

**Administrative Procedures for Policy #3730 (Students) Regarding Education of Children and Youth Experiencing Homelessness**

I. Definitions

- A. Date identified – the day on which the parent or unaccompanied youth orally states and/or puts in writing to a Calvert County Public Schools employee that they are experiencing homelessness, or the date when the student is determined to be experiencing homelessness by the Student Services Worker or Homeless Liaison, whichever is earlier.
- B. Enrollment – immediately attending classes and participating fully in school activities.
- C. Homeless – The McKinney-Vento Homeless Education Act of 2001 provides that a student is experiencing homelessness if he/she:
  - 1. Lacks a fixed, regular, and adequate nighttime residence.
  - 2. Is a child or youth who is:
    - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
    - b. Living in motels, hotels, inadequate trailer parks, or camping grounds due to the lack of alternative accommodations.
    - c. Living in emergency or transitional shelters; or
    - d. Abandoned in hospitals.
  - 3. Has 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.
  - 4. Is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or,
  - 5. Is a migratory child (a child who is, or whose parent is, a migratory agricultural worker including a migratory dairy worker or migratory fisher, and who in the preceding thirty-six (36) months, in order to obtain, or accompany such parent in obtaining temporary or seasonal employment in agricultural or fishing work, has moved from one school district to another) who qualifies as homeless because he/she is living in circumstances described in 1-4 above.
- D. Homeless Liaison – the CCPS employee designated as responsible for the following duties as required by the McKinney-Vento Act:

1. Assuring that students experiencing homelessness are identified by school personnel, and through coordination activities with other agencies and community groups.
  2. Students experiencing homelessness are immediately enrolled.
  3. Receive the educational services to which they are entitled.
  4. Parents and unaccompanied youth are informed of educational and related opportunities.
  5. Public notice of McKinney-Vento rights are disseminated;
  6. Enrollment disputes are mediated expeditiously; and,
  7. Parents and unaccompanied youth are fully informed of their transportation rights, including during any appeal process.
- E. Parent – biological parent, adoptive parent, guardian, or individual acting as a parent in the absence of a parent or guardian.
- F. School of origin – the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- G. Unaccompanied youth – youth not in the physical custody of a parent or guardian.
- II. Identification of Children and Youth Experiencing Homelessness
- A. School personnel will rely on information provided on the Student Registration Form completed by the unaccompanied youth or the parent of the student seeking enrollment in Calvert County Public Schools (CCPS). If the form indicates that the student lives in “temporary housing or lacks housing,” he/she will be immediately referred to the appropriate Student Services Worker (SSW). If the SSW is not available, school personnel should immediately contact the Homeless Liaison, and if not available, the Director of Student Services.
- B. If an unaccompanied youth indicates that he/she is experiencing homelessness and seeks enrollment the following steps will be taken:
1. The SSW or Homeless Liaison will immediately confirm whether the student is experiencing homelessness.
  2. The SSW or Homeless Liaison will attempt to determine the domicile of the parent and provide that information to the school so that the parent can participate in the enrollment process.
  3. Written documentation should be maintained of all written and verbal communications, home visits, and efforts to contact the parent or unaccompanied youth.
  4. In situations in which no parent or guardian can be contacted, the SSW will contact the Calvert County Department of Social Services to report the student experiencing homelessness as a child in need of assistance.
  5. When no parent can be contacted and the unaccompanied youth is identified as a student in need of special education, the guidelines for

implementing the parent surrogate procedure related to special education services should be followed.

- C. The SSW or Homeless Liaison and the parent or unaccompanied youth will complete the McKinney-Vento Intake Form (HEP 001).
- D. The SSW or Homeless Liaison will provide the parent or unaccompanied youth with the CCPS McKinney-Vento Homeless Education Act brochure.
- E. In the event that a parent is unable or unwilling to meet with the SSW and the student is experiencing homelessness, the SSW may complete the paperwork to ensure the student will receive the services provided under the McKinney-Vento Act.

