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**Federal Programs
FY 24 Homeless and Unaccompanied Youth Procedures
By: Tracy Dearing
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School Board
Approved
AUG 14 2023
Quitman School
District

Quitman School District

The purpose of this memorandum is to ask for board approval of FY24 Homeless and Unaccompanied Youth Procedures for the 2023-2024 school year.

Thank you,

**Tracy Dearing
Federal Programs Director**



**HOMELESS AND UNACCOMPANIED
YOUTH PROCEDURES
2023-2024**

Quitman School District

Education of Homeless Children and Unaccompanied Youth Procedures

The Quitman School District is in compliance with the guidelines of the McKinney-Vento Homeless Assistance Act (Reauthorized 2015, Title VII-Part B of the Every Student Succeeds Act-Sec 725) which ensures that homeless children and youth, including preschool children, are afforded equal access to the same free, appropriate public education afforded to other children and youth.

As defined in Title VII, Section 725 of the McKinney-Vento Homeless Assistance Act, homeless students are individuals who lack a regular, fixed, and adequate nighttime residence. Homeless students include:

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, campgrounds due to lack of alternative 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 designated 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.
- Migratory children who qualify as homeless because they are living in circumstances described above.

Services to Homeless Children

Students within the Quitman School District who meet the definition of homelessness/unaccompanied youth will be provided the following services:

- Immediate school enrollment and full participation in educational activities, even when records normally required for enrollment are not available (i.e. birth certificates, school records, medical records, residency documents). The district's Homeless Liaison and/or designee will provide immediate assistance in obtaining immunization records, medical records, cumulative school records, and other pertinent information; however, the student must be enrolled while these documents are being obtained.
- The opportunity to remain in their school of origin (school last attended when permanently housed or in which last enrolled). Students will be permitted to remain in their school of origin for the duration of their homelessness.
- Transportation to the school of origin if the school is within the local district. If applicable, the transportation memorandum of understanding will be completed.
- The opportunity to attend school in an environment that does not stigmatize, isolate, label, or penalize the student or his family for being homeless.

- Access to programs and services including special education services, preschool services, free school meals, Title I services, English learner services, vocational/technical education, distance learning, gifted and talented services.
- The support of the Homeless Liaison and school counselors to ensure that homeless children and youth are identified and provided full and equal opportunity to receive all educational services for which they are eligible in order to succeed in school.

Homeless Education Liaison

The Parent Liaison shall serve as the Homeless Education Liaison for the Quitman School District. Administrators and/or counselors will notify the Homeless Education Liaison when a homeless student enrolls within the school district.

Additional Duties shall include:

- Ensure that homeless students are identified by school personnel and through coordination activities with other entities and agencies.
- Ensure that homeless students have equal opportunities to participate and succeed in school.
- Notification of educational rights of students in homeless situations disseminated in student handbooks and other publications.
- Notification to parents and guardians of educational and related opportunities, such as transportation, is available through school communications and/or district communications.
- Notification to parents and guardians of opportunities to participate in their child's education through school communications, conferences, and/or district communications.
- Ensure that homeless students are provided Title I services which may include tutorial support, extra-curricular activities, and school supplies.
- Provide training, upon request, to school personnel and the community to promote the awareness of and sensitivity to homelessness.

Resolution of Dispute or Complaint

The Superintendent will designate a staff member to investigate written complaints regarding compliance with the McKinney-Vento Homeless Assistance Act. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process at the school level with the principal or at the Homeless Liaison's office. Written complaint or dispute forms should be submitted to the Federal Programs Director within (5) days from receipt by the principal (104 E. Franklin, Quitman, MS 39335). A review will be made which addresses the issues in the dispute within ten (10) days from the receipt of the written request for resolution by the Superintendent. If the issue is not resolved during the district level review, the party initiating the complaint may appeal to the State Department of Education, Office of Innovative Support at 601-359-3499 (timelines established in the appeal process by the State Department of Education). Pending resolution of the dispute, the student may enroll in the school of choice and participate in all school activities.

QUITMAN PUBLIC SCHOOL DISTRICT

PROCEDURES FOR HOMELESS/UNACCOMPANIED YOUTH

Pursuant to and in compliance with the requirements of the Stewart B. McKinney Homeless Assistance Act of 1990, Quitman School District shall, to the extent practicable under requirements relating to education established by state law, ensure that each eligible child of a homeless individual and each eligible homeless youth will have access to a free and appropriate education comparable to the education provided the children of district residents who are non-homeless, without isolation or stigma.

Homeless students include 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, campgrounds due to lack of alternative 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 designated 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.
- Migratory children who qualify as homeless because they are living in circumstances described above.

Unaccompanied youth include young people who have run away from home, been thrown out of their homes, and/or been abandoned by parents or guardians. These young people are separated from their parents for a variety of reasons. A youth is considered homeless and unaccompanied if they live in one of the following situations (except for educational purposes):

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because he/she cannot find or afford housing

These procedures are to be followed by school personnel at the time of registration when encountering homeless/unaccompanied youth as described above:

1. Contact the district Homeless Liaison providing details of the student and his/her situation.
2. The Homeless Liaison will assist in completion of necessary forms, investigate, and coordinate with local and state agencies to ensure that the student has access to shelter, food, health care, and other appropriate services.
3. The Homeless Liaison will ensure that the student receives the educational services he/she needs to succeed in school, including school supplies, student fees and books, tutoring services, free lunch, etc.
4. Coordinate with local housing authorities and placement agencies to house students near their schools of origin.
5. Coordinate transportation for the student to the extent possible with the school district's transportation services, the school district in which the student may be housed transportation service, public transportation, taxi/van services, etc.

