

Coffee County School System

Homeless Education Plan



Mrs. Kelly Cobb
Superintendent

Coffee County School System

Homeless Education Program

It is the belief of the Coffee County School System that students, without regard to status (e.g., homeless, limited-English proficient, migrant, neglected and delinquent) will be provided a free and appropriate education; including equal and appropriate education opportunities and support services to enable them to achieve state and local content and achievement standards.

The Coffee County School System will employ practices that increase the awareness of the Homeless Education Program. The system shall notify parents/guardians of homeless children and youth of available resources and assist them in accessing the resources.

The Coffee County School System 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 Coffee County School System 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:

- A. Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
 - o Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (i.e. "doubled up").
 - o Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
 - o Living in emergency or transitional shelters (i.e. Penelope House, Salvation Army, etc.)
 - o Abandoned in hospitals.
- B. Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- C. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- D. Migrants/ESL/ELL children who qualify as homeless if they are living in circumstances described above.

- E. The term unaccompanied youth includes a young person not in physical custody of a parent or guardian. This would include runaways living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing; children and 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 because they 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. Our system will ensure that these students are afforded equal access to academics 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 will be enrolled immediately pending obtainment of the necessary documents. 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 are provided the opportunity for academic success.

Identification & Registration Procedures

Homeless children and youth are often undetected. The Coffee County School System will conduct training sessions with appropriate school personnel to inform them of methods of identifying homeless children without stigmatizing students or families. The system will use a *Residency Questionnaire* (Appendix A) which is included in each school’s registration packet to facilitate the identification 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 Coffee County Schools Homeless Liaison 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 or in close proximity. School counselors will contact the system's Homeless Liaison if a student is suspected of being homeless.

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

Unaccompanied youth may enroll him/herself at any time throughout the school year. In this case, the school principal or designee will immediately contact the system's Homeless Liaison to report the enrollment of unaccompanied youth. The school will provide the youth with proper assistance in a language that the student understands. The system's Homeless Liaison (Appendix B) will assist the homeless unaccompanied youth in obtaining eligible educational services.

The application process for free and reduced-price meals will be expedited for homeless children and youth. The determination for free meals may be made without completing the full application process.

Identification of Homeless Preschoolers

The Coffee County School Systems Homeless Liaison 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.

School Placement

The school system will make school placement decisions in the "best interest" of the homeless child or youth. Students will continue in the school of origin for the duration of the 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 a 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 (Appendix C) with the school in which the student is presently enrolled. The principal of this school will notify the Coffee County Schools Homeless Liaison 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 Coffee County Schools Homeless Liaison will expeditiously take steps to resolve the dispute (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.

Services for Homeless Students

The Coffee County Board of Education will provide homeless children a free and appropriate education inclusive of services comparable to those available to other students in the school for which eligibility criteria are met. The program will include educational programs for the disadvantaged, disabled, and limited English proficiency.

Once a homeless child has been identified, the counselors at each school have the responsibility of notifying the Coffee County Schools Homeless Liaison in order that services may be offered to the student and his/her family.

The Coffee County School System does receive funding for homeless children/youth from a subgrant under McKinney Vento. The funds are budgeted to help provide services for identified homeless students. Such services available include but are not limited to after-school tutoring, cost of field trips, classroom supplies, clothing, transportation, and medical needs of the students.

Parents of Homeless students are encouraged to:

- Become actively involved in making suggestions in the planning and operations of the Title I program.
- Attend all informational meetings concerning Title I programs.
- Attend an annual public meeting to discuss the programs and activities that are carried out with Title I funds, inform the parents of their right to consult in the design and implementation of projects, solicit parents' input, and provide parents with the mechanism for maintaining ongoing communication among parents, teachers, and agency officials.
- Consult with teachers on an ongoing basis and attend parent/teacher conferences, if at all possible.
- Provide information and ideas on the effectiveness of the assistance that the student has received.

The Coffee County School System will employ the following methods to inform school personnel, parents, and community members:

- Each year school personnel (counselors and building administrators) will receive training on the identification of homeless students.
- Informational homeless brochures are available in school offices.
- The system will notify parents/guardians of homeless children and youth of available resources and assist them in accessing the resources as needed.
- Homeless posters provided by the National Center for Homeless Education (NCHE) are posted in all schools.
- Information for homeless parents, children, and youth, along with enrollment, dispute, and complaint forms are available on the district website.

