

Oxford Area School District

PROCEDURES FOR HOMELESS AND DISPLACED STUDENTS

General District Procedures for Displaced Students:

When a parent/guardian arrives to enroll a child and indicates they are homeless, the child(ren) must be enrolled immediately (within 24 hours) even if they are unable to provide the required documents for enrollment. The district will require an emergency contact be provided.

- 1) Either the building counselor, District Social worker, or District Registrar will review student's rights under McKinney-Vento. If possible, the family or staff will complete an intake form.
- 2) The District Liaison and/or Social Worker will evaluate the status of homelessness.
- 3) The District Liaison will inform via email each school principal, School Counselor, Nurse of their individual lists of students. Additionally, all school lists are emailed to the Assistant Superintendent of Schools, Special Education Director, Food Service Director, District Registrar, District Social Worker.
- 4) The office of transportation will work with the contracted bus service to establish immediate transportation.
- 5) The food service department will set up free breakfast and free lunch.
- 6) The building counselor will work with the District Social Worker to establish participation in the Backpack Program through Chester County Food Bank for weekly food delivery.
- 7) Additionally, the District Social Worker will support the family by offering the following support:
 - a. Assistance with educational needs (school supplies, activity fees, etc.).
 - b. Assistance with personal supplies (clothing, bookbags, coats, etc.).
 - c. Assistance with family support (counseling, housing, meals, etc.).
 - d. Assistance with other district and community resources (S.I.L.O., Neighborhood Services, Lighthouse, etc.).
- 8) The District Liaison will add the student to the ECYEH site.

Specific Scenarios:

Unenrolled Homeless Students (Not Unaccompanied):

- 1) If parents opt to enroll the child in resident district, follow the procedures above.
- 2) Parents opt to remain in their district of origin.
 - a. Notify the District Liaison from the district of origin of the family's situation.
 - b. Work with the district of origin to establish transportation.

Unenrolled Homeless Students (Unaccompanied Youth):

- 1) If youth or independent opts to enroll in the resident district, follow the procedures above.
 - a. Student signs all paperwork.
 - b. If an adult where the student is residing is willing, he/she may sign for the student and complete a caregiver form or a 1302 Affidavit.

Enrolled Student Becomes Homeless:

- 1) Family decided to withdraw from district of origin and enroll in district of residence.
 - a. Inform the residing district of family's homeless status.
 - b. Set up transportation with the district of residence.
 - c. Forward all paperwork to the district of residence.
- 2) Family residing temporarily in another district and continues to attend the district of origin.

- a. Inform residing district of family's homeless status.
- b. Ste up transportation with residing district.

Best Interest Determination:

The following questions should be considered prior to making a determination of homelessness:

- 1) Is the student remaining in the school of origin?
- 2) Does the school have proper programming to meet the need of the student (specialized education)?
- 3) Is the student best served moving to the district of residence due to his/her academic or behavior history?
- 4) Would the distance to and from the school of origin impact the student negatively?
- 5) Do the parents have a permanency goal that would support a change in placement?
- 6) Will the timing of a school transfer undermine school success?
- 7) Will changing schools undermine the child's ability to stay on track to graduate?

Dispute Resolution Process:

When an enrollment dispute arises based on the McKinney-Vento Act, the Oxford Area School District will follow the procedures listed below:

- 1) The student will continue to enroll and be admitted to the Oxford Area School District. This includes providing services to the students categorized as homeless.
- 2) The District Homelessness Liaison will contact the Regional Coordinator of Education for Children and Youth Experiencing Homelessness (ECYEH) to aid in the resolution of the dispute.
- 3) If ECYEH Coordinator supports the district's decision, an explanation will be sent to the parents/guardians along with the information for a right to appeal.

Contacts:

District:

Dr. Margaret Billings-Jones, Assistant Superintendent of Schools	610-932-6665
Dr. David J. Hamburg, District Homelessness and Foster Care Liaison	610-932-6626
Cortney Encarnacion, District Social Worker	610-932-6650
Lisa Megonigal, District Registrar and Child Accounting	484-365-6021

School Counselors:

Jordan Bank Kindergarten: Lori Saporosa	610-932-6629
Elk Ridge School (grades 1 & 2): Deborah Dillard	610-932-6694
Nottingham School (grades 3 & 4): Nadine Callan	610-932-6685
Hopewell School (grades 5 & 6): Krista Gioffre	484-365-6154
Penn's Grove School (grades 7 & 8): Rebecca Davis	610-932-6622
Jennifer Azzara	484-365-6116
Oxford Area High School: Sylvia Cintora	610-932-6647
Mary Humphreys	610-932-6693
Stacey Lock	610-932-6647
Kate Rappold	610-932-1153
Jennifer Williams	484-365-6101