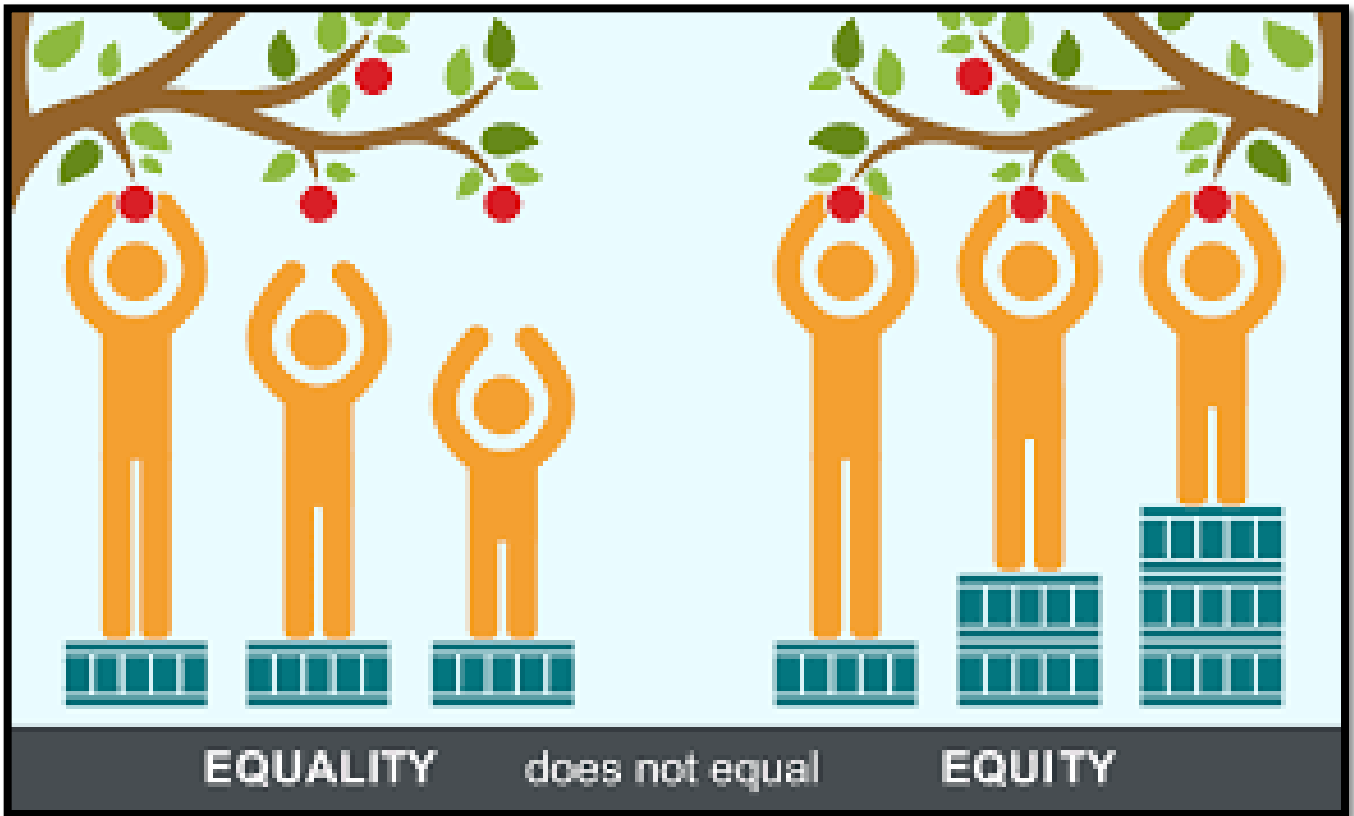




Butler County School System
McKinney Vento Program
Procedures and Plan



BCSS

HOMELESS PROGRAM PROCEDURES

Purpose of the Program

Homeless children and youth will be provided the opportunity to receive a free and appropriate public education regardless of their residency (home) status. The program will ensure that these students are afforded equal access to academic and other services that will allow them to meet the same challenging state achievement standards as non-homeless students.

