

BALDWIN SCHOOL DISTRICT

Enrich, Empower, Encourage



Procedures Manual For Enrolling Homeless Students 2021-2022

The mission of the Baldwin School District is to educate all students to become responsible members of a democratic society in a productive environment that is conducive to learning.

Baldwyn School District Procedures for Enrolling Homeless Students 2021-2022

The McKinney-Vento Homeless Education Assistance Act assures preschool-aged and school-aged children certain rights.

Definition:

The McKinney-Vento Acts defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- 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, 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;
- 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; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

A student who is in a home for CPS placement or in Foster Care does not classify as homeless. (There are still protections for children in foster care, however).

NOTE: Once a student is classified as homeless they remain classified and are eligible for services for the entire year.

Identification:

There are two ways that students may be identified as being eligible for services under McKinney-Vento.

One way is through registration and the other is identification by staff on campus.

1. When parents complete the student enrollment procedure they may indicate on their Student Housing Questionnaire their nighttime residence is not fixed, regular, and adequate. The counselors send a copy of the Student Residency Questionnaire forms to the Homeless Liaison after making contact with parents or guardians to further assess eligibility.
2. If students are enrolling at the school site and cannot provide proofs of residence or otherwise indicate homeless status, they are referred to the District Homeless Liaison.

Counselors or teachers may also notify liaison during the year if they learn of a change in student's living arrangements that may indicate student has become homeless.

3. A residence questionnaire is used to determine homeless status and McKinney-Vento eligibility. Based on this questionnaire (and, if needed, consultation with homeless liaison and/or Federal Programs Director) the homeless liaison will send McKinney-Vento packet information to school for immediate enrollment.
4. All relevant school and district personnel are notified (including food services) to ensure student status is coded correctly for enrollment and appropriate services including automatic free lunch eligibility.
5. If there are any questions regarding McKinney-Vento status, refer these to the district homeless liaison. (Contact information provided below).

ENROLLMENT:

- Immediate enrollment means the same day or within 24 hours.
- The school will enroll a homeless child even if the child is unable to produce records normally required for enrollment.
- The school will contact the last school attended to obtain relevant academic and other records.
- If the child needs to obtain immunizations or medical records, the enrolling school shall immediately refer the child's parent or guardian to the District's homeless liaison for assistance.

SCHOOL SELECTION:

The District shall, according to the child's best interest:

- Continue the child's education in the school of origin--If the child's family becomes homeless between academic years or during an academic year
- Enroll the child in any school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend.

ENROLLMENT DISPUTES:

- If a dispute arises over school selection or enrollment in a school, the child will be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.
- The District will provide the child's parent or guardian with a written explanation of the decision regarding school selection or enrollment, including the right to appeal the decision.
- The District will refer the child, parent, or guardian to the homeless liaison, who shall carry out the dispute resolution process as expeditiously as possible. Documentation is kept to ensure prompt resolution of disputes. **See Board Policy JQN*

TRANSPORTATION

McKinney-Vento students are transported as all other students when living in the attendance area. If students need transportation to their school of origin, the district transportation director will

work on this arrangement. This transportation request will originate with the homeless liaison. It is the responsibility of the transportation office to communicate details of pickup etc. with the parent.

COMPARABLE SERVICES:

The District will provide a homeless child with services that are comparable to services offered to other students in the school in which the child is enrolled, including:

- Transportation services;
- Educational services for which the child meets the eligibility criteria;
- Programs in vocational and technical education;
- Programs for gifted and talented students; and
- School nutrition programs. (Homeless students are automatically eligible for free meals.)

COORDINATION OF SERVICES:

- In order to improve education and other outcomes for homeless children and youths, the district will coordinate services (and funding) with programs including Title I, Part A, and Special Education.
- The District shall also coordinate the provision of services to homeless children with:
 - Local social services agencies and other agencies or programs providing services to homeless children and their families;
 - Other local educational agencies on issues such as transportation or transfer of school records

BARRIERS TO ENROLLMENT:

- The District shall review and revise any policies that may act as barriers to the enrollment of homeless children. The District shall give consideration to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation and guardianship. The District shall give special attention to ensuring the enrollment and attendance of homeless children who are not currently attending school.
- In addition, the District shall adopt policies and practices to ensure that homeless children are not stigmatized or segregated on the basis of their homeless status.

NOTICE OF RIGHTS:

At enrollment the District shall provide written notice to the parent or guardian of the child (or directly to an unaccompanied youth) of the general rights provided under McKinney-Vento and contact information for the District's homeless liaison. This information will be publicly posted at all schools, on the district website, and in community locations.