The Federal Programs Homeless Advisory Committee will conduct an annual evaluation of its Homeless Education Program to determine the effectiveness of the program through surveys. The system will adjust practices and procedures as needed to improve the effectiveness of implementation and student achievement. This plan will be reviewed and revised, if necessary, each year.

COFFEE COUNTY SCHOOL SYSTEM
Student Residency Questionnaire

Name of Student: _____

Last First Middle

Date of Birth: ____/____/____ Age: ____

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to this residency form help determine the services the student may be eligible to receive. The information you provide is confidential and has no bearing on the enrollment of the student.

1. Is your current address a temporary living arrangement? ____Yes ____No
2. Is this temporary arrangement due to loss of housing or economic hardship? ____Yes ____No

If you answered YES to the above questions, please complete the remainder of this form. If you answered NO, you may stop here.

Where is the student presently living?

- In a motel
- In a shelter
- With more than one family in a house or apartment
- Moving from place to place
- In a place not designated for ordinary sleeping accommodations such as a car, park, or campsite
- Emergency housing (i.e. FEMA trailer)
- In an emergency/transitional shelter
- Other (Must provide specific information): _____

Name of Parent/Guardian: _____

Address: _____

Signature of Parent/Guardian: _____ **Date:** _____

OR

Student (unaccompanied homeless youth):

Name: _____ **Signature:** _____

Address:

Home Number: _____ **Cell Number:** _____

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.
- Evaluation of the homeless education program is conducted annually and necessary program and implementation adjustments are made in a timely manner.

COFFEE COUNTY SCHOOL SYSTEM
McKinney-Vento Act
Student Needs Assessment
Complete this form to assess student needs

Date: _____

Student: _____ Grade/School: _____

Parent/Guardian: _____ Phone: _____

Please indicate any areas of need/assistance:

(Check all that apply)

- Assistance with birth certificate, shot records, physicals, sports physicals, etc.
- Free School Meals
- Transportation to School of Origin
- Child's IEP
- Personal Hygiene Items
- Clothing for School Attendance
- Parenting Education
- School Supplies/Class Fees: backpack, materials, etc.
- Assessment for special programs – Please identify (Gifted, ELL, Speech)
- Tutoring
- Mentoring
- Referral-Medical, Dental, Counseling
- Referral – Housing, Food Pantries
- Assistance enrolling – Pre-K/Headstart

To Be Completed by the School

Assistance Provided:

**DISPUTE RESOLUTION REGARDING THE ENROLLMENT
OF HOMELESS CHILDREN AND YOUTH**

The Coffee County School System will make school placement decisions in the best interest of the homeless child or youth. Students will continue in the school of origin for the duration of homelessness. Students may enroll in any public school that non-homeless students who live in the attendance area in which the students reside, are actually eligible to attend.

If a dispute arises over eligibility, school selection, or enrollment, the LEA will immediately enroll the homeless students in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals. 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 placement decision. The LEA will refer the unaccompanied youth, parent or guardian to the Coffee County School System Homeless Liaison, who must carry out the dispute resolution process as expeditiously as possible. The local liaison will assist the child and family in preparing the appeal and should make the resources of the school (copying, mailing, or obtaining records) available to the parent, guardian, or unaccompanied youth.

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 final resolution of the dispute, including all available appeals. The Coffee County School System Homeless Liaison will expeditiously take steps to resolve the dispute. Students will receive all services for which they are eligible until final resolutions of all disputes and appeals. If the dispute cannot be settled by the homeless liaison, the liaison will assist the complainant in seeking technical assistance from:

State Homeless Coordinator
Alabama State Department of Education
5348 Gordon Persons Building
50 North Ripley Street
Montgomery, AL 36104-2101

Signature of Superintendent: _____

The school must adhere to the following procedures:

1. The school must complete the *Initial Challenge of Enrollment Form* at the time of enrollment. The original copy of the form should be forwarded to the CCSS homeless liaison. Additional copies of the form should be distributed as follows: parent/guardian/unaccompanied youth, Student Support Services, and the originating school should retain a copy for documentation purposes.
2. The school must provide the parent/guardian or unaccompanied youth the *Parent Appeal Form* and the contact information of the CCSS homeless liaison.
3. It is the responsibility of the school to forward both forms to the CCCS Homeless Liaison within three (3) business days, so that determination can be made at the district level.

