

**Midfield City Schools**  
**Homeless Plan**  
**2018-2019**

The Midfield City School System will employ 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 Midfield City School District shall conduct an annual evaluation of the 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.

**DEFINITION**

The 2001 reauthorization of the McKinney-Vento Assistance Act ensured the educational rights and protection of homeless children and youth so that they may enroll in school, attend regularly, and succeed in educational opportunities. For the purpose of identifying homeless children and youth, the Midfield City School district shall use the McKinney-Vento Act's definition of homeless children and youth. The act defines homeless children and youth (twenty-one years of age and younger) as a child who:

- Lacks a fixed, regular, and adequate nighttime residence
- Who are sharing the housing of other persons due to the loss of housing, economic hardships; or similar reason; are living in motels, hotels, camping grounds (sometimes referred to as doubled up)
- Due to the lack of alternative accommodations;
- Are living in emergency or transitional shelters'
- Are abandoned in hospitals;
- Are awaiting placement;
- Including a child or youth who is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings
- Who is living with non-nuclear family members or with friends.
- 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/
- 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 and children/youth denied housing by their families (sometimes referred to as "throwaway" children and youth), and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available.

The school 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.

### **THE 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 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.

The program provides procedural guidelines to ensure that homeless students are not denied enrollment due to the lack of registration documentation at the time of enrollment. Homeless children and youth, including preschool age children, will be enrolled immediately pending obtainment of the necessary documents. The school counselor will assist parents guardians, or unaccompanied youth in obtaining the proper documentation. The homeless education program makes every effort to provide homeless children and youth with a stable school environment by enrolling students in the school of origin and providing them with transportation to and from the school of origin.

The program provides for a homeless liaison that will ensure program implementation and coordinate efforts to ensure that homeless children and youth, including preschool age children, are provided the opportunity for academic success.

### **IDENTIFICATION AND REGISTRATION PROCEDURES**

Homeless children and youth are often undetected. The school district will conduct training sessions with the appropriate school personnel to inform them of methods of identifying homeless children and youth without using stigmatizing terminology. The district will use a **Residency Questionnaire (Appendix A)** to facilitate identity of homeless preschoolers, children and youth. The parent, guardian, or unaccompanied youth will complete the residency Questionnaire at the time of registration. The school counselor or Title I liaison may provide appropriate assistance to the parent, guardian, or unaccompanied youth in answering the questionnaire if necessary.

A copy of the Residency Questionnaire will be submitted to the Midfield City Homeless Liaison on the day of registration. The school will maintain the original form in the file separate from the student's permanent record for audit purposed during the year. The file should be housed in the school counselor's office.

The school shall enroll a homeless child even if the child is unable to produce proof of residency, birth certificate, social security number, immunization records or school records. The school shall immediately contact the last school attended to obtain relevant academic and other records. If the child needs to obtain immunizations, or immunization or medical records, the enrolling school counselor or principal's designee will provide the parent , guardian, or unaccompanied youth 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. The existing

method of assigning a student number will be employed when a student enrolls without a social security number.

An unaccompanied youth may enroll him/her self. In this case, the school principal or designee (school Title I liaison) will immediately contact the Midfield City Schools Homeless Liaison to report the enrollment of an unaccompanied youth. The school will provide the youth with proper assistance in a language that the student understands. The Midfield City Homeless Liaison will assist the homeless unaccompanied youth in obtaining eligible educational services.

The application process for free and reduced priced meals can be expedited for homeless children and youth. The determination for free meals may be made without completing the full application process:

US Department of Agriculture:

<http://www.nlchp.org/content/pubs/Homeless%20Students%20and%20the%20School%20lunch%20Programs%20Fact%20Sheet1.pdf>

[http://www.nichp.org/content/pubs/Basic%20Mckinney-Vento%20Booklet%20\(20011\).pdf](http://www.nichp.org/content/pubs/Basic%20Mckinney-Vento%20Booklet%20(20011).pdf)

#### **IDENTIFICATION OF HOMELESS PRESCHOOLERS**

The Midfield City School district Homeless Liaison will collaborate with local community agencies (Ex. Head Start, JCCEO, Department of Human Resources, Health Department, faith-based organizations and the court system) and school personnel to identify homeless preschoolers. The school 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 Midfield City School district may not segregate homeless children. The district shall make the choice regarding placement without regard to whether the child lives with the homeless parents or has been temporarily placed elsewhere. All homeless students shall be provided with services that are comparable to services offered to other students in the school in which the child is enrolled, including:

1. Transportation services;
2. Educational services for which the child meets the eligibility criteria;
3. Programs in vocational and technical education;
4. Programs for gifted and talented students; and
5. School Nutrition programs

Midfield City school system will make school placement decisions in the “best interest” of the homeless child or youth. Students will continue in the *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. Students may enroll in any public school attended by non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

If the 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. The complainant must file a **Student Enrollment Dispute (Appendix C)** with the school in which the student is presently enrolled. The principal of this school will notify the Midfield City Homeless Liaison of the dispute and take steps to resolve the dispute.