### III. School Registration and Enrollment of New Students

- A. The SSW or Homeless Liaison will consult with the parent or unaccompanied youth, complete the McKinney-Vento Intake Form (HEP 001), and determine which school location is in the best interest of the student. When selecting the school, the parent or unaccompanied youth and SSW or Homeless Liaison should consider:
  - 1. The student's age.
  - 2. The school which the student's sibling(s) attends.
  - 3. The student's experiences at the school of origin.
  - 4. The student's academic needs.
  - 5. The student's emotional needs.
  - 6. Any other special needs of the family.
  - 7. Continuity of instruction.
  - 8. Length of stay in the current living situation.
  - 9. The likely location of the family's future permanent housing.
  - 10. Time remaining in the school year.
  - 11. Distance of the commute, and the impact it may have on the student's education, and other student-centered, transportation-related factors.
  - 12. The safety of the child; and
  - 13. In the case of an unaccompanied youth, the wishes of the student.
- B. Students experiencing homelessness will be immediately enrolled at the direction of the SSW, Homeless Liaison or Director of Student Services even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization and medical records, proof of residency, or other similar documents.
- C. The SSW or Homeless Liaison will give the parent or unaccompanied youth the Appeal Form (HEP 005).
- D. The school principal or his/her designee should contact the student's former school by telephone to request the student's records, immunization information and discuss an

initial academic placement. The principal will request that the educational record be forwarded to the school.

IV. When Records are Unavailable

A. Educational Records

1. An educational record should be developed in accordance with the Maryland Student Records System Guidelines.
2. Instructional diagnostic tests may be administered in an expedited manner to determine the student's appropriate educational placement in accordance with CCPS Policy 3710 - Enrollment in the Public School from Non-public, Non-accredited, Church Exempt Schools or from Parental Home Instruction Programs.

B. Immunization Records

1. The school nurse should contact the student's health care provider to obtain immunization records.
2. If there is no primary health provider, or if records are unavailable, the school nurse will work with the Calvert County Health Department to arrange for an appointment for proper immunizations or reconstruction of lost records.
3. The student will be permitted to attend school as the immunizations are being completed or the records are being reconstructed.
4. The school nurse will attach a note to the student's health card stating that the student is experiencing homeless to satisfy Maryland State audit requirements.

C. Birth Certificate

1. If a birth certificate is unavailable, the SSW will take steps to obtain verification of birth.

V. CCPS Students Who Become experienced Homelessness During the School Year or Between Academic Years

- A. If a student experiences homelessness during or between academic years, the appropriate SSW will complete the McKinney-Vento Intake Form (HEP 001), Request for Services Form (HEP 002) and provide the parent with the Appeal Form (HEP 005).
- B. In consultation with the parent, the SSW or Homeless Liaison will determine the appropriate school placement using the criteria in IV.B. According to the McKinney-Vento Act, students experiencing homelessness are entitled to continue their education:
  1. In their school of origin for the duration of their homelessness; or
  2. At the school in the attendance area serving their temporary residence.
- C. The SSW or Homeless Liaison will immediately notify the principal and school counselor in writing and the student will be immediately enrolled (or the enrollment will continue.)

Students # 3730.1

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Page 4 of 8

- D. If the student becomes permanently housed during the academic year, the student can continue at the school in which the student is currently enrolled or enroll in the school serving his/her neighborhood. The decision shall be made based upon the best interest of the student.

VI. Coordination of Services and Comparable Services

- A. Each student experiencing homelessness will be provided services comparable to those offered other students in that school. These services include:
  - 1. Transportation
    - a. Transportation will be provided for students identified as homeless even if they reside outside the school attendance area.
    - b. The SSW or Homeless Liaison will immediately contact the CCPS Transportation Department and may submit a Request for Services Form (HEP 002). If the transportation is outside the school attendance area, the CCPS Transportation Department will immediately contact the contractor for out-of-district transportation.
    - c. CCPS Transportation staff will notify the parent of all transportation arrangements or the SSW so that the SSW may inform the parent or unaccompanied youth of all transportation arrangements.
    - d. Transportation arrangements (either temporary or permanent) should be made as quickly as possible, but in no event later than five (5) school days from the date the student is identified as experiencing homelessness. SSW will follow-up during this time. to assist in expediting the transportation process, and request assistance from the Homeless Liaison as needed.
    - e. If a student's living arrangements in Calvert County are terminated and the student begins living in an area served by another local education agency, CCPS and the local education agency in which the student experiencing homelessness is living shall agree upon a method to apportion the responsibilities and costs for providing the student with transportation to and from the school of origin.
    - f. If CCPS and the other local education agency are unable to agree upon a method to apportion responsibilities and transportation costs, the responsibility and costs for transportation shall be shared equally, in accordance with the McKinney-Vento Act.
    - g. If a student experiencing homelessness from another local education agency begins living in an area served by CCPS but remains at his/her school of origin in another local education agency, transportation arrangements will also be made in accordance with McKinney-Vento.
  - 2. Food and nutrition
    - a. All students experiencing homelessness are eligible for food and nutrition services.