The district must adhere to the following procedures:

1. The district (i.e. the CCSS Homeless Liaison and the Student Support Services Department) must complete an investigation to determine if the student is entitled to enrollment and supportive services under McKinney-Vento
2. The district must complete the *District Final Decision Form* within three days of receiving the *Parent Appeal Form* and notify the parent/guardian or unaccompanied youth in writing.
3. The district must advise the parent/guardian/unaccompanied youth that the district's final determination may be appealed to the Alabama State Department of Education within three days.
4. The district must inform the parent/guardian/unaccompanied youth that the district's homeless liaison is required to assist him/her in filing such an appeal (if requested).
5. The district must provide the appeal form to the parent/guardian/unaccompanied youth to send to the Alabama State Department of Education.

The student must remain enrolled and provided with transportation (if feasible) until the district makes a final determination and for a maximum of **10 days** after the determination to give the parent/guardian/unaccompanied youth the opportunity to appeal to and receive a decision from the Alabama State Department of Education.

COFFEE COUNTY SCHOOL SYSTEM
DISPUTE RESOLUTION
Initial Challenge of Enrollment Form

This form is to be completed by the school when a dispute arises over school enrollment.

Student Name:	School Name:
Parent/Guardian/Unaccompanied Youth Name:	Relationship to Student:
Street Address (City, State, Zip):	Phone Number:

I (school representative) dispute that the above named student is entitled to enrollment in and/or transportation to (if feasible) the above named school due to the following reasons:

If you (the parent) would like to appeal this initial decision, please contact the Homeless Liaison at (334) 897-5016 within three working days of the challenge. If you decide to appeal, you will be given a final decision in writing within five working days of the appeal. I (the parent) understand that the above student must remain enrolled and provided with transportation (if feasible) until the district makes a final enrollment determination.

School Representative/Print Name:	Title:
Signature:	Date:
School Homeless Liaison:	Coffee County System Homeless Liaison Contact Information: Federal Programs 400 Reddoch Hill Road Elba, AL 36323 Attn: Homeless Liaison Phone: 334.897.5016

This form MUST be faxed to Federal Programs at (334) 897-6207 by school personnel on the day of challenge of enrollment.

Original to Federal Programs -1 copy to Parent/guardian or unaccompanied youth -1 copy retained by school

**COFFEE COUNTY SCHOOL SYSTEM
DISPUTE RESOLUTION
Parent Appeal Form**

This form is to be completed by the parent/guardian/unaccompanied youth when a dispute arises over school enrollment.

Student Name:	School Name:
Parent/Guardian/Unaccompanied Youth Name:	Relationship to Student:
Street Address (City, State, Zip):	Phone Number:

I wish to appeal the enrollment decision made by the above named school.

I have been provided with a written explanation of the school’s decision (check one): Yes No

I understand that the above named student MUST remain enrolled and provided with transportation (if feasible) until the district makes a final enrollment determination.

Include a written explanation to support your appeal in this space. The school liaison/representative is responsible for faxing this form to the CCSS Homeless Liaison.

Signature & Date

Return completed form to school or deliver to:
Coffee County School System
Federal Programs Homeless Liaison
400 Reddoch Hill Road
Elba, AL 36323

-----**For School Use**-----

Original to Federal Programs -1 copy to Parent/guardian or unaccompanied youth -1 copy retained by school

**COFFEE COUNTY SCHOOL SYSTEM
DISPUTE RESOLUTION
District Final Decision Form**

Student Name:	School Name:
Parent/Guardian/Unaccompanied Youth Name:	Relationship to Student:
Street Address (City, State, Zip):	Phone Number:

Based on the investigation conducted by the Coffee County Homeless Liaison and Federal Programs Department, it has been determined that the above named student _____ **IS** or _____ **IS NOT** (check one) entitled to enrollment in and/or transportation to the aboved named school due to the following reasons:

You may appeal this decision to the Alabama State Department of Education within three working days. If you do not file an appeal, the district’s decision will go into effect on

Date

If you would like to appeal this decision, you must complete the appeal information below. For help completing the appeal, please contact the Homeless Liaison at (334) 897-5016. If you are an unaccompanied youth and would like to file an appeal, the Homeless Liaison must help you.