### **Dispute Resolution Procedures**

When a dispute arises regarding school placement, the system will:

- Immediately enroll the homeless student in the school in which enrollment is sought by the parent/guardian or unaccompanied youth, pending resolution of the dispute.

The Midfield City School district Homeless Liaison will expeditiously take steps to resolve the dispute (Appendix D).

The District may require the parent or guardian of a homeless child to submit contact information.

### **Parent Procedures**

- If a dispute arises the parent/guardian or unaccompanied youth, must notify the school district (Central Office Staff) that there is a dispute or issue concerning enrollment. (See contact information on last page).
- Complete the school enrollment dispute form (Appendix C) and submit to school or central board office.

### **School District**

- School/Central Office will document receipt of form from parent/guardian.
- Meeting will be schedule, within 5 days of receipt of letter or dispute, with school Counselor, parent and district Liaison.

If the dispute cannot be settled by the District Homeless Liaison, the school counselor will assist the complainant in seeking technical assistance from the State Department of Education or an appropriate service agency.

The Midfield City School district shall coordinate the provisions of services to homeless children with:

1. Local social service agencies and other agencies or programs providing services to homeless children and their families;
2. Other local educational agencies on inter-district issues such as: transportation or transfer of school records; and
3. As applicable state and local housing agencies.

Funding for the support of homeless students in Title I schools will be provided through the Title I program at the school. Funding for the support of homeless students in non-Title I schools will be

provided through Title I set-aside funds. These funds may be used to purchase instructional supplies, provide health and medical assistance, purchase clothing and hygiene items and **any other purchases** requested by the Counselor, school Title I liaison that can assist the homeless students in remaining in the school and succeeding in the academic program.

**Parents of Homeless students are encouraged to:**

- Become actively involved in making suggestions in the planning and operations of the Title I program.
- Attend all informational meetings concerning Title I Programs
- Attend an annual public meeting to discuss the programs and activities that are funded with Title I funds, to inform the parents of their rights to consult in the design and implementation of projects, to solicit parents' input, and to provide parents with the mechanism for maintaining ongoing communication among parents, teachers, and agency officials.
- Consult with teachers on an on-going basis and attend parent/teacher conferences, if possible.
- Provide information and ideas on the effectiveness of the assistance that the student (s) had received.
- Parents of homeless preschoolers, children and unaccompanied youth may contact school district or state coordinator if further help is needed:
  - **Dr. Janet M. Jenkins, Midfield City School Coordinator**  
Contact Information:  
Phone: 205 923-2263 Ext. 27  
Fax: 205 929-0585
  - **La Donna Rudolph, State Coordinator for Homeless Education Alabama State Department of Education. Office (334) 242-8199 FAX (334) 242-0496**

Midfield City School District will review and or revise this plan, each year, if necessary.

APPENDIX A

**RESIDENCY QUESTIONNAIRE  
MIDFIELD CITY SCHOOLS**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

1. Where is the student currently living?
  - a. In a shelter
  - b. With more than one family in a house or apartment
  - c. In a motel, car, or campsite
  - d. With friends or family members (other than parent/guardian)
  - e. NONE of the above
2. How long has the student lived at any of the above locations? \_\_\_\_\_

**Printed Name of Parent(s)/ Legal Guardian** \_\_\_\_\_.

**Signature of Parent(s)/ Legal Guardian** \_\_\_\_\_.

If you **checked ANY** of the above options, please complete the remainder of this form and return to your child's school. ALSO, please be sure to print and sign your name on the lines provided above.

If **NONE of the above** options are checked, you do not need to complete the remainder of the form, but please be sure to print and sign your name on the lines provided above and return to your child's school.

