

ADMINISTRATIVE PROCEDURE

580AP

Education of Homeless Students

Supplement A - Homeless Identification Procedure

Date Approved: April 4, 2016

Roles:

- District Homeless Liaison
- District Homeless Liaison Assistant
- Site based Homeless Liaison (school social worker)
- Transportation Services Program Assistant and Lead Router
- Building Secretary
- Building Principal or designated assistant principal
- Special Education case manager
- District McKinney-Vento Eligibility Decision Team
- All Staff members

Purpose: MN Department of Education (MDE) requires school districts to document the identification of homeless/highly mobile students. Having a common procedure will help us improve the identification of McKinney-Vento eligible students. It will allow us to align our current systems and practices to remove barriers and provide easier access to services for homeless/highly mobile students.

Procedure for all Staff members:

1. Upon receiving knowledge of or suspicion that a student may be experiencing homelessness immediately alert, via email, the site-based Homeless Liaison (Social Worker) and head Principal.

Procedure for Site Based Homeless Liaison:

1. Reference Student Information System (Infinite Campus) to determine if the student is identified as receiving Special Education services and/or Special Education transportation services.
2. Complete Student/Family Residency Survey
 - a. Contact District Homeless Liaison with any questions.
3. Download and email completed Student/Family Residency Survey to District Homeless Liaison Assistant, cc District Homeless Liaison and building principal or designated assistant principal.
 - a. If there are siblings/other children in the household, also copy the Site based Homeless Liaison(s) at the schools attended by the siblings/other children.
 - b. If student is receiving Special Education services, also cc student's case manager.
4. Immediately schedule a meeting with parent/guardian to share McKinney-Vento information/student rights with families.
 - a. Email the date/time of the scheduled parent/guardian meeting to the District Homeless Liaison.
5. At the Parent meeting
 - a. Share McKinney-Vento information/student rights
 - b. Share transportation contact name and number
 - c. Inform of transportation procedure (no-call / no-show)

- d. Inform of transportation change request (contact District homeless Liaison Assistant)-- share contact name and number
 - e. Confirm that all technology learning requirements are met (has a calculator, Chromebook, wireless hotspot, others as expected of all students).
6. Reference the Homeless Transportation Services log. (to answer parent questions re: transportation services)
 7. If alerted by District Homeless Liaison Assistant of unexcused missed transportation services, Site-based Homeless Liaison will contact the parent/guardian as detailed below
 - a. 3 days unexcused missed transportation services, immediately contact parent/guardian warning of suspended services and offer support to problem solve circumstances surrounding absences.
 - b. After making contact with parent/guardian, Site-based Homeless Liaison will email the District Homeless Liaison Assistant and cc the District Homeless Liaison to document that parent/guardian received notification.
 - c. 5 days unexcused missed transportation services, immediately contact parent/guardian notifying that current transportation services will be suspended the following day.
 - i. Explicitly state the following: “In order to reinstate transportation services, you (parent/guardian) must contact the District Homeless Liaison. Here is the contact information.”
 - ii. Give contact information for the District Homeless Liaison
 - d. Site-based Homeless Liaison will email the District Homeless Liaison Assistant and cc District Homeless Liaison to document that parent/guardian received notice of suspension.
 - e. Link to Current District Transportation Administrative Procedure
 - f. Link to MDE Guidance on Transportation of Students Experiencing Homelessness
 8. Contact either District Homeless Liaison Assistant or District Homeless Liaison for any needed support.

Procedure for District Homeless Liaison Assistant:

1. Upon receiving Student/Family Residency Survey where transportation is requested, the District Homeless Liaison Assistant will complete a transportation request and forward to Transportation Program Director and Lead Router.
 - a. ALL transportation requests and/or changes must go through District Homeless Liaison Assistant.
2. Reference Student Information System (Infinite Campus)
 - a. Document homeless status of student(s)
 - b. Check student’s free/reduced lunch status
 - i. Notify Child Nutrition if student does not currently qualify for Federal Lunch Subsidy program
 - c. Notify Building Secretary of any address change.
 - d. If applicable, create a new enrollment record and flag student as homeless and make any other miscellaneous changes necessary.
3. Upload completed Student/Family Residency Survey, into Homeless Documentation Resources folder and place a hard copy in the Homeless Documentation Resources binder.
4. Reference the Transportation Routing System and update Homeless Transportation Services log. (so that Site based homeless liaison can view transportation dates...)