Signed: _____ Date: _____
Mrs. Kelly Cobb, Superintendent

-----**For School Use**-----

Original to Federal Programs -1 copy to Parent/guardian or unaccompanied youth -1 copy retained by school

Parent/Guardian/Unaccompanied Youth Appeal to the Alabama State Department of Education

I understand that I have the right to appeal the district’s decision to deny enrollment of my child to the requested school and that my right to appeal must be exercised within three working days of the date that the Final Decision form is signed by the Superintendent.

I understand that the above student must remain enrolled and provided with transportation (if feasible) until the State makes a determination (within ten days).

Based on the explanation provided:

_____ I do not wish to appeal this decision.

_____ I wish to appeal this decision to the Alabama State Department of Education.

This document and all supporting correspondence will be forwarded by the Coffee County School System Homeless Liaison to Alabama State Department of Education Coordinator for Homeless Education on behalf of the concerned parties.

_____, State Coordinator for Homeless Education

Alabama State Department of Education
Federal Programs
50 North Ripley Street
Montgomery, Alabama 36130
Toll Free Phone No.: 1-888-725-9321

-----**For School Use**-----

Original to Federal Programs -1 copy to Parent/guardian or unaccompanied youth -1 copy retained by school

COFFEE COUNTY SCHOOL SYSTEM
Education Rights of Homeless Children and Youth

*(This notice is distributed in the community for actively seeking to identify and serve homeless children and youth-
 Available in English/Spanish – Federal Programs Document Folder)*

The school district is actively seeking to enroll children and youth who are homeless. If you are homeless or know of a child or youth that is homeless and not attending school, please contact the following person who will provide information and assistance during the enrollment process:

Homeless Liaison: Coffee County Homeless Liaison at (334) 897-5016

- *Who is considered “homeless?”* Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings. If you are not sure, please call.
- *What are the education rights of homeless children and youth?* Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:
 - a. Immediate enrollment in a school and, when desirable or feasible, at the “school of origin.”
 - b. Prompt provision of necessary services such as transportation and meal programs.
 - c. Appropriate support services and programs for which they are eligible, such as programs for gifted children with disabilities, vocational education, and preschool.
 - d. Academic assistance through the district’s federally funded Title I program.
 - e. Parent or guardian involvement in school activities.
- *What is the “school of origin?”* The term “school of origin” means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district’s responsibility to consider the best interests of the child or youth when making a decision regarding what school to attend. Consideration must be given to placement at the school of origin unless doing so is contrary to the wishes of the parent or guardian.
- *What if there is disagreement regarding school placement?* The parent, guardian, or unaccompanied youth (a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian, or unaccompanied youth. The student will be immediately enrolled in the school in which the enrollment was requested by the student or parent while an appeal is pending. The person indicated above will provide information and assistance regarding such an appeal.

No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education

SCHOOL USE ONLY				
Student Name	Date Distributed	Date School/District Notified of Student	Current Location of Student	School of Origin

COFFEE COUNTY SCHOOL SYSTEM
McKinney-Vento Act
Referral Form

(This notice is used to notify school administration that a student may be living in a homeless situation.)

PERSON MAKING THE REFERRAL:

Person Making Referral: _____ Title: _____

Email Address: _____ Phone: _____

STUDENT INFORMATION

The following student may be experiencing homeless conditions:

Student: _____

Current Address: _____

Contact Information (Parent/Guardian/Other): _____

REASON FOR REFERRAL

Please check one of the following as a reason for referral and indicate details. You may attach additional information if necessary.

Where is the student currently living? (Please check one)

- In a motel/hotel
- In a shelter
- With another family in a house or apartment due to loss of housing or economic hardship
- In a car, park, campground, street, or abandoned building
- Moving from place to place
- Temporary or emergency foster care

Other: _____

ADDITIONAL COMMENTS:

OFFICE USE ONLY	
Date Referral Received	Additional Comments:

COFFEE COUNTY SCHOOL SYSTEM McKinney-Vento Homeless Survey

A program evaluation is always an essential component of program improvement. Please consult with your leadership team and respond to the following questions.