- b. The SSW or Homeless Liaison will immediately complete and forward to the Food Services Department a completed Certification for Free Meals Request Form (HEP 004).
        - c. Upon request, benefits are provided for the entire school year even if the student becomes permanently housed during the school year. No additional forms will be required.
      - 3. Educational services
        - a. Once enrolled, the SSW will facilitate the provision of and evaluation for appropriate educational services. These services include, but are not limited to: Title I service, educational services for students with disabilities, and services for students with limited English proficiency.
      - 4. Vocational and technical programs
      - 5. Honors program
      - 6. Referral to resources that can assist the parent, family and/or unaccompanied youth.
    - B. The SSW will monitor services to students experiencing homelessness to ensure coordination of services.
- VII. Withdrawal from School
  - A. Unless the parent or unaccompanied youth makes a specific request to withdraw a student experiencing homelessness from school, withdrawal will only occur after the principal consults with the SSW.
- VIII. Tracking of Students Experiencing Homelessness and Evaluation of Homeless Education
  - A. CCPS Student Services Workers (SSW) will ensure that students in their schools, which are identified as experiencing homelessness, are appropriately coded in the data system for information accuracy.
  - B. Homeless information is compiled by CCPS and electronically transmitted to Maryland State Department of Education (MSDE) through their web-based data system.
  - C. The Homeless Liaison will be responsible for submitting required reports to MSDE.
  - D. The Director of Student Services will ensure the Homeless Education Program is evaluated annually to determine the effectiveness of implementation and compliance with the McKinney-Vento Act.
  - E. The Director of Student Services and the Homeless Liaison will annually review CCPS policies, procedures and guidelines regarding homeless education and immediately address any non-compliance issues.
- IX. Dispute Resolution Process (Appeal Process)
  - A. Disputes arising over enrollment, school selection, and provided services shall be resolved in an expedited manner.
  - B. Pending the resolution of the dispute,

1. The student's school placement shall be in accordance with the parent's or unaccompanied youth's wishes (either the school of origin or the geographical area school), and
  2. Transportation will be provided.
- C. If the SSW or Homeless Liaison is unable to arrange for placement, and/or provision of services, and/or school selection and enrollment as requested by the parent or unaccompanied youth, the SSW or Homeless Liaison shall complete the Denial of Services letter (HEP 003) which will provide a written explanation of the decision.
  - D. The parent or unaccompanied youth may appeal in writing to the Director of Student Services by completing and submitting the Appeal Form (HEP 005) within ten (10) calendar days of the date on the McKinney-Vento Intake Form (HEP 001) of the written decision by the SSW.
  - E. The Director of Student Services or his/her designee shall issue a written decision within five (5) school days.
  - F. If the Director of Student Services does not issue a decision within five (5) school days or if the parent or unaccompanied youth disagrees with the decision, the parent or unaccompanied youth may file a written appeal to the Assistant Superintendent of School Operations within ten (10) calendar days of the date of the Director of Student Service's or his/her designee's decision.
  - G. The Assistant Superintendent of Schools Operations or his/her designee shall issue a decision within five (5) school days.
  - H. If the Assistant Superintendent of School Operations does not issue a decision within five (5) school days or if the parent or unaccompanied youth disagrees with the decision, the parent or unaccompanied youth may file a written appeal to the Superintendent of Schools within ten (10) calendar days of the date of the Director of Student Service's or his/her designee's decision.
  - I. If the Superintendent of Schools or his/her designee does not issue a decision within five (5) school days, or if the parent or unaccompanied youth disagrees with the decision, the parent or unaccompanied youth may appeal in writing within thirty (30) calendar days to the Calvert County Board of Education pursuant to Education Article, Section 4-205(c), Annotated Code of Maryland, Code of Maryland Regulations (COMAR) 13A.05.09.07(A)(5).
  - J. The Board of Education shall decide the appeal on an expedited basis within forty-five (45) calendar days of the receipt of the appeal as set forth in COMAR 13A.05.09.07(A)(6).
  - K. If the parent or unaccompanied youth disagrees with the decision of the Calvert County Board of Education, the parent or unaccompanied youth may appeal the decision to the Maryland State Board of Education in writing within thirty (30) calendar days, pursuant to COMAR 31A.01.01.03.

## Email Correspondence

The McKinney-Vento Liaison, Catherine Krivitzky, would like to share various Calvert County community resources with you. This may include, but not be limited to, food bank hours, free local activities for children, and information on community agencies.

Please mark below if you would like to receive emails from the Liaison.

- I would like to receive email notifications.

My email address is: \_\_\_\_\_

- I would not like to receive email notifications at this time.

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