Protected Population Admission Policy

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the 2015 Every Student Succeeds Act and the McKinney-Vento Homeless Education Act of 2001, all homeless, migrant, immigrant, Foster Care, English Learners (EL), and disabled children and youth must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Butler County School System. Such children and youth will be provided the opportunity to meet the same challenging state content and state student performance standards to which all children and youth are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, Foster Care, English Learners (EL), and disabled 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

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Homeless Definition - Individuals who lack a fixed, regular, AND adequate nighttime residence.

Fixed: Stationary, permanent, and not subject to change

Regular: Used on a predictable, routine, or consistent basis (*e.g. nightly*); consider the relative permanence of the living arrangement

Adequate: Sufficient for meeting both the physical and psychological needs typically met in home environments

Can the student go to the SAME PLACE (fixed) EVERY NIGHT (regular) to sleep in a SAFE AND SUFFICIENT SPACE (adequate)?

Unaccompanied Homeless Youth (UHY)

1. Student living arrangement must meet the definition of homeless, **AND**
2. Student must be considered *unaccompanied*, defined as “not in the physical custody of a parent or guardian”

Specific UHY Considerations

- ✓ Eligibility is based on the *current* living situation
- ✓ Can be eligible regardless of whether the youth “chose” to leave or was “asked” to leave
- ✓ Any student who meets the age criteria for public education in your state can be eligible

Types of Non-Fixed, Irregular, and Inadequate Housing Chart

Housing Types	Clarifying Questions & Ideas
Shared housing <i>or a similar reason</i>	<ul style="list-style-type: none"> • Is the arrangement due to a crisis or a plan for mutual benefit? • What are the intentions of both parties? • How long can they stay? Do they have a legal right to be there, or can they be asked to leave at any time? • What are the housing options if they don't share housing? • Do they have their own key to the home?
Loss of housing <i>or a similar reason</i>	<p>Was there a loss of housing due to:</p> <ul style="list-style-type: none"> • Eviction or foreclosure? • Destruction of or damage to their home? • Unhealthy or unsafe conditions? • Domestic violence? • Abuse or neglect? • Absence of a parent or guardian due to abandonment, parental incarceration, or similar reasons?
Economic Hardship	<p>Implies that limited financial resources have forced the family or youth to leave the residence and share housing due to an inability to pay the rent/ mortgage and other bills</p> <ul style="list-style-type: none"> • Did economic hardship due to an accident, illness, loss of employment, loss of public benefits, or a similar reason force the family or youth to share housing of others temporarily?
Motels, hotels, trailer parks, or camping grounds <i>due to the lack of alternative adequate accommodations</i>	<p>Why family is staying there?</p> <ul style="list-style-type: none"> • Is it a plan, e.g., parent has new job & is looking for permanent housing? • Where would student/youth live if not staying there? • Is it a temporary situation or long-term stay, e.g., in hotel with kitchen & adequate space? • Who is paying for the room? A receipt can be requested, but lack of one cannot be a barrier to student's enrollment.
Emergency or transitional shelters	<ul style="list-style-type: none"> • Temporary accommodation for homeless individuals and families, as a step to permanent housing. • Residents of transitional housing are considered homeless until they move into permanent housing. • Transitional housing programs may last up to 24 months, provide housing in addition to wraparound services, and typically require participants to pay a portion of their housing costs based on a sliding scale.
<p>Substandard Housing</p> <ul style="list-style-type: none"> ➤ Public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings ➤ Cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings 	<p>Evaluate according to community norms:</p> <ul style="list-style-type: none"> • Common indicators <ul style="list-style-type: none"> ○ Does not meet local building code ○ Inoperable indoor plumbing ○ Nonworking, inadequate, unsafe electrical service ○ No working kitchen ○ Condemned by a government agency ○ Overcrowded
Migratory children living in the above circumstances	

The chart above outlines limited examples of common homeless situations and is not an exhaustive list.

