

**GENEVA CITY SCHOOLS**

**HOMELESS**

**CHILDREN AND YOUTH**

**EDUCATION**

**PROGRAM**

**RON SNELL  
SUPERINTENDENT**

**ERICA G. WRIGHT  
HOMELESS PROGRAM LIAISON**

**Approved by the Geneva City Board of Education  
on September 12, 2022**

## **Geneva City Schools Homeless Program**

It is the intent of Geneva City Schools (GCS) to comply with the McKinney-Vento Homeless Assistance Act as stated in board policy 5.10.1 (see the following page).

The school system engages in ongoing practices to monitor for homeless children residing in the community. At the present time, the community does not have shelters for provision of services to homeless families or individuals. The school system maintains communication with Department of Human Resources to identify children receiving foster care who may qualify for homeless assistance.

Staff members responsible for student enrollment are notified of policy (see enrollment form below) and trained in the definitions of the qualifying characteristics students and families must meet to be identified as eligible for homeless services. If and when such students are identified, the homeless student services coordinator shall work in conjunction with personnel including building principals and school nurses to coordinate such services as are determined necessary using available community and school resources. Such services will include access to school and state health care services and human resource service providers. If academic needs are identified, resource teachers and skill development classes fully or partially paid for by federal funds may be incorporated into providing instructional assistance.

GCS 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.

## **Geneva City Schools Board Policy**

### **CHAPTER 5.00 – STUDENTS**

<b>ADMISSION OF HOMELESS, MIGRATORY, IMMIGRANT AND ENGLISH LEARNERS</b>
---

**5.10.1**

- I. Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act, Plyler vs. Doe, 457 U.S. 202, (1982), Title VI of the Civil Rights Act of 1964, and the McKinney-Vento Homeless Education Act of 2001, all homeless, migrants, immigrants, foster care and English learners must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Geneva City School System. 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.
- II. Students who live in the attendance areas of Geneva City School System and who are homeless, migratory, immigrant, and/or English Learners shall not be prohibited from school attendance due to any of the following:
  - A. Lack of proof of residency
  - B. Lack of social security number
  - C. Lack of birth certificate
  - D. Lack of school records or transcripts
  - E. Lack of immunizations or health records
  - F. Guardianship or custody requirements
  - G. Transportation
  - H. Language barriers
  - I. Disabilities

# GENEVA CITY SCHOOLS HOMELESS PLAN/PROCEDURES AND DISPUTE RESOLUTION

## INTRODUCTION

The Geneva City School System will employ practices that increase the awareness of the Homeless Education program. The school/district shall notify parents/guardians of homeless children and youth of available resources and assist them in accessing the resources.

The Geneva City School System shall conduct periodic needs assessments and an annual evaluation (**Appendix F-1, 2**) of its Homeless Education program to determine the effectiveness of the program. The system will adjust practices, procedures, and resources as needed to improve the effectiveness of implementation and student achievement.

### **Definitions:**

For the purpose of identifying homeless children and youth, the Geneva City 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:

**\*\*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 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 request or 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.

### **Identification & Registration Procedures**

Homeless children and youth are often undetected. The district will conduct awareness training sessions with the appropriate school personnel to inform them of methods of identifying homeless children without using stigmatizing terminology. The district will use a *Residency Questionnaire* and *Roster of Identified Students (Appendix C-1, 2)* 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 Geneva City Schools Homeless Liaison on the day of registration for students identified as homeless. The school will maintain the original form in the 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. Currently enrolled students who may become homeless may be identified through school personnel observation as well as through referrals from outside sources.

The parent or guardian may enroll a homeless child or youth with or without (**Appendix B**) 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. 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.

An unaccompanied youth may enroll himself or herself. In this case, the school principal or designee will immediately contact the Geneva City Schools Homeless Liaison to report the enrollment of an unaccompanied youth. The school will provide the youth with proper assistance in a language that the student understands. The Geneva City Schools Homeless Liaison (**Appendix A**) and school personnel will assist the homeless unaccompanied youth in obtaining eligible educational services.

### **Meal Status**

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 Preschoolers**

The Geneva City Schools 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 be given the opportunity to 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.

### **Resources**

The school system, through each school, provides helpful information to parents of homeless children. This information is provided to all parents of children who meet the criteria of homeless children based on their responses on the *Residency Questionnaire* at enrollment as well as those who may be identified after they are enrolled. The information provided may include but is not limited to:

- referrals of homeless children and youth for medical, dental, mental health, and other support services.

