

**APPROVED**

JUL 20 2020

**WEBSTER COUNTY  
BOARD OF EDUCATION**

# Webster County School District



## EDUCATIONAL **STABILITY** *for* CHILDREN *in* **FOSTER CARE**

REVISED July 2020

## **Purpose**

The purpose of this document is to outline the procedures used in the Webster County School District to enroll and withdraw children that have been placed under the care of the Mississippi Child Protection Service.

## **Goal**

Webster County School District in collaboration with Webster County Division of Child Protection Services ensures that children placed in foster care have stability with regards to their education.

## **Vision**

Building the Future one Child at a time.

## **Mission**

The Webster County School District is a leader in educational excellence, which provides opportunities for academic success while inspiring high expectations for all in a safe and orderly environment.

## **Definitions**

**District Point of Contact (DPC)** – the person designated by the Webster County School District Superintendent to represent the District with regards to foster children being enrolled or withdrawn from the district. The District Point of Contact will communicate directly with the Regional Director of Child Protective Services.

**School Point of Contact (SPC)** – the person designated by the building level Principal to represent the school with regards to foster children being enrolled or withdrawn from the school. The School Point of Contact will communicate directly with the District Point of Contact. The School Point of Contact will ensure that any and all student records are obtained when a foster child enrolls in the local school and that any and all student records are provided to the Child Protective Service Case Work when a foster child withdraws from the local school.

**Regional Director of Child Protective Services (CPS)** – the person from Child Protective Services that will communicate directly with the District Point of Contact and with the Child Protective Service Case Worker in charge of the case for a particular foster child.

**Case Worker** – the person from Child Protective Services that has been assigned the case of a child in foster care.

**Foster Child** – a child to whom the custody has been appointed to Child Protective Services by a sitting judicial authority.

**Foster Parent** – the parent(s) to whom a foster child is currently residing.

## **Enrollment of a Foster Child**

### **Resident Foster Children**

Foster children residing within the district boundaries shall be enrolled as any other student that resides within the boundaries of the district. The SPC shall obtain any and all records pertaining to the student’s current education. A list of these records is found in Appendix A of this document.

Following the enrollment of the student the SPC will complete the enrollment document placing a copy on file in the office of the SPC while forwarding the original to the DPC. The DPC will keep on file the original until the student withdraws or graduations from the Webster County School District or the child is no longer in the care of Child Protective Services.

### **Non-Resident Foster Children**

Foster children not residing within the district boundaries shall be enrolled once a determination has been made that it is in the best interest of the child to attend a school within the Webster County School District. The DPC in collaboration of CPS will meet with the SPC, Principal, Parents (if allowed), Foster Parents, and other interested parties. The meeting shall take place within 3 business days after CPS has sought to enroll the child in the Webster County School District or prior to CPS seeking enrollment in the Webster County School District.

A determination as to whether or not it would be in the best interest of the child to attend the school in the Webster County School District shall be made immediately following this meeting.

The Webster County School District recognizes the right of a foster child to attend the child’s school of origin provided that it is reasonable.

### **Withdrawal of a Student by CPS**

CPS has the right to withdraw students assigned to them by a judicial authority. The SPC in this case is responsible for providing as many educational records as possible to make any transition from the school of origin to the new school a smooth transition. Records not on file in the

school office shall be forwarded the new school within 24 hours following a request by the school or CPS.

The SPC shall contact the DPC if he/she thinks it would be in the best interest for the child being withdrawn to remain in the school of origin. The DPC will immediately contact the Regional Director of Child Protective Services to relay the concerns of the SPC as well as possibly scheduling a time to discuss the child's educational placement.

### **Free/Reduced Lunch Application**

Foster Care Parents or Child Protective Services should complete a Free/Reduced Lunch Form for the Webster County School District. The form along with verification of foster care shall be submitted to the School Point of Contact who in turn will forward the documents to the District Point of Contact. The District Point of Contact will forward the documents to the Food Service Director or Food Service Secretary.

# Appendix A

## Children in Foster Care Enrollment Records Checklist

The following records are required for enrollment of a child in foster care.

Supporting Documentation:

- € Report Cards and Progress Reports
- € Discipline Records
- € Student Achievement
- € Teacher Evaluations
- € Attendance Records
- € Written input from absent participants
- € IEP and/or 504 Plan
- € Transcript showing current credits, if high school student
- € Withdrawal From Previous School
- € Copy of Birth Certificate
- € Copy of Immunization Form
- € Other: \_\_\_\_\_

## Records Checklist for Case Worker Withdrawing a Child

### Supporting Documentation:

- € Report Cards and/or Progress Reports
- € Current Grades
- € Discipline Records
- € List of student activities, if junior high or high school student
- € Attendance Records
- € IEP and/or 504 Plan
- € Transcript showing current credits, if high school student
- € Withdrawal Form
- € Copy of Birth Certificate
- € Copy of Immunization Form
- € Other: \_\_\_\_\_

## Records Checklist for Case Worker/Foster Care Parent Enrolling a Child

### Supporting Documentation:

- € Report Cards and/or Progress Reports
- € Withdrawal Form from Previous School if available
- € Copy of Birth Certificate
- € Copy of Immunization Form
- € Completed Registration Packet
- € Completed Free/Reduced Lunch Application
- € Verification Document for Foster Care Placement
- € Other: \_\_\_\_\_



**Children in Foster Care  
Best Interest Determination Worksheet**

Goal: To determine if it is in the best interest for the student to remain in the school of origin.

