

Marshall County Schools

Homeless Education Policies and Procedures

(In compliance with the McKinney-Vento Homeless Assistance Act of 2001)



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Homeless Education Plan

Preface

Equal Education Opportunity and Non-Discrimination Statement

It is the policy of the Marshall County Board of Education that no child will be excluded from participation in, be denied the benefit of, or be subject to discrimination in any program or activity based on national origin, ethnic group, migrant status, immigrant status, homeless status or foster care status.

Admission Policy for Homeless, Migratory, Immigrant, Limited English Proficient, and Foster Care Students

Pursuant to the requirements of the McKinney-Vento Education of Homeless Children and Youth Act of 2001 and services provided under Title 1 of the Elementary and Secondary Education Act of 1965, all homeless, migratory, immigrant, limited English proficient children and children in foster care, must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standard to which all students are held without being stigmatized or isolated.

The enrollment of homeless, immigrant, 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
- Guardianship or Custody requirements

Definition of Homeless Children and Youth

For the purpose of identifying homeless children and youth, the Marshall County School System shall use the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 to identify 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 include children and youth who are:
 - Temporarily sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons (doubled up)
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
 - Living in emergency or transitional shelters
 - Abandoned in hospitals
- 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, train stations, or similar settings
- Runaway children or children who are abandoned
- 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 as well as children and youth denied housing by their families (sometimes referred to as “throwaway” children and youth) and school-age unwed mothers living in homes for unwed mother, 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 status is determined in cooperation with parents or the case of unaccompanied youth the local educational agency liaison and may be documented through interviews and /or through direct contact with the Marshall County School District Staff. There is no specific time limit on how long a child or youth can be considered homeless. Whether a child or youth meets the definition of homeless depends on the living situation and the individual circumstances.

Purpose of the Program

The Marshall County Board of Education considers the school enrollment, attendance, and success of homeless children and youth a high priority. It is the policy of the Marshall County School System that every homeless child and youth be sensitively identified as required by the federal McKinney, Bento Homeless Assistance Act. This plan is written with the intention of stability in education as well as providing Social Support during this period. The ultimate purpose of the Marshall County School System Homeless Program is to ensure that each child of a homeless individual and each homeless youth have equal access to the same free and appropriate public education that is provided to other children and youth.

The Marshall County School System will utilize 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.

The Marshall County School System 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.

Identification and Registration Procedures

- The district will use a Residency Questionnaire (MV Form), a Home Language Survey, and an Employment Survey at enrollment with all new students to facilitate the identification of homeless, migrant, immigrant, and EL children, youth, and preschoolers. These documents will be available in English as well as Spanish, along with other documents in the school enrollment package. The parent, guardian, or unaccompanied youth will complete these documents at the time of registration. The school counselor may assist the parent, guardian, or unaccompanied youth in completing these documents if necessary.
- Copies of these documents will be submitted to the appropriate personnel on the day of registration.
- The parent or guardian may enroll the student with or without proof of residency, birth certificate, school records, or immunization records. The school counselor or principal's designee will supply the parent, guardian, or unaccompanied youth with 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.
- An unaccompanied youth may enroll himself or herself. In this case, the school principal or designee will immediately contact the Marshall County Homeless Liaison to report the enrollment of an unaccompanied youth. The school will provide the youth with proper assistance in a language the student understands. The Marshall County Homeless Liaison will assist the homeless unaccompanied youth in obtaining eligible education services.
- Should the Marshall County School System cease to be a CEP system, the application for free and reduced-priced meals can be expedited for homeless children and youth. The Marshall County Homeless Liaison will coordinate with the Marshall County Child Nutrition Director to expedite the application. The determination for free meals may be made without completing the full application process.

Guardianship

For purposes of school placement, any parent, guardian, or person in loco parentis who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly in school.

Identification of Homeless Preschoolers

The Marshall County Homeless Liaison will collaborate with local community service agencies (Department of Human Resources, Family Literacy Center, Health Department, faith-based organizations and Courts 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 Individuals with Disabilities Education Act.

School Placement

The Marshall County School System will make school placement decisions in the “best interest” of the homeless child or youth. A homeless child or youth is entitled to attend any of the following:

1. The school in which the student was enrolled when permanently housed
2. The school in which the student was last enrolled
3. Any public school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible.