- students service programs related to violence prevention and behavioral counseling.
- programs addressing the unique needs for homeless children and youth that may arise from domestic violence.
- providing transportation costs associated with keeping students in the *school of origin*.
- paying fees and costs associated with tracking, obtaining, and transferring records needed for enrollment of homeless children and youth in school.
- providing school supplies for homeless children.
- providing extraordinary or emergency services to homeless children and youth to enroll and retain such students in school.
- ensuring that homeless children and youth are not stigmatized and/or alienated due to their homeless status.
- collaborating with other agencies to provide and/or improve services for homeless children and youth.

### **Dispute Resolution**

A parent/guardian of a homeless student has the right to enroll his/her student in either the "school of origin," which may be the last school attended by the student when permanently housed (if in the best interest of the homeless student) or the school which serves the location where the student currently resides. The school must provide the parent/guardian, or unaccompanied student, written information regarding school selection or enrollment options available to homeless students under the McKinney-Vento Act.

If a school selection or enrollment dispute develops over the selection or enrollment options available pursuant to the McKinney-Vento Act, the school must immediately enroll the homeless student to the school in which enrollment is sought by the parent/ guardian, pending resolution of the dispute. In the case of an unaccompanied student, the district homeless coordinator will ensure that the student is immediately enrolled in the school pending resolution of the dispute.

In order to initiate the dispute resolution process, the Geneva City Schools Dispute Resolution Form must be completed and filed with the principal of the school wherein the student is currently enrolled.

After receipt of the Dispute Resolution Form, the school principal shall meet with the parent/guardian or unaccompanied student in an effort to resolve the school selection or enrollment dispute. If a school selection or enrollment resolution is not reached at the school level, the school principal will notify the Geneva City Schools homeless coordinator of the dispute, and refer the parent/guardian or unaccompanied student to the district homeless coordinator.

The district's homeless coordinator shall meet with the parent/guardian or unaccompanied student in an effort to resolve the school selection or enrollment dispute. Within ten (10) business days of the meeting, the district's homeless coordinator shall provide the parent/guardian or unaccompanied student a written decision regarding the school selection or enrollment decision.

If the parent/guardian or unaccompanied student is not satisfied with the decision the parent/guardian or unaccompanied student has the right to file a written complaint with the Alabama State Department of Education. The LEA Homeless Coordinator will assist with this process if requested to do so.

The written complaint can be mailed or delivered to:

Alabama Department of Education  
Federal Programs Section  
50 North Ripley Street  
5348 Gordon Persons Building  
Montgomery, Alabama 36104-2101  
Attn: Homeless Program Specialist



**APPENDIX A**  
**GENEVA CITY SCHOOLS**  
**HOMELESS LIAISON RESPONSIBILITIES**

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 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 appropriate school personnel regarding the needs of homeless children and youth;
- Enrollment disputes are mediated in accordance with 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.

**APPENDIX B**  
**GENEVA CITY SCHOOLS**  
**PROCEDURES FOR ADMITTING HOMELESS STUDENTS**

1. Students will be admitted to Geneva City Schools regardless of gender, race, religious beliefs, national origin, ethnic group, disability, or other protected status.
2. Homeless students will be admitted within the Geneva City attendance zone regardless of residential status and pending receipt of required records of immunizations. The application process for free and reduced price meals can be expedited.
3. The school office or Attendance Supervisor will provide the address of the Geneva City Health Department and directions to assist in securing the required records of immunizations.
4. The Attendance Supervisor will assign in-coming students a number until required records of immunizations are received.
5. Geneva City Schools will maintain a complete list of all homeless students.
6. The Geneva City Schools' policies and procedures regarding homeless students will be communicated to all school personnel at the beginning of each school year through a memorandum or e-mail.

**APPENDIX C-1**  
**GENEVA CITY SCHOOLS**  
**RESIDENCY QUESTIONNAIRE**

1. Where is the student currently living?

Section A	Section B
_____ In a shelter	_____ The choices in Section A <b>do not</b> apply
_____ With more than one family in a house or apartment	
_____ In a motel, car, or campsite	
_____ With friends or family members (other than parent/guardian)	<b><i>If you checked this section, the only thing you need to do</i></b>
	is sign near the bottom of the page and <b><i>submit the form</i></b>
<b><i>If you checked a box in Section A, CONTINUE to item</i></b>	<b>to school personnel.</b>
<b><i>Number 2 and complete the remainder of this form.</i></b>	