MSIS ID: \_\_\_\_\_

Current District and School: \_\_\_\_\_

Potential New District and School: \_\_\_\_\_

Previous Schools (if known):  
\_\_\_\_\_  
\_\_\_\_\_

**Supporting Documentation:**

- € Report Cards and Progress Reports
- € Discipline Records
- € Student Achievement
- € Teacher Evaluations
- € Attendance Records
- € Written input from absent participants
- € IEP and/or 504 Plan
- € Transcript showing current credits, if high school student
- € Other: \_\_\_\_\_

**Guidance Information:**

Number of years attending the current school: \_\_\_\_\_

Current Academic Performance: \_\_\_\_\_

Number of Schools Attended in Past 5 years: \_\_\_\_\_

Number of Schools Attended this year: \_\_\_\_\_

Impact of School Transfers on Student Performance:  
\_\_\_\_\_  
\_\_\_\_\_

Enrollment in special programs (Gifted, Special Education, Career and Technical Programs, etc.)  
\_\_\_\_\_

Effect of new school on obtaining full academic credit to be able to proceed to the next grade level:  
\_\_\_\_\_  
\_\_\_\_\_

Access to school-based supportive services:  
\_\_\_\_\_  
\_\_\_\_\_

Describe the student's relationship with the current school:  
\_\_\_\_\_  
\_\_\_\_\_

Extracurricular or other activities:  
\_\_\_\_\_  
\_\_\_\_\_

New living arrangement short or long term:

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Distance and mode(s) transportation to school of origin: \_\_\_\_\_

Can change in schools if necessary coincide with end of a grading period: \_\_\_\_\_

Other factors considered:

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Determination of Placement:

- € It is in the best interest of the student to remain in the school of origin.
  - A permanent transportation plan for the student should be in place within five school days of the placement, per the agreed upon transportation procedure.
  - While permanent transportation is arranged, interim transportation must be provided to ensure there is no disruption in the student’s education.
  
- € It is in the best interest of the student to not remain in the school of origin.
  - The student will be immediately enrolled in the new school. The new school will request the student’s record the same day from the school of origin. Enrollment means attending and actively participating in class.
  - The school of origin will send all of the student’s record within one school day (e.g., cumulative record, grades, reading plan, IEP, etc.)
  
  - If the student is currently receiving special education services, he/she will need to continue special education services from the receiving school district.

Date: \_\_\_\_\_

Meeting Facilitator: \_\_\_\_\_

Child’s Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Custodial Agent Representative: \_\_\_\_\_

Custodial Agent Contact Information:

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Meeting Participants:

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

Webster County School District  
Transportation Agreement Form

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

MSIS ID: \_\_\_\_\_

Custodial Agent Caregiver (Name and Contact Information):

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

Caregiver (Name and Contact Information):

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

Educational Representative, if applicable (Name and Contact Information):

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

District: \_\_\_\_\_

District Foster Care Point of Contact (Name and Contact Information):

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

Case Worker (Name and Contact Information):

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

The custodial agency verifies that:

1. It is in the student's best interest to remain in the school of origin based on the following factors:

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

2. Eligibility of the child under Title IV-E from the Mississippi Department of Child Protection Services: \_\_\_\_\_ Yes \_\_\_\_\_ No

a. If YES, reimbursement for some funding of transportation costs:

\_\_\_\_\_ will be pursued

\_\_\_\_\_ cannot be pursued for the reason below:

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3. The following was executed to identify a no-cost or low-cost transportation service:

The district verifies that:

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4. There is an existing transportation option that can server the student's new housing placement.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If YES, explain the option:

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The District and Mississippi Child Protection Services agree that the most cost effective transportation procedures for this student will be:

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The District and Mississippi Child Protection Services agree that while permanent transportation is arranged, interim transportation arrangements will be:

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These transportation procedures were agreed to on the following date: \_\_\_\_\_ and will be implemented within five (5) days, by the following date: \_\_\_\_\_.

\_\_\_\_\_  
Authorized Signature  
Mississippi Child Protective Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
LEA Foster Care Point of Contact

\_\_\_\_\_  
Date



**Dispute Resolution to State Level Point of Contact**

To appeal the district's decision to the Mississippi Department of Education and Mississippi Department of Child Protection Services, please complete this form and submit it by the date indicated on the Written Notice you received from the school. You may submit this form by any of the following methods:

- Scan and email it to [TKersh@mdek12.org](mailto:TKersh@mdek12.org) with the subject "Foster Child Dispute Appeal" to Toni Kersh, Mississippi Department of Education, Foster Care Point of Contact;

**OR**

- Return the paper form to Toni Kersh, Mississippi Department of Education, Foster Care Point of Contact at 359 N. West Street, Jackson, MS 39201

Student Name: \_\_\_\_\_

School in which enrollment is sought: \_\_\_\_\_

I am the educational decision-maker for this student. and I believe the school in which we are seeking enrollment is in the student's best interest because:

I believe the student has a right to attend this school because:

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

If you would like to provide additional information, please attach it to this form. The student shall remain in the school of origin, receiving all appropriate educational services including transportation, until the dispute reaches its final resolution.

Educational decision-maker name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_