Identification of Children and Youth living in Homeless Situations and Unaccompanied Youth

- At the beginning of each school year all families complete the online enrollment process. During that process the family completes the Student Residency Survey to screen for all potential homeless students.
- The completed Residency Survey will be screened by the PowerSchool Program and will flag students living in potential homeless situations and unaccompanied youth based on how they responded to the survey. An email is sent to the District Homeless Liaison and to the counselor of the school the student is enrolling.
- The counselors and select district federal programs staff reviews the flagged Residency Survey.
- Students who have been identified as living in potentially homeless situations or as an unaccompanied youth will receive a phone call from select district federal programs staff. An interview will take place either via telephone or in person to determine the identification of the student as homeless and/or unaccompanied youth.
- While a determination is made, the school will immediately enroll the student even if the student does not have documentation that is typically collect prior to enrollment. The school homeless liaison or school counselor will notify the district office that a student has been enrolled.
- Before school starts all employees will be trained on the definition of homeless and unaccompanied youth as well as identifying students living in a homeless situation and unaccompanied youth. During the school year, families may become homeless and it is imperative that all staff can assist in identifying a student who may be homeless. Examples of these situations include, but are not limited to:
 - Bus Drivers may notice that a house burns down. Report that to the Homeless Liaison.
 - A student or parent confides in you that they are about to be evicted, notify the Homeless Liaison.
 - If you over hear students talking, that they are now living elsewhere with a relative, report it.
 - If a parent comes by to change their address because they are moving in with someone, due to hardships, report it to the Homeless Liaison.

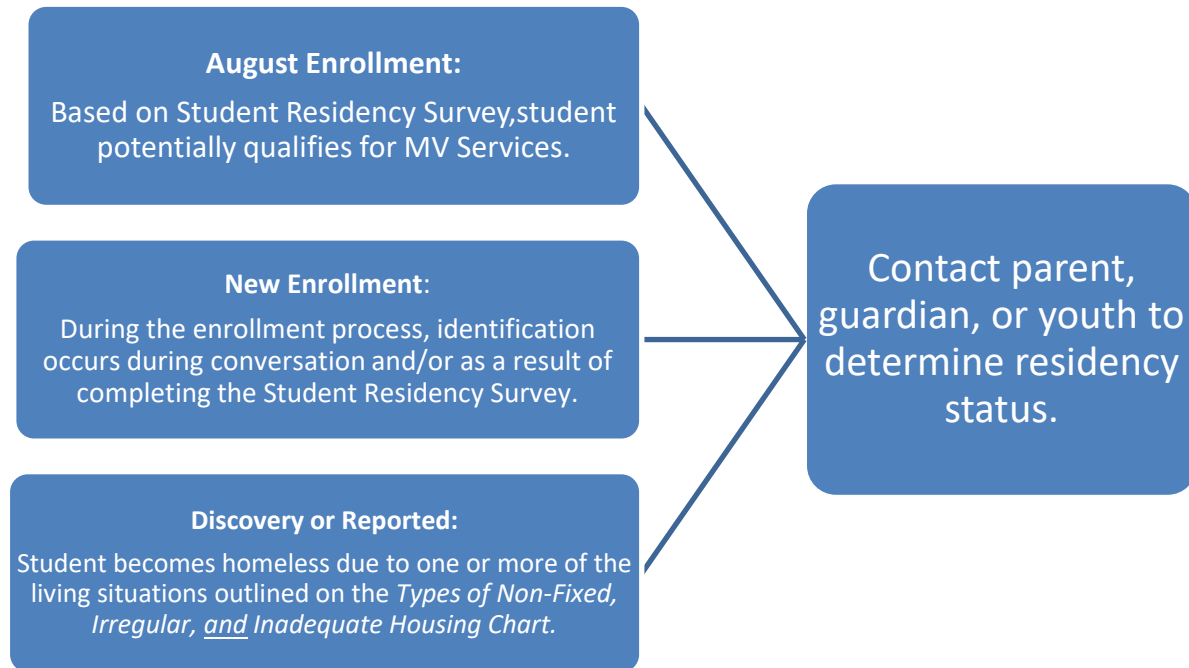
Notification may be made via a phone call, email, and/or sharing a newly completed Residency Survey document by fax or through Google Doc with the district federal programs staff.