2. The Student lives with:

- ☐ 1 parent ☐ a relative, friend(s) or other adult(s)
  - ☐ 2 parents ☐ alone with no adult(s)
  - ☐ 1 parent and another adult ☐ an adult that is not the parent or the legal guardian

School \_\_\_\_\_ Grade \_\_\_\_\_

Name of Student \_\_\_\_\_

Birth Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Age \_\_\_\_\_      Social Security \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month                  Day                  Year

Printed Name of Parent(s) Legal Guardian(s) \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 City State Zip Code

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Homeroom: \_\_\_\_\_

**Signature of Parent(s) Legal Guardian(s)** \_\_\_\_\_

**School Use only – Do Not Write in this Space**

Section A Determination:

\_\_\_\_\_

Principal's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

For Section A choices, fax this form to the Central Office Contact Person

**APPENDIX C-2**  
**GENEVA CITY SCHOOLS**  
**HOMELESS CHILDREN AND YOUTH EDUCATION PROGRAM**  
**ROSTER OF IDENTIFIED STUDENTS**  
**(Based on Residency Questionnaire)**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**School Year**

<b>Name</b>	<b>Grade</b>	<b>Base Teacher</b>	<b>*ID Code</b>	<b>Services Needed</b>

\*(1) in a shelter; (2) with more than one family in a house or apartment; (3) in a motel, car, or campsite;  
 (4) with friends or family members (other than parent/guardian)

\_\_\_\_\_  
**Counselor**

**APPENDIX D**  
**GENEVA CITY SCHOOLS**  
**SCHOOL ENROLLMENT DISPUTE FORM**

School Name:    **Mulkey Elementary**            **Geneva Middle**            **Geneva High**

School Address: \_\_\_\_\_ Geneva, AL 36340

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_                      (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
School Telephone Number                      School Fax Number

Student's Name \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_  
City                      ST                      Zip Code

Current Telephone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Complainant Information**

(Please Print)

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_  
City                      ST                      Zip Code

Current 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 complainant 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?**    Yes    No

*Fax this form to the central office contact person on the day of the complaint.*

**APPENDIX E**  
**GENEVA CITY SCHOOLS**  
**DISTRICT ENROLLMENT DISPUTE FORM**

Student's Name \_\_\_\_\_ SS#: \_\_\_\_\_

School Name \_\_\_\_\_ Grade \_\_\_\_\_

**District Action on Complaint**

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 City 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 City homeless liaison convene a meeting of 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 City homeless liaison should assist the complainant in contacting service organizations to provide technical assistance to the complainant. Did the City homeless liaison assist the complainant in this manner? \_\_\_\_\_yes \_\_\_\_\_ no

Name of service organization contacted for assistance	Alabama Department of Education Federal Programs Section 50 North Ripley Street 5348 Gordon Persons Building Montgomery, Alabama 36104-2101 Attn: Homeless Program Specialist
---	--

Was the dispute resolved? \_\_\_\_\_ Date? \_\_\_\_\_

Describe the resolution.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Homeless Liaison

**APPENDIX F-1**  
**GENEVA CITY SCHOOLS**  
**HOMELESS CHILDREN AND YOUTH EDUCATION PROGRAM**  
**NEEDS ASSESSMENT**

\_\_\_\_\_  
School

\_\_\_\_\_  
School Year

School level needs identified from information on Homeless Student roster and other sources:

Academic Needs: (tutoring, etc.)

---

---

---

---

Physical needs: (transportation to school of origin, school supplies, free meals, clothing, etc.)

---

---

---

---

Health Needs: (medical, dental, mental, etc.)

---

---

---

---

Social Needs: (violence prevention and behavioral counseling, etc.)

---

---

---

---

Other needs:

---

---

---

---

\_\_\_\_\_  
Principal/Counselor

**APPENDIX F-2**  
**GENEVA CITY SCHOOLS**  
**HOMELESS CHILDREN AND YOUTH EDUCATION PROGRAM**  
**EVALUATION**

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

1. How many homeless children and youth were enrolled during this school year? \_\_\_\_\_

2. Were there any barriers to enrollment? \_\_\_\_\_  
Yes No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Were there any issues involving providing educational services for eligible students?

\_\_\_\_\_  
Yes No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Were there any disputes concerning school placement? \_\_\_\_\_  
Yes No

If yes, were they resolved? \_\_\_\_\_  
Yes No

5. Please make suggestions on how to improve the efficiency/effectiveness of program implementation and increase student achievement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluators:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_