3. The student lives with:
  - a. A relative, friend(s), or other adult(s)
  - b. Alone with no adult(s)
  - c. An adult that is not the legal guardian
4. What is the reason for living with any of the above? \_\_\_\_\_

**Current Address:**

**City**

**State**

**Zip**

School Currently Attending: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Contact/Telephone Numbers: \_\_\_\_\_

**Previous Midfield Address:** \_\_\_\_\_

City

State

Zip Code

**RETURN THIS FORM TO THE FEDERAL PROGRAMS COORDINATOR, IF APPLICABLE**

**APPENDIX B**

**HOMELESS LIAISON DUTIES & RESPONSIBILITIES**

The Homeless Liaison shall work to ensure that homeless children and youth, including preschoolers are identified, enrolled in school, and receive all eligible services to facilitate student academic success. The responsibilities listed below are not all inclusive but shall be primary duties of the liaison. The homeless liaison shall ensure that:

- Homeless children and youth are identified by school personnel and through coordinated activities with other entities and agencies;
- Homeless students enroll in and have full and equal opportunity to succeed in the school of the district;
- Homeless children and youth receive educational services for which they are eligible, including Head Start, preschool programs administered by the school district, and referrals to health, mental health, dental and other appropriate service agencies;
- Parents/guardians of homeless children and youth are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children;
- Parents and guardians and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing transportation services;
- Transportation cost disputes between the school system and 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;
- Public notice of the educational rights of homeless students is disseminated to locations where children and youth receive services under the Act;
- Required reports concerning homeless education programs are submitted to appropriate agencies and the State Department of Education;
- Evaluation of the homeless education program is conducted annually and necessary programs and implementation adjustments are made.

**APPENDIX C**

**MIDFIELD CITY SCHOOLS HOMELESS EDUCATIONAL SERVICES  
SCHOOL ENROLLMENT DISPUTE FORM**

School Name: \_\_\_\_\_

School Address \_\_\_\_\_  
Street Address City State Zip Code

\_\_\_\_\_

\_\_\_\_\_

School Telephone Number School Fax Number

Student Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street Address City State Zip Code

Current Phone Number(s): Home \_\_\_\_\_ cell \_\_\_\_\_ work \_\_\_\_\_

**COMPLAINANT INFORMATION**

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Current Address \_\_\_\_\_  
Street Address City State Zip Code

*Note: Student information regarding address, telephone number, information protected by Everyday School Records Act can be released to parent, guardian, or a person specifically designated as a representative of the parent or guardian.*

Name of the school that complainant chooses student to be immediately enrolled in and/or transported to/from until dispute is resolved: \_\_\_\_\_.

Is this the school of origin? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, from which school was the student transferred?

Reason for

Complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complainant Signature

\_\_\_\_\_

Date

**Principal's Action on the Complaint**

Taken within \_\_\_\_\_ school day(s) after receiving notice of the complaint

Date central office contact person was notified of the dispute: \_\_\_\_\_

Action taken by the principal to resolve the dispute:

Was the dispute resolved?



**You may contact Dr. Janet M. Jenkins, Midfield City School Coordinator @205 923-2263 Ext. 27 Fax: 205 929-0585. State Department Coordinator La Donna Rudolph, State Coordinator for Homeless Education Alabama Department of Education Office: 334 242-8199 FAX (334) 242-0496, if further help is needed.**

**APPENDIX D**

**MIDFIELD CITY SCHOOLS  
DISTRICT ENROLLMENT DISPUTE FORM**

Student Name: \_\_\_\_\_ SN \_\_\_\_\_

School Name: \_\_\_\_\_ Grade \_\_\_\_\_

**District Action on Complaint**

- Taken within \_\_\_\_\_ school days after receiving notice of the complaint.
- Was the complaint resolved at the district level? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the dispute was resolved at the district level, describe the action taken by the district Homeless Liaison to resolve the dispute to the satisfaction of the complainant:

If the dispute was not resolved to the satisfaction of the complainant, did the district Homeless Liaison convene a meeting of the interested parties to attempt a resolution of the dispute?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when and where did the meeting take place? Describe the outcome of the meeting.

If no, will a meeting be held for resolution purposes? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

If a resolution cannot be reached at the district level, the state homeless liaison should assist the complainant in contacting service organizations to provide technical assistance to the complainant. Did the state homeless liaison assist the complainant in this matter? \_\_\_\_\_ Yes \_\_\_\_\_ No.

Name of service organization contacted for assistance:

\_\_\_\_\_

Was the dispute resolved? \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Describe the resolution:

\_\_\_\_\_

Complainant Signature

\_\_\_\_\_

Homeless Liaison

**You may contact the Dr. Janet M. Jenkins, Midfield City School Coordinator @205 923-2263 Ext. 27  
Fax: 205 929-0585.**

**State Coordinator contact La Donna Rudolph, State Coordinator for Homeless Education Alabama  
Department of Education: Office (334) 242-8199 FAX (334) 242-049**