5. Review list of students identified as homeless and update with changes (students no longer enrolled, transportation cancellation...)
6. Procedure for consecutive unexcused missed transportation service:
 - a. If alerted by Transportation Services Program Assistant of 3 consecutive days unexcused missed transportation services, the District Homeless Liaison Assistant will contact the Site-based Homeless Liaison.
 - b. If alerted by Transportation Services Program Assistant of 5 consecutive days unexcused missed transportation services, the District Homeless Liaison Assistant will contact the Site-based Homeless Liaison.
 - c. After receiving confirmation from the Site-based Homeless Liaison that the parent/guardian has been notified of suspension of transportation service due to unexcused missed transportation service for 5 consecutive days, District Homeless Liaison Assistant will email Transportation Services Program Assistant and cc District Homeless Liaison confirming the parent/guardian has been notified of suspended service.
 - d. Upon receiving communication from the District Homeless Liaison of approval to reinstate transportation service, the District Homeless Liaison Assistant will complete a transportation request and forward to Transportation Program Director and Lead Router.
7. Confer with District Homeless Liaison for any needed support.

Procedure for Building Secretary

1. Upon being notified by District Homeless Liaison Assistant, make address changes in Infinite Campus.
2. Contact either District Homeless Liaison Assistant or District Homeless Liaison for any needed support.

Procedure for Transportation Services Program Assistant or designee:

1. Upon receiving a Transportation Request from the District Homeless Liaison Assistant, determine transportation service start date, pick-up location, and drop-off location.
2. Directly communicate to parent/guardian the transportation start date, pick-up location, and drop-off location.
3. Update Transportation Routing System
4. Contact either District Homeless Liaison Assistant or District Homeless Liaison for any needed support.
5. If a student does not ride the designated bus for unexcused reasons (No-call / No-show):
 - a. After 3 consecutive days, the Transportation Services Program Assistant or Lead Router will contact the District Homeless Liaison Assistant informing of unexcused missed service.
 - b. After 5 consecutive days, the Transportation Services Program Director or Lead Router will contact the District Homeless Liaison Assistant
 - i. First confirm that Site-based Homeless Liaison contacted parent/guardian warning of suspended services.
 - ii. If confirmed, alert the District Homeless Liaison Assistant that current transportation services will be suspended the following day.
 - iii. Suspension cannot occur without providing at least 2 days opportunity for correction.

for Building Principal (or designated assistant principal):

1. Upon receiving email from staff member raising suspicion of a student experiencing homelessness, the head Principal will watch for the follow up email from the site based homeless liaison (social worker) confirming that the District Homeless Liaison was alerted and the proper steps for service were initiated.

Procedure for Special Education Case Manager:

1. Upon receiving email from Site based Homeless Liaison, reference student's IEP to determine current transportation requirements as stated in the document.
2. Initiate a new transportation request.

District McKinney-Vento Eligibility Decision Team

1. In cases of unusual situations regarding McKinney Vento, this team will consult and make a written recommendation notifying parent/guardian of decisions and dispute procedure.
2. Team Membership
 - a. District Homeless Liaison
 - b. District Homeless Liaison Assistant
 - c. Transportation Director
 - d. Transportation Services Lead Router
 - e. Transportation Services Program Assistant
 - f. (1) Principal
 - g. (1) School Social Worker

Procedure for District Homeless Liaison:

1. Lead and facilitate District McKinney-Vento Eligibility Decision Team
2. Provide leadership in decisions regarding atypical situations.
3. Assist anyone needing support in carrying out any aspect of this procedure.
4. Ensure that this procedure is properly followed by all roles.
5. Report to Superintendent any problems or issues with the execution of this procedure.