SUPPORTING HOMELESS YOUTH:

- **Credit for Full and Partial Coursework**

Accumulating enough credits to graduate can be very difficult for mobile students due to the variety of class offerings/requirements, methods of calculating credits, and graduation requirements across school districts. When students transfer, it is the responsibility of the counselor to ensure that homeless students receive credit for full and partial coursework completed in the prior school. When appropriate, counselors will work with students to ensure access to programs such as credit recovery.

- **College and Career Readiness**

High school counselor will assist homeless students to prepare for college, which includes providing counseling related to college selection, completing the application process, and financial aid options.

Additionally, graduation planning will address career paths and related decision-making.

Homeless/Unaccompanied Youth—Additional Procedures

Enrollment

In addition, in accordance with the McKinney-Vento Act, the following provisions specific to (homeless) unaccompanied youth will be allowed:

- The right to immediate enrollment without proof of guardianship
- Assistance from the homeless liaison to:
 - Select a school of attendance, whether the local attendance area school or the school of origin
 - Receive transportation to and from the school of origin, if requested
 - Ensure the prompt and fair resolution of any disputes

If there is any question or dispute regarding enrollment or eligibility for services, the homeless liaison should be contacted to provide assistance and the youth shall be immediately enrolled, pending resolution of the dispute.

Helping Unaccompanied Homeless Youth Prepare for College

The district liaison will work with school guidance counselor to make certain that students are informed of their options after high school and are college-ready. The College Cost Reduction and Access Act (CCRAA) of 2007 stipulates that unaccompanied youth determined to be homeless by a local liaison, Runaway and Homeless Youth Act funded shelter, HUD program, or college financial aid administrator may apply for federal financial aid as independent students. It will be the responsibility of the homeless liaison to work with counselor to make sure these homeless students have help to complete the FAFSA, including informing them of their status as independent students and providing verification of that status.

Each unaccompanied homeless youth will be informed of the following during his or her senior

year:

- Unaccompanied homeless youth can complete the FAFSA without a parent or guardian's signature, and
- the parent or guardian's income is not considered when determining independent student's need for financial aid.

Baldwyn School District

Procedures for Resolution of Disputes Regarding Placement of Homeless Students

1. If a dispute arises over school selection or enrollment, the Baldwyn School District shall immediately enroll the homeless student in the school in which enrollment is sought by the parent or guardian, pending resolution of the dispute. Disputes shall be resolved at the district level rather than the school level. The same provision applies to placement of unaccompanied youth.
2. The Baldwyn School District shall provide the parent, guardian, or unaccompanied youth with a written statement of the school placement decision and the appeal rights. The unaccompanied youth, parents, or guardian shall be referred to the District Homeless Liaison, who shall expeditiously carry out the dispute resolution process.
3. The dispute resolution process shall be informal and accessible. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the school district or Baldwyn School District Homeless Liaison's office. The process officially begins by parents, guardians, or youth completing and turning the form in to the school or District. Parents, guardians, and unaccompanied youth shall be informed that they can provide written or oral documentation to support their position.
4. Written notice shall be written in a language the parent, guardian, or unaccompanied youth can understand and include the following:
 - A. Contact information for the Baldwyn School District Homeless Liaison and State coordinator, with a brief description of their roles.
 - B. A simple, detachable form that parents, guardians may complete and turn in to the school to initiate the dispute process. The school shall copy the form and return the copy to the parent, guardian, or youth for their records when it is submitted.
 - C. A step-by-step description of how to dispute the school's decision.
 - D. Notice of the right to enroll immediately in the school of choice pending resolution of the dispute.
 - E. Notice that "immediate enrollment" includes full participation in all school activities.
 - F. Notice of the right to appeal to the State if the district-level resolution is not satisfactory.
 - G. Timelines for resolving district and State appeals.
5. All written protests submitted to the District, shall be considered by the Baldwyn School Board at the first regularly scheduled meeting subsequent to the submission of the written protest.

Baldwyn School District Homeless Appeal Procedures

The child, parent, guardian, or other accompanying adult who wishes to appeal an adverse decision must start the appeal process by submitting a request for dispute resolution to the Superintendent of Schools. Upon submission of a request for dispute resolution, the Superintendent will:

1. Confirm that the child has received the opportunity to immediately enroll in the district school in which enrollment is sought, pending resolution of the appeal; and
2. Expediently resolve the appeal according to the following dispute resolution procedures:
 - a. The Superintendent will add the dispute to the agenda with the Baldwyn School Board and contact the person initiating the dispute within five working days of receiving the notice of dispute with the next School Board meeting date. The Board will listen to the person's account of the problem, review information from the Homeless Liaison, and consider the law and what factors affects the best interest of the child.
 - b. The Superintendent will provide within five working days:
 - i. A written explanation of the decision regarding school selection or enrollment; and
 - ii. Notice of the right to appeal the District's decision to the State Homeless Education Coordinator and the form with which to initiate such appeal will be sent to the complainant.