1. Have you or someone from your school spoken about the definition and rights of homeless students at a school staff meeting?

- Yes
- No

2. Please rank the following barriers to homeless student IDENTIFICATION, using 1 as the greatest barrier:

	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>School Staff/admin resistance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Parent resistance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Lack of knowledge of definition – school level</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Lack of knowledge of definition by the parent</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: (please specify)

3. What percentage of parents/youth experiencing homelessness at your school have you personally communicated homeless rights to either verbally or in writing, such as providing a brochure (above and beyond posting notice i.e. poster)?

- 0-25 percent
- 25-50 percent
- 50 -75 percent
- 75-100 percent
- N/A We have no students experiencing homelessness at this time.

4. Does your school communicate and/or remind parents/youth experiencing homelessness of their rights to stay at the school of origin during the withdrawal process?

- Yes
- No
- N/A We have no identified students experiencing homelessness at this

Time.

5. Does your school communicate rights to homeless parents/youth at the end of the school year? For example: “If your family is still in a transitional housing situation next school year, your child can remain at our school.”

- Yes
- No
- N/A Our school has never identified a student experiencing homelessness at the end of the school year.

6. How would you prefer to receive training from our program? Please choose one.

- Traditional – Meetings
- Webinars
- On-site school visits/training

7. What is the most challenging area of implementing provisions under the McKinney-Vento Act at your school? Please rank using 1 as the most challenging:

	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>Identification</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Immediate enrollment</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Arranging transportation to the school of origin</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Receiving supportive funding for school participation and basic needs (field trips, supplies, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Please provide at least one “best practice” from your school in regards to serving students experiencing homelessness and/or complying with provisions as defined by the McKinney-Vento Act. Any and all input is greatly appreciated!

9. Please share any ideas, suggestions, and/or concerns with our Homeless Program. We want to hear from YOU!

The Coffee County School System conducts outreach and collaborates with community agencies to provide and improve services for homeless children and youth.

COFFEE COUNTY SCHOOL SYSTEM

Kelly Cobb, Superintendent	
Carolyn Broaden, Director of Federal Programs	(334) 897-5015
Tami Crosby, Special Education Director	(334) 897-5016
Gray Harrison, Career Technical/Technology Director	(334) 897-5016
Betsy Wood, Child Nutrition Coordinator	(334) 897-5016
DeWayne Hamilton, Transportation/Safety Director	(334) 330-0135
Megan Driggers, Kinston School Principal	(334) 565-3027
Sonna Davis, Kinston High School Counselor	(334) 565-3027
Lougener Wyrosdick, Kinston Elementary School Principal	(334) 565-3027
Alonzo Barkley, New Brockton High School Principal	(334) 894-2350
Valerie Bourne, New Brockton High School Principal	(334) 894-2350
Holli Richardson, New Brockton Elementary School Principal	(334) 894-6152
Hope Bowers, New Brockton Elementary School Counselor	(334) 894-6152
Matt Batron, Zion Chapel School Principal	(334) 897-6275
Angie Davis, Zion Chapel High School Counselor	(334) 897-6275
Emily Roberts, Zion Chapel Elementary School Counselor	(334) 897-6275

EMERGENCY PHONE NUMBERS

Imminent Danger	911
Coffee County Sheriff's Department	(334) 894-5535
Elba Police Department	(334) 897-2555
Elba Fire Department	(334) 897-2222
Kinston Police Department	(334) 565-3114
Kinston Fire Department	(334) 565-3114
New Brockton Police Department	(334) 894-5559
New Brockton Fire Department	(334) 894-5559
Zion Chapel Fire Department	(334) 897-6014
Coffee County District Attorney – Elba	(334) 897-2085
Coffee County District Attorney – Enterprise	(334) 347-1142
Alabama State Troopers	(334) 983-4587
Alabama Missing Children's Bureau	(800) 228-7688
American Red Cross	(334) 347-2461
Drug Abuse/Addiction Crisis Hotline	(800) 280-2944
National Domestic Violence Hotline	(800) 799-7233
National Response Center to Report Chemical Spills	(800) 424-8802
Poison Control Center	(800) 222-1222
Salvation Army	(334) 393-8244
Christian Mission – Elba	(334) 897-6693
Christian Mission – Enterprise	(334) 393-2607

