

Bell County Schools

Homeless Protocol and Procedures

- I. The Parent Liaisons will set up a meeting at their assigned schools within the first 15 days of school to review the homeless list and identify new students. Schools have 30 days from the start of school to complete this process. The committee may include the following personnel:
 - a. Principal
 - b. Counselor
 - c. FRYSC
 - d. Attendance Clerk
 - e. Other

- II. In order to identify the students that are most in need, we will adhere to the state definition for a homeless child. The Definition for a homeless child is as follows:

Homeless children or youth are defined as individuals ages three (3) to twenty-one (21) that lack a fixed, regular, and adequate nighttime residence. The term includes:

 1. Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
 - Living in motels, hotels, (camping) 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;
 2. 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;
 3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 4. Migratory children or youth who qualify as homeless because they are living in circumstances described above.

Note: The key terms are “Economic Hardship” and “Inadequate Housing”.

- III. After consultation with the committee, Parent Liaisons will be responsible for making the final determination as to whether or not a child qualifies as a homeless student. Any person on the committee may appeal the decision to the Director of Title I for further review.

- IV. Once the list is complete, Parent Liaisons will be responsible for entering this data in the Infinite Campus System. The school principal, counselors and FRYSC will only be able to view this information.

- V. Parent Liaison will be responsible for meeting with the parents/guardians of each of these students. During this meeting, parents/guardians will be informed of their rights and they can deny services. A log will shall be kept with the date, time and location of the meeting. Our first priority will be to meet face to face with the parent either at school or at a place of their choosing. A phone call will be used only as a last resort.