Homeless Children and Youth Educational Rights

Under the McKinney-Vento Act, children, including preschool age children, and unaccompanied youth in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Attend either the local school or the school of origin, if this is determined to be in the student's best interest. The school of origin is defined as the school the child attended when he/she was permanently housed or the school in which the child was last enrolled. (see School of Best Interest Selection section).
- Receive transportation to and from school, including the school of origin.
- Enroll in school immediately, even if missing records and documents normally required for enrollment such as a birth certificate, proof of residence, previous school records, or immunization/medical records.
- Enroll, attend classes, and participate fully in all school activities, while the school arranges for the transfer of records.
- Have access to the same programs and services that are available to all other students including transportation and supplemental educational services.
- Attend school with children not experiencing homelessness; segregation based on a student's status as homeless is prohibited. There are no barriers to enrollment.

Student Identification and Placement



ACCESS to Services for Homeless Students Including Preschool Age Children

Once identified as homeless, the homeless child or youth, including preschool age children and homeless unaccompanied youth will continue this status for the remainder of the school year even if permanent (fixed, regular, and adequate) housing is secured. Determinations will be made on case-by-case basis. Each student's living situation will be re-evaluated between July 1st – September 1st each year.

Additional Services and Opportunities

Homeless children, including preschool age children, and youth, as well as unaccompanied youth, are entitled to educational services comparable to those offered to other students. These services may include, but are not limited to the following programs:

- Uniforms and school supplies
 - Funds have been set aside for the purchase of uniforms and school supplies
- Medical, dental, and/or mental health services
 - When needed, students will be referred to the above services. The district has budgeted for the cost of these services through the ARP ESSER Homeless grant.
- Automatic Eligibility for Free School Meals
 - The Child Nutrition and WIC Reauthorization Act of 2004 include the provision that homeless children and youth and unaccompanied youth automatically become eligible for free school breakfast and lunch. A list of homeless children and youth will be acceptable in lieu of the school meal application usually submitted by the child's parent or guardian and will be sufficient for school officials to approve the child's eligibility for free school meals. When a student has been certified as eligible for free meals, based on designation as homeless, the eligibility remains effective for the remainder of the school year and up to 30 days into

the next school year. This will remain in effect even if the homeless child or youth moves into permanent housing and is no longer homeless.

- Transportation assistance
 - All students are offered transportation to and from school via a school bus. If needed, transportation will be provided to and from sports, clubs, and extra-curricular activities. Transportation will be arranged to accommodate travel to and from the school of origin if it is in the best interest of the child. Arrangements such as a gas voucher, reimbursement for travel, etc. can be accommodated as needed.
- Title I Services that target students most at risk of failing and/or most at risk of not meeting age/grade appropriate challenging curricula content standards may also be used to support students who are experiencing homelessness.
- Educational services for which the student meets eligibility, including Special Education, and related services and programs for English Learners (EL), vocational and technical education, gifted and talented programs and extracurricular activities.
- Referrals to school-based services and community agencies as determined by student needs.
- Refer homeless preschool age children to programs and services such as Head Start, and preschool programs such as Bright Beginnings.

School of Best Interest Selection

The McKinney-Vento Act requires that a homeless child, youth, as well as unaccompanied youth experiencing homelessness, attend the school that is in his or her best interest. The school chosen may be either the school of origin or the school of residency. The school of origin is the school the child attended when permanently housed or the school in which the student was last enrolled. The school of residency is the school that serves the area where the child or youth is currently physically dwelling. This may include the school that serves the community where a homeless shelter is located or where a child or youth is doubling-up with family or friends.

When making decisions concerning the school of best interest, a homeless child or youth should, to the extent possible, remain in the school of origin unless doing so is contrary to the wishes of the parent or guardian of the child or youth. Remaining in the school of origin must also be the wish of an unaccompanied youth. If BCSS believes it is in the homeless child's or youth's best interest to enroll in a school other than the school of origin or the school of choice, the district will provide a written explanation of its decision to the parent, guardian, or unaccompanied youth with a statement regarding the right to appeal the placement decision.