The first two choices are referred to as the “school of origin.” Children and youth who have experienced homelessness are permitted to attend their school of origin for the duration of homelessness when a family becomes homeless between academic years or 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. Where a homeless child or youth may be staying day-to-day in different attendance areas, each area shall be considered an available choice for school enrollment.

If a 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 the school will notify the Marshall County Homeless Liaison of the dispute and take steps to resolve the dispute.

Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, such as:

- Preschool programs
- Transportation services
- Education services for which the child or youth met eligibility criteria such as EL (English Learner) or special education programs
- Title Services
- Programs for “At Risk” students
- Programs for gifted and talented students
- School nutrition programs
- Before and/or After School Programs

Transportation

At the request of the parent, or in the case of an unaccompanied youth, the local agency liaison or designee, transportation will be provided for homeless children and youth to the school of origin, and school of attendance area, for the duration of homelessness.

Once permanent housing is found, the family has a choice to stay in the school they are attending, school of origin, or attend the school where they have found housing.

Local Education Agency Homeless Liaison

The Local Educational Agency homeless Liaison or designee shall ensure that:

- Homeless children and youths are identified by school personnel and through coordination with other entities and agencies
- Homeless children and youth enroll in and have a full and equal opportunity to succeed in schools in the district
- Homeless families, children, and youths receive educational services for which they are eligible and referrals to other appropriate services (See Appendix C)
- The parents or guardians of a homeless child and any unaccompanied homeless youth are informed of the education and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth
- Public notice of the education rights of homeless children and youths is disseminated in such public places as schools and other locations frequented by low-income families
- Compliance with all policies and procedures and mediate enrollment disputes
- The parents or guardians of a homeless child or youth, and unaccompanied youth, are informed of all transportation services, including transportation to the school of origin or to the school that is selected.
- Transportation cost disputes between the school system and the 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
- Staff coordinates and collaborates with, among others, school personnel responsible for the provision of related services to homeless children and youth.
- Coordination of services between the Marshall County School District and other homeless family service providers such as United Way, Salvation Army, etc.
- Assistance is provided to children and youth who do not have immunization, or immunization or medical records, to obtain necessary immunization, or immunizations or medical records
- Students are not segregated as being homeless
- Ensure that special attention is given to locating and enrolling homeless children and youth not currently in school
- Programs for homeless students are coordinated with other federal and local programs
- Required reports concerning the homeless education program are submitted to appropriate agencies and the State Department of Education
- Evaluation of the homeless education programs is conducted annually and necessary programs and implementation adjustments are made in a timely manner

Disputes

Disagreements may occur involving a school district and a homeless student or homeless parent regarding, among other things, enrollment or transportation. As soon as such a disagreement arises the school district liaison should become involved. If the district has legitimate reason to disagree with a parent, guardian, or homeless youth regarding an issue related to the rights of homeless students, the district must follow a dispute procedure that includes these steps:

- If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought and arrangements for other services, as appropriate, be provided pending resolution of the dispute.
- The Local Educational Homeless Liaison shall assist the parent, guardian or unaccompanied youth with the dispute process as expeditiously as possible after receiving the notice of the dispute. Any dispute will follow local grievance procedures as outlined by the school district (See Appendix D)
- If the dispute cannot be settled by the homeless liaison, the liaison will assist the complainant in seeking technical assistance from the appropriate personnel. The parent or guardian of the child or youth or unaccompanied youth shall be provided with a written explanation of the appealed decision.

If the dispute has not been satisfactorily resolved at the district level, parents/guardians or unaccompanied youth should be informed of their right to appeal the decision in writing to the Federal Programs Coordinator at the Alabama State Department of Education. (50 North Ripley Street 5331 GPB Montgomery, AL 36104-21010)

Note: Enrollment disputes between school districts should be resolved at the state level.

Appendix A

Title IX/McKinney Vento
Marshall County

Dear Parent or Guardian,

Due to the “**McKinney-Vento Education Assistance Improvements Act of 2001**” (NCLB) several of our students qualify for **Title IX** assistance in Marshall County Schools. In order to identify which students qualify for federal assistance for free school supplies (instructional and non-instructional), needed clothing (gym clothes, shoes, coats), dental and vision care, etc. we need your assistance. These funds will assist all students who qualify (including those who have been enrolled as displaced students due to catastrophic conditions on the Gulf Coast).