The Baldwyn School District is committed to serving homeless and unaccompanied youth and does not anticipate having to use the dispute resolution process. However, if needed, the procedures are in place to ensure the rights of homeless students.

Definitions:**ENROLLMENT:**

“Enroll” and “enrollment” include attending classes and participating fully in school activities.

HOMELESS CHILDREN OR YOUTH:

“Homeless child” means a child or youth lacking a fixed, adequate, and regular nighttime residence.

SCHOOL OF ORIGIN:

“School of origin” means the school that the child attended when permanently housed or the school in which the child was last enrolled.

**School of origin also includes the feeder school pattern (“sister school”) if applicable.*

UNACCOMPANIED YOUTH

“Unaccompanied youth” includes a child not in the physical custody of a parent or guardian.” Unaccompanied youth **who meet the McKinney- Vento definition of homeless** do have the right to enroll in school even without a parent or legal guardian. Not all unaccompanied youth are homeless.

Baldwyn School District Homeless Dispute Resolution Sample Form

Baldwyn School District Education of Homeless Children and Youth Written Notification of Enrollment Decision (FORM 1)

This form is to be completed by the District Homeless Education Liaison when an enrollment request is denied.

Date: _____

Person completing form: _____ Job title: _____

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2001, the following written notification is provided to:

Parent or Guardian: _____

Student(s): _____

Regarding Enrollment Request: _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied based upon the following: _____

You have the right to appeal this decision by completing the attached appeal form (**Form 2**) or by contacting the Baldwyn School District Superintendent:

Mr. Raymond Craven
Baldwyn School District
cravenr@baldwynschools.com
(662) 365-1000

Please Note:

- The student(s) listed above has the right to immediately enroll in the school of residency or school of origin, pending resolution of the dispute.
- You may use the form attached to this notification to provide evidence to support your position.
- You may contact the state coordinator for homeless education:

LaDewayne Harris
laharris@mdek12.org

Mississippi Department of Education
PO Box 771, Jackson, MS 39205-0771
Telephone: 601-359-3499 Fax: 601-359-2587

Baldwyn School District
Education of Homeless Children and Youth
Request for District-Level Dispute Resolution
(FORM 2)

This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth to appeal the decision of the district Homeless Education Liaison.

Date submitted: _____
Person completing form*: _____
Contact Information: _____
Relationship to student(s): _____
Student(s): _____
School: _____
Date of enrollment decision being appealed: _____

I wish to appeal the enrollment decision made by the district Homeless Education Liaison (Rhonda Crump).

I have been provided with:

- A written explanation of the district Liaison’s decision (**Form 1**).
- Contact information for the superintendent:
 Mr. Raymond Craven
 Baldwyn School District
cravenr@baldwynschools.com
 (662) 365-1000
- A copy of the District-Level Dispute Resolution Process concerning enrollment for student experiencing homelessness.

Optional: You may include a written explanation to support your appeal in the space provided

b e l o w

*Signature of person completing form _____

SUPPLEMENTAL REPORTING/EVALUATION FORM – HOMELESS CHILDREN & YOUTH
School Year _____ Data

SCHOOL _____

ENROLLMENT of HOMELESS CHILDREN AT YOUR SCHOOL BY:

RACE _____ White _____
 Black _____ Hispanic _____ Other _____
 SEX: _____ Male _____ Female

Enrollment by GRADE: ___ PreK ___ K ___ 1st ___ 2nd ___ 3rd ___ 4th ___ 5th ___ 6th ___ 7th
 ___ 8th ___ 9th ___ 10th ___ 11th ___ 12th

(Please attach a list of students by name and grade or a hard copy
 of your MSIS Report)

INDICATE THE MOST FREQUENT BARRIER TO SCHOOL ENROLLMENT OR ATTENDANCE

- Residency requirements _____
- Availability of school records _____
- Birth certificates _____
- Legal guardianship requirements _____
- Transportation _____
- Lack of available preschool programs _____
- Immunization requirement _____
- Physical exam records _____
- Other (specify) _____

DESCRIBE ANY STEPS TAKEN TO ELIMINATE ATTENDANCE AND ENROLLMENT
BARRIERS AT YOUR SCHOOL: _

Contact Information

Rhonda Crump

Homeless Liaison and Director of Federal Programs

crumpr@baldwynschools.com

(662) 365-1004 office

(662) 365-1003 fax

Raymond Craven

Superintendent of Education

craven@baldwynschools.com

(662) 365-1000 office

(662) 365-1003 fax

LaDewayne Harris

State of Mississippi Homeless Coordinator

laharris@mdek12.org

(601) 359-3499 office