Homeless Students Dispute Resolution (722(g) (1) C) of the McKinney –Vento Act)

- If a verbal or written dispute arises over eligibility, school selection, or enrollment, the LEA must immediately enroll the homeless student or unaccompanied youth in the school in which enrollment is sought.
- The School Homeless Liaison must immediately provide a written copy of the dispute resolution policy to the unaccompanied youth, parent, or guardian **and** notify his/her school administrator.
- Within three business days of providing the unaccompanied youth, parent, or guardian with a written copy of the dispute resolution policy, the school principal or school homeless liaison must notify and the District Homeless Liaison of the dispute in writing.
- The District homeless liaison will consult with the Superintendent and must render a decision in writing within five (5) business days to the unaccompanied youth, parent, or guardian. The written decision must include a clear explanation of the decision regarding eligibility, school selection or enrollment including the rights of the parent, guardian or unaccompanied homeless youth to appeal the decision at the local level with a final appeal to the state level.
- If the unaccompanied youth, parent, or guardian appeals the District Homeless Liaison's decision to the LEA's Superintendent, the Superintendent shall issue the District's decision within 5 business days of second dispute

appeal. The Superintendent's decision must be provided to the unaccompanied youth, parent, or guardian in writing and include clear explanation of the decision regarding eligibility, school selection or enrollment including the rights of the parent, guardian or unaccompanied homeless youth to appeal the decision at the state level. Forms for the Dispute can be found on the district website and at the local schools' offices.

Withdrawal of Homeless Students

Before withdrawing a homeless student from school, contact the school should contact district's Homeless Education Liaison for assistance. The McKinney-Vento Homeless Assistance Act requires the district to maintain the student in his/her "school of origin" (i.e., the school the student attended when homelessness began) to the extent that it is feasible and in the best interest of the student. Feasibility is to be determined by the Homeless Education Liaison in collaboration with the student, parent/guardian, local school counselor, and the Transportation Coordinator.

Procedures for Intrastate (In-State) and (Out-of-State) Homeless Student Record Transfer

When a student identified as homeless seeks to withdraw from school or his/her parent/guardian seeks to withdraw the student, the counselor will immediately provide copies of all available records to the parent/guardian/student. As soon as the school receives an official request from the new school whether In-State or Out-of-State, the counselor will immediately release all records to the requesting school. There will be no barriers to forwarding records to the new school. Records and transcripts cannot be held for failure to pay fines, fees, or loss of a book.

Responsibilities of the Homeless Education Liaison will include:

- Assisting homeless children, including preschool age children, and youth as well as unaccompanied youth with enrolling and accessing schools' services.
- Obtaining immunization and medical records.
- Coordinating transportation services.
- Informing parents, school personnel, and others of the rights of homeless children and youth.
- Disseminating information about the programs for homeless children and youth by posting flyers with contact information in places where homeless children most often are found (shelters, motels, etc).
- Collaborating with the Alabama State Department of Education Homeless Education Liaison, the community, and other school personnel.
- Connecting preschool homeless children to other programs and services such as Head Start, preschool, health care services, dental services, mental health services, and other appropriate services. *The Head Start Act requires grantees to coordinate with McKinney Vento local liaisons to remove barriers and increase participation of homeless children in the Head Start program. While the McKinney-Vento Act only requires State Educational Agencies (SEAs) and LEAs to provide services to homeless children who are in programs administered by the SEAs or LEAs,*
- Monitoring the attendance and academics of identified homeless students.

In addition to assisting with the responsibilities listed above, the District Homeless Education Liaison will:

- Facilitate and assist the local school with enrollment, school placement, and transportation.
- Facilitate the dispute resolution process. (Homeless children and youth will be immediately enrolled in school pending resolution of disputes).
- Ensure that children receive the educational and other services for which they are eligible.