Please complete the following survey:

Check if YES

- Do you or your child live with another family due to economic hardship?
If yes, name and/or relation? _____
- Does your child live with an adult who does not have custody, due to economic hardship?
If yes, Name and/or relation? _____
- Do you and your child live in a shelter due to economic hardship?
- Do you live in a motel/hotel?
- Do you and your child live in a trailer park?
- Are you and your child considered Migrant?

If you answered YES on any question above, please complete below and return to school:

Student Name: _____

Grade Level: _____

School: _____

Age: _____

Does the child have any siblings living in the Marshall County School District? Yes or No

List specific needs:

- Clothing School Supplies Dental Vision Transportation Other



Debido al “Acto de Mejoras de Ayuda Educativa McKinney Vento del 2001” (NCLB) Varios de nuestros estudiantes califican para la ayuda del **Titulo IX** en las Escuelas de Condado de Marshall. Para identificar cuáles estudiantes califican para la ayuda federal para útiles escolares gratis (instruccional y no instruccional), la ropa necesitada (ropa de gimnasio, zapatos, o abrigos), cuidado dental y de la visión, etc. necesitamos su ayuda. Estos fondos ayudarán a todos estudiantes que califican (inclusive los que se ha matriculado como estudiantes debido a las condiciones catastróficas en el Golfo).

Por favor complete la siguiente encuesta:

Marque si SI

- ¿Viven Usted o su niño con otra familia debido a la dificultad económica?
Si es así, ¿nombre y / o relación? _____
- ¿Su hijo vive con un adulto que no tiene la custodia debido a dificultades Económicas?
Si es así, ¿nombre y / o relación? _____
- ¿Usted y su hijo viven en un refugio debido a la dificultad económica?
- ¿Vive usted en un motel/hotel?
- ¿Viven Usted y su niño en un parque de trails?
- ¿Son considerado migrante Usted y su niño?

Si respondió que sí, complete a continuación y regrese a la escuela:

Nombre del Estudiante: _____

Grado: _____

School: _____

Años: _____

¿Tiene el niño algún hermano que viva en el Distrito Escolar del Condado de Marshall? Si o no

Marque las necesidades:

- Ropa Útiles Escolares Dentista Visión Transporte



MCKINNEY-VENTO EDUCATION ASSISTANCE REFERRAL FORM MARSHALL COUNTY SCHOOLS/IMPROVEMENTS ACT OF 2001

Please email the McKinney-Vento Referral and Needs Assessment forms to Kim Morrow or Trevor Mitchell at Marshall County Board of Education

Phone: 256- 582-3171 ext. 01042

mitchellt@marshallk12.org

morrowk@marshallk12.org

Date: _____ Referred by: _____
 Child's Name: _____ School: _____
 Grade: _____ Age: _____ Gender: _____

General information about living situation:

Request/needs/hardships:

Clothing Sizes		Child Sizes				Adult Sizes			Do they need?		
Name	Gr	Shorts/ pants	shirt	shoes	Dress	Pants	shirt	shoes	socks	under wear	coat or jacket

Check any box below that applies to your student:

- Need for school fees waiver
- Need for finance that will allow the child to participate in Extracurricular activities or special projects.
- Need for academic skills/ short term tutoring
- Need for coordination of services provided for child
- Need for adequate school supplies (please list specifics)
- Need for transportation to and from school
- Need for individual attention/mentoring
- Medical needs
- Insurance to be allowed to attend Tech School and participate in Tech school programs and competitions.

Gas Card Worksheet

Date: **Referred by:**

Child's Name:

School:

Grade: **Age:** **Gender:**

General information about living situation:

Requests/needs/ hardships:

Dates of attendance:

of days - days absent =

Mileage to and from:

Miles for the month: (attach google map) Days x MPD= Mileage

Vehicle driven:

Average MPG for vehicle (attach internet search):

Gas Card amount: (Mileage / MPG) cost per gallon =

**Note: Attach Attendance Profile from PowerSchool System reports after choosing student.
Attach Google Map From School to student's current address.**