ADVOCACY/COUNSELING AGENCIES

Coffee County Department of Human Resources	(334) 347-5823
Coffee County Health Department	(334) 347-9574
Coffee County Baptist Association	(334) 894-6411
Abstinence in Motion (AIM)	(334) 670-5261
South Central Alabama Mental Health	(888) 363-2855
Warren Behavior Center	(334) 808-8991

MEDICAL PROVIDERS

Medical Center - Enterprise	(334) 347-0584
Mizell Memorial Hospital – Opp	(334) 493-3541
Troy Regional Medical Center	(334) 670-5000
Andalusia Regional Hospital	(334) 222-8466
Southeast Alabama Medical Center – Dothan	(334) 793-8111

MEDIA

Elba Clipper	(334) 897-2823
Enterprise Ledger	(334) 347-9533
Southeast Sun	(334) 393-2969
Opp News	(334) 493-3595
Dothan Eagle	(334) 792-3141

**COFFEE COUNTY SCHOOL SYSTEM
EVALUATION STANDARDS AND INDICATORS**

	STANDARD	EVIDENCE
1	Within one (1) full day of an attempt to enroll in school, homeless children and youth will be in attendance.	School enrollment records
2	Homeless pre-k to 12 children and youth will have stability in school.	
2.1	Attendance rates will be at or above the relevant district average	Attendance monitored through school system Attendance Officer and Liaison
3	Homeless children and youth will receive specialized services when eligible.	Request for services form
3.1	Eligible homeless preschool children can participate in public preschool (Head Start, state pre-k, preschool programs for children with disabilities under IDEA, meals, programs for children with limited English proficiency, and Title I preschool programs.	Enrollment, Residency Questionnaire, Child Find
3.2	Eligible homeless children and youth can receive special education and related services under IDEA, educational and related aids and services under Section 504 of the Rehabilitation Act of 1973, and educational programs for students with limited English proficiency.	
3.3	Homeless children and youth will receive appropriate services, based on an assessment of individual needs, through a combination of resources, including, but not limited to Title I, McKinney-Vento, and other federally funded programs.	Purchase orders, Communication Records/Emails from Transportation, CNP, etc.
4	Parents or persons acting as parents of homeless children and youth will participate meaningfully in their children's education.	STI PD, PTO Sign-in lists, Progress Reports, Open House, Conferences
4.1	Parents or persons acting as parents of homeless children and youth will have a face-to-face conference with the teacher, guidance counselor, or social worker within 30 days of enrollment.	Conference Log

4.2	Parents or persons acting as parents will be provided with individual student reports informing them of their child's specific academic needs and achievement on academic assessments aligned with state academic achievement standards.	Benchmark Tests, Progress Reports, Nine Week Data, End of Year Assessment Results
4.3	Parents or persons acting as parents will report monitoring or facilitating homework assignments.	Tutors will be provided as needed
4.4	Parents or persons acting as parents will share reading time with their children (i.e, parent reads/listens to child reads)	
4.5	Parents who would like parent skills training will attend available programs.	Guidance Logs, Parental Involvement Records
4.6	Parents or guardians will demonstrate awareness of McKinney-Vento Rights.	Flyers, posters
4.7	Unaccompanied youth will demonstrate awareness of McKinney-Vento Rights.	Guidance Logs
5	Homeless children and youth in grades 3-12 will meet state academic standards.	State assessment data and report cards
5.1	Performance on standards-based assessments in reading and math will be within or above the proficient range or will show a one-for-one gain.	
5.2	Rates of promotion to the next grade level will be at or above the district average.	Promotion and Retention Rate
5.3	Rates of high school graduation or equivalent will be at our above the district average.	Graduation Cohort

Program Comments/Recommendations

When the Residency Questionnaire is completed, the school designee will make contact with the Homeless Liaison. The Homeless Liaison will follow up with the student/parents. All district resources are channeled to support the maintenance of the child in the school of origin. McKinney-Vento Act Orientation is provided annually for all faculty and staff to promote awareness and avoid stigmatization.