Monitoring for McKinney Vento Services Checklist

Once MV status is verified:

- Create Student Folder
- Residency Form/Survey
- Check PowerSchool SIS Coding
 - Unaccompanied Youth
 - Doubled Up
 - Unsheltered
 - Hotels/Motels
- Check PowerSchool SIS lunch status
 - The Child Nutrition and WIC Reauthorization Act of 2004 include the provision that homeless children and youth and unaccompanied youth automatically become eligible for free school breakfast and lunch.*
- Schedule a conference with the parent, guardian, or youth
 - Discuss and give a paper copy of the MV Law /pamphlet / 211 Card
 - Discuss and identify needs
 - Give parent, guardian, or youth contact information for School Liaison
- Contact District Homeless Liaison to discuss immediate needs and if assistance is needed to secure required enrollment forms.

Resources:

Comprehensive website: www.serve.org/nche

Toll-free helpline: Call 800-308-2145 or e-mail homeless@serve.org

http://center.serve.org/nche/ibt/sc_eligibility.php

Butler County School System Student Residency Survey 2022/2023

Student's Name _____ Birthdate _____ Age _____ Grade _____

Check the school that the student will attend this school year. WOP GES GMS GHS McK GEO

This survey complies with the McKinney-Vento Homeless Assistance Act, U.S.C. 2 § 11432 9a). The McKinney-Vento Homeless Assistance Act defines "homeless" as "individuals who lack a fixed regular and adequate nighttime residence." This includes children who are temporarily sharing the housing of other persons due to the loss of housing or economic hardship.

Section 1 Housing is fixed, regular, and adequate. Check all statements that apply. If none apply, do not check and move to Section 2.

- _____ Student lives in foster care placement.
- _____ Student's parent/legal guardian is active military.
- _____ Student lives with parent/legal guardian who owns or rents a house, apartment, or house trailer.
- _____ Student lives with friend or family member with custodial parent/legal guardian (by choice without cause)



If you checked one of the above choices, skip to section 6. Please sign, date and return this form

Section 2 If you did not check a blank in section 1, read the statements below and check one of the following statements and answer. If your family is experiencing temporary housing/residency, where is the student living?

_____ In an emergency shelter, including transitional housing shelters: awaiting foster care, etc...

Name of the shelter _____ Address _____

_____ On the streets, abandoned buildings, in a vehicle of any kind, campgrounds, public places, housing not fit for habitation. Please provide information regarding the area in which the student is living: _____

_____ In a hotel/motel due to the loss of housing, economic hardship or similar reason.

Name of the hotel/motel _____ Address _____

_____ Doubled-up: temporarily living with family or friends due to lack of adequate housing or financial conditions. Name of person with whom you are living. _____, Relationship _____, Address _____

Section 3 If you checked a box in section 2, please answer the following:

1. Reason for temporary residence: (Place a checkmark by the correct response.) Custodial Parent/Legal Guardian suffered from....
 Eviction Foreclosure Unemployment Fire Wildfire Tornado Earthquake
 Tropical Storm Flooding Hurricane Man Made Disaster Domestic Violence/Abuse
 Incarcerated/jail Disabled Other (explain) _____
2. Date student moved to this address? _____
3. How long do you expect to be at this address? _____
4. Are you seeking permanent housing? _____
5. Is a parent/guardian living in the home with the student? _____
 If not, with whom is the student living? _____ Relationship to student _____

Section 4 Complete this section for all school-aged and preschool aged (3 to 4 year-old) children in your family.

Name	Date of Birth	Female or Male	Grade	School

Section 5 Unaccompanied Youth Must Complete This section, then complete section 6.

----- Student is living alone without an adult—sign section 6 below.

_____ Student is living with an adult that is NOT a parent/legal guardian—fill out the following: Caregiver's Name _____

Phone Number _____ Address _____

Section 6 I certify that the information provided above is accurate. *It is illegal to knowingly make false statements on this form.*

Parent/Guardian _____ Signature _____ Date _____

Phone Number _____ Email _____

Physical Address _____ Mailing Address _____