



Tuscumbia City Schools

"Educating Students Today...Preparing Students for Tomorrow!"

Homeless Education Policy and Procedures 2022-2023

Tuscumbia City Schools
303 North Commons Street East
Tuscumbia, AL 35674
256-389-2900

Mr. Russ Tate
Superintendent

Mrs. Vickey Moon
Homeless Liaison

ADMISSION POLICY FOR HOMELESS, MIGRANTS, AND ELL STUDENTS

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the 2001 No Child Left Behind Act and the McKinney-Vento Homeless Assistance Act, all homeless children, migrants, and English language learners must have equal access to the same free appropriate public education, including public preschool education, provided other children and youth. This shall be the policy of Tuscumbia City Schools.

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.

The enrollment of homeless, migrant, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Unaccompanied; no guardian

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

Tuscumbia City Schools 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, Tuscumbia City Schools 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;
 - 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 decline enrollment in the *school of origin*.

The program provides for a homeless liaison who 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 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* (Appendix A) to facilitate identity of homeless children, 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 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.

The parent or guardian may enroll a homeless child or youth with or without 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 Homeless Liaison to report the enrollment of an unaccompanied youth. The school will provide the youth with proper assistance in language that the student understands. The Homeless Liaison (Appendix B) will assist the homeless unaccompanied youth in obtaining eligible educational services.

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: <https://www.myschoolapps.com/>)

Identification of Homeless Preschoolers

The 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 homelessness when a family becomes homeless between academic years, 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 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 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 Homeless Liaison will expeditiously take steps to resolve the dispute (See 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.



Appendix A

TUSCUMBIA CITY SCHOOLS

"Educating Students Today. . .Preparing Students for Tomorrow!"

Russ Tate
Superintendent

Vickey Moon
Federal Programs

By completing this questionnaire, you help the district comply with the McKinney-Vento Act, Title X, Part C of the No Child Left Behind Act, in which we are seeking to identify students who may lack a "fixed, regular, and adequate nighttime residence". Your truthful and accurate answers help the district identify services that the student may be eligible to receive.

SCHOOL: Deshler High _____ Deshler Middle _____ R. E. Thompson _____ G. W. Trenholm _____

STUDENT NAME: _____ Male _____ Female _____

DATE OF BIRTH (Month/Day/Year) _____

PARENT(S)/LEGAL GUARDIAN(S) NAME(S) _____

ADDRESS _____ CITY/STATE/ZIP _____

PHONE # and/or CELL: _____

1. Where is the student living now? (please check)

- in a shelter in a motel or hotel with more than one family in a house or apartment
- in a car in a trailer park or campsite with friends or family members
- *none of the above (other than parent/guardian)

*If you checked the box marked "none of the above", you do not have to complete the remainder of this form.

2. Does the living arrangement checked in Question 1 result from a loss of housing or economic hardship?
 Yes No Unsure

3. The student lives with

- 1 parent 2 parents 1 parent & other adult a relative, friend(s) or other adult(s)
- alone with no adults an adult who is not the parent or the legal guardian

Parent/Legal Guardian's Signature _____ Date _____

Please return this form to your child's principal or counselor.

FOR SCHOOL USE ONLY	
<input type="checkbox"/> Student not covered by McKinney-Ventro Act	
<input type="checkbox"/> Student covered by McKinney-Ventro Act	
<input type="checkbox"/> Follow-up required	
_____ Principal	_____ Date
_____ Tusculmbia City Schools Homeless Coordinator	_____ Date

303 North Commons Street East, Tusculmbia, AL 35674
Phone (256)389-2900 Fax (256)389-2903

APPENDIX B

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

Appendix C

School Enrollment Dispute Form

School Name _____

School Address _____

School Telephone Number _____ School Fax Number _____

Student's Name _____ SSN/SN _____ Grade _____

Current Address _____

E-911 Address (Street Address)

City _____, State _____ Zip Code _____

Current Telephone Number _____

Complainant Information

Name _____ Relationship to the Students _____

Current Address _____

City _____, State _____ Zip Code _____

Note: Student information regarding address, telephone number, information protected by Everyday School Records Act can be released only to parent, guardian, 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 or 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? _____

Fax this form to the Central Office Contact Person on the day of the Complaint.

Appendix D

District Enrollment Dispute Form

Student's Name _____ SSN/SN _____

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 district 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 district 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 district homeless liaison should assist the complainant in contacting service organizations to provide technical assistance to the complainant. Did the district homeless liaison assist the complainant in this manner? Yes _____ No _____

Name of service organizations contacted for assistance _____

Was the dispute resolved? Yes _____ No _____ Date _____

Describe the resolution:

Complainant Signature _____ Homeless Liaison _____

Appendix E

Evaluation Standards and Indicators

Standard		Evidence
1	Within one (1) full day of attempt to enroll in school, homeless children and youth will be in attendance.	
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.	
2.2	Students will remain in the school of origin for the period of homelessness or, if permanently housed, for the remainder of the school year, unless parents or unaccompanied youth requested transfer to another school.	
3	Homeless children and youth will receive specialized services when eligible.	
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 pre-school programs).	
3.2	Eligible homeless children and youth can receive special education and related services under IDEA, education and related aids and services under Section 504 of the Rehabilitation Act of 1973, and education programs for students with limited English proficiency.	
3.3	Homeless children and youth will receive appropriate services, based on assessment of individual needs, through a combination of resources, including, but not limited to Title I, McKinney-Vento, and other federally funded programs.	
4	Parents or persons acting as parents of homeless children and youth will participate meaningfully in their children's education.	
4.1	Parents or persons acting as parents will have a face-to-face conference with the teacher, guidance counselor, or social worker within 30 days of enrollment.	
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.	
4.3	Parents or persons acting as parents will report	

Standard		Evidence
	monitoring or facilitating homework assignments.	
4.4	Parents or persons acting as parents will share reading time with their children (i.e., parent reads to child or listens to child read).	
4.5	Parents who would like parent skills training will attend available programs.	
4.6	Parents or guardians will demonstrate awareness of McKinney rights.	
4.7	Unaccompanied youth will demonstrate awareness of McKinney-Vento rights.	
5	Homeless children and youth in grades 3-12 will meet their state's academic standards.	
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.	
5.3	Rates of high school graduation or equivalent will be at or above the district average.	

Program Comments/Recommendations