

CLAIBORNE COUNTY SCHOOL DISTRICT



EDUCATIONAL STABILITY *for* CHILDREN *in* FOSTER CARE

DR. TRENA WARREN
CCSD Foster Care Point of Contact

Purpose

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

Goal

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

Definitions

District Point of Contact (DPC) – the person designated by the Claiborne County School District Superintendent to represent the District with regards to foster children being enrolled or withdrawn from the district.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designated by the building level Principal to represent the school with regards to foster children being enrolled or withdrawn from the school.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 Worker 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 graduates from the Claiborne County School District or until 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 Claiborne County School District. The DPC in collaboration with CPS will meet with the SPC, Principal, Parents (if allowed), Foster Parents, and other interested parties. The meeting shall take place within three (3) business days after CPS has sought to enroll the child in the Claiborne County School District or prior to CPS seeking enrollment in the Claiborne 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 Claiborne County School District shall be made immediately following this meeting. The BID Meeting will be held between the school of origin and CPS. The Claiborne 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 on file in the school office shall be forwarded to 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. A BID Meeting will be held and documented using the worksheet in Appendix D. 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.

Appendices

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, if applicable
- IEP and/or 504 Plan, if applicable
- 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 middle/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 Workers 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
- 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 the 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?

Distance and mode of transportation to school of origin: _____

Can change in schools, if necessary to coincide with end of a grading period? _____

Other factors considered:

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:

Meeting Participants:

Name	Signature	Date
------	-----------	------

Name	Signature	Date
------	-----------	------

Name	Signature	Date
------	-----------	------

Name	Signature	Date
------	-----------	------

Name	Signature	Date
------	-----------	------

BID Timeframe

A BID must be completed every time a youth comes into care or there is a placement change while in care. BID conferences/meetings with the school district POC must take place within five (5) business days of a child entering foster care or changing placement.

The youth shall not be withdrawn/enrolled until a BID is completed.

Student Information

Student Name: (first, middle, last)	DOB:	Date of BID:
Address/District of Residence:	Grade:	IEP Ruling <input type="checkbox"/> Yes <input type="checkbox"/> No
School/District of Origin: (enter school name)		

Mississippi Department of Child Protection Services Information

Case Worker: _____	COR:	Phone: () ___-___
ASWS: _____		Phone: () ___-___

Determination

The student shall remain in the district/school in which the child was enrolled at the time of placement (**school of origin**).

Name of School District/School: (enter school name)

Based on the best interest determination, a change in school placement is recommended. In accordance with ESSA, the child will be enrolled in the district/school of current residence (**receiving school**).

Name of School District/School: (enter school name)

NOTE: If a change in educational placement is necessary, enrollment in the new school must take place **immediately**. All educational records must be provided to the receiving school. * An IEP Placement meeting should be scheduled with the new school district's POC.

BID Participants

Title	Participated	Printed Name	Signature	Agree with Determination
Student	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Birth Parent(s) if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
MDCPS POC- Case Worker or Supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Guardian Ad Litem	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
POC for School of Origin	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
POC for New School District (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
IEP Team Member (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Foster Parent (If applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

Ed. Decision Maker (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Supporting Documentation

Indicate and attach any supporting documentation which was used in making this best interest determination interest. Send documentation to the receiving school district if applicable. (The following is checklist of sample documents that may be considered. The list is not intended to be exhaustive.)

- Report cards
- Progress reports
- Achievement data (test scores)
- Attendance data
- E-mails or correspondence from individuals consulted
- Disciplinary referrals
- Health reports/records
- IEP or 504 Plan**

A copy of the BID form must be sent to the receiving school district and [BID@mdcps.ms.gov](mailto: BID@mdcps.ms.gov). When applicable, a copy of the BID form must be sent to the group home and/or treatment facility.

Special Education Decision Maker /Surrogate Parent Checklist

****Education Decision Maker/Surrogate Parent needed-** The local school district must appoint one if (Check all that apply)

- Parental rights have been terminated.*
- Biological/adoptive parent cannot be located or not attempting to act*
- Foster parent/relative is not willing or able to serve as the education decision maker*
- Child/Youth placed in congregate care or residential treatment facility **IF** the first two boxes are checked*

The Youth Court with jurisdiction of the child’s case may appoint an Education Decision Maker/Surrogate parent.

_____ is authorized to make special education decisions as an Education Decision Maker/ Surrogate Parent under IEAS. See 34C.F.R.300.30(a)(3) and 34 C.F. R.300.519(c).

Claiborne 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

If YES, reimbursement for some funding of transportation costs:
 will be pursued cannot be pursued for the reason below:

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

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

_____ Yes _____ No

If YES, explain the option:

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

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

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 twilliams@mdek12.org with the subject "Foster Child Dispute Appeal" to Terissa Williams, Mississippi Department of Education, Foster Care Point of Contact;

OR

- Return the paper form to Terissa Williams, 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: _____