in school, and receive all eligible services to facilitate student academic success. The responsibilities listed below are not all inclusive but shall be primary duties of the liaison. The homeless liaison shall ensure that:

- Homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;
- Homeless students enroll in, and have full and equal opportunity to succeed in, the schools of the district;
- Homeless children and youth receive educational services for which they are eligible including Head Start, and preschool programs administered by the school system, and referrals to health, mental health, dental and other appropriate services;
- Parents or guardians of homeless children and youth are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children;
- Parents and guardians and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing transportation services;
- Transportation cost disputes between the school system and school system of enrollment are resolved;
- Sensitivity and confidentiality training is provided to transportation and school personnel regarding the needs of homeless children and youth;
- Enrollment disputes are mediated in accordance with the requirements of the McKinney—Vento Act;
- Public notice of the educational rights of homeless students is disseminated to locations where children and youth receive services under the Act;
- Required reports concerning the homeless education program are submitted to appropriate agencies and the State Department of Education; and
- Evaluation of the homeless education program is conducted annually and necessary program and implementation adjustments are made in a timely manner.

SCHOOL ENROLLMENT DISPUTE FORM

School Name _____

School Address _____

School Telephone Number _____

School Fax Number _____

Student's Name _____ SSN/SN _____ Grade _____

Current Address _____

E-911 Address (Street Address) _____

City _____

State _____

Zip Code _____

Complaint Information

Name _____ Relationship to Student _____

Current Address _____

Telephone Number _____

Note: Student information regarding address, telephone number, information protected by Everyday School Records Act can be released only to parent, guardian, the student or a person specifically designated as a representative of the parent or guardian.

Name of school that complaint chooses student to be immediately enrolled in and/or transported to/from until dispute is resolved: _____

Is this the school of origin? _____
If no, from which school was the student transferred? _____

Reason for the complaint _____

Complainant Signature _____

Date _____

School Use Only

Principal's Action on the Complaint
Taken within _____ school day(s) after receiving notice of the complaint.
Date central office contact person was notified of the dispute _____
Action taken by the principal to resolve the dispute:
Was the dispute resolved? _____

DISTRICT ENROLLMENT DISPUTE FORM

Student's Name _____
SSN/SN _____

School Name _____
Grade _____

DISTRICT ACTION

Taken within _____ school days after receiving notice of the complaint. Was the complaint resolved at the district level? _____ yes _____ no

If the dispute was resolved at the district level, describe the action taken by the county homeless liaison to resolve the dispute to the satisfaction of the complainant:

If the dispute was not resolved to the satisfaction of the complainant, did the county homeless liaison convene a meeting to the interested parties to attempt resolution of the dispute? _____ yes _____ no
If yes, when and where did the meeting take place? Describe the outcome of the meeting.

If no, will a meeting be held for resolution purposes? When? Where?

If a resolution cannot be derived at the district level, the county homeless liaison should assist the complainant in contacting service organizations to provide technical assistance to the complainant. Did the county homeless liaison assist the complainant in this manner? _____ yes _____ no
Name of service organization contacted for assistance:

Was the dispute resolved? _____
Describe the resolution.

Date _____

Complainant Signature

Homeless Liaison