Quitman School District Student Residency Form

This form is intended to address the requirements of the McKinney-Vento Act (Title X, Part C of the No Child Left Behind Act). The question below is to assist in determining if the student meets the eligibility criteria for services provided under the McKinney-Vento Act. In the event that the child is not staying with his/her parent(s) or guardian(s), use the caregiver authorization form to address guardianship issues.

Where does the student stay at night?

_____ in a shelter

_____ in another location not appropriate for people
(e.g. an abandoned building)

_____ in a motel/hotel

_____ temporarily with more than one family in a house, mobile home, apartment (family has no place of its own)

_____ in a car

_____ at a campsite

_____ other (in an arrangement that is not fixed, regular, and adequate and is not described by the other choices)

Name of school: _____

Name of student: _____ Student's date of birth: _____

I, (name) _____
declare as follows:

I am the parent/legal guardian of (name of student) _____,

who is of school age and is seeking enrollment in (name of school district) _____.

Since (date) _____, our family has not had a permanent residence.

Under penalty of perjury under the laws of this state, I declare that the information provided here is true and correct and of my own personal knowledge and that, if called upon to testify, I would be competent to do so.

Name of person completing the form: _____

Signature: _____ Date: _____

Address: _____

Phone number: _____ E-mail address: _____

I can be reached for emergencies at: _____

Adapted from materials from the California Department of Education and the San Antonio Independent School District

Quitman School District

Affidavit for Missing Enrollment Documentation

State: _____

School district: _____

_____, based upon his/her personal knowledge, answers the following questions as noted in his/her handwriting on this and the attached page, which are propounded by duly authorized officials of the Quitman School District concerning a student's missing enrollment documentation for the following:

- | | |
|--|---|
| <input type="checkbox"/> Proof of residency | <input type="checkbox"/> Immunization record(s) |
| <input type="checkbox"/> Proof of guardianship | <input type="checkbox"/> School physical/health record(s) |
| <input type="checkbox"/> Proof of identity | <input type="checkbox"/> School record(s) |
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Other (please describe below:) |
- _____

You are being asked to answer these questions because you are unable to provide the enrollment documents checked above that are required for enrollment. In accordance with the McKinney-Vento Homeless Assistance Act (P.L. 107-110), states and localities are required to address barriers to the enrollment of students meeting the definition of "homeless". Your completion of this affidavit will facilitate the enrollment of your child(ren) (or of your own enrollment if you are an unaccompanied youth).

1. What is your full name? (name of person completing form)

2. Do you understand that giving a false or otherwise untrue answer to any of the questions in this affidavit could result in a criminal charge of perjury being brought against you?
Please circle "Yes" or "No". Yes / No

3. What is (are) the full name(s) of the student(s) you wish to enroll in this district?

4. What are the age(s), date(s) of birth, and birthplace(s) of the student(s) being enrolled in this district?

5. Who are the parents, parents by legal adoption, legal guardians, or persons having legal custody of the student(s) being enrolled? (If you are an unaccompanied youth, please list your parent(s), legal guardian(s), or other adults who help take care of you, such as relatives, caregivers, social workers, etc.)

6. Where is (are) the student(s) currently living? Include the address and type of housing.

7. Do you have legal custody imposed by a court order or have you been designated as a court-appointed guardian for the student(s) being enrolled?

What court entered such order and what type of case was it (e.g., custody hearing, etc.)?

8. Why are you unable to present a copy of documentation for the items checked on page 1 for the student(s) that you are enrolling?

9. To the best of your knowledge, has this student (have these students) ever been reported to any law enforcement agency as a missing child (as missing children)?

If the response to question #9 is yes, identify by name and address the law enforcement agency to which the child was reported missing and the date of the report.

10. In order to help the school district locate missing information, please give the following information:

Last school(s) attended (name of school, city or county, and state):

Clinic or medical facility where the student(s) was (were) immunized or received medical treatment (name of facility, city or county, and state):

Date

Signature

Quitman School District Caregiver Authorization Form

This form is intended to address the McKinney-Vento Homeless Assistance Act (P.L. 107-110) requirement that homeless children have access to education and other services for which they are eligible. The McKinney-Vento Homeless Assistance Act states specifically that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian; however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education.

Instructions:

Complete this form for a child/youth presenting himself/herself for enrollment while not in the physical custody of a parent or guardian.

- To authorize the enrollment in school of a minor, complete items 1 through 4 and sign the form.
- To authorize the enrollment and school-related medical care of a minor, complete all items and sign the form.

I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor named below:

1. Name of minor: _____

2. Minor's date of birth: _____

3. My name (adult giving authorization): _____

4. My home address: _____

5. Check one or both (for example, if one parent was advised and the other could not be located):

_____ I have advised the parent(s) or other person(s) having legal custody of the minor as to my intent to authorize medical care and have received no objection.

_____ I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization.

6. My date of birth: _____

7. My state driver's license or identification card number: _____

I declare under penalty of perjury under the laws of this state that the foregoing information is true and correct.

Signature: _____ Date: _____

Adapted from materials produced by the California Department of Education.

QUITMAN SCHOOL DISTRICT

McKinney-Vento Dispute Resolution Form

School _____ Date _____

Student's Name _____

Student's Date of Birth _____ Grade _____

Current Address _____ Current Phone _____

Student currently lives in a shelter ___ yes ___ no

Parent/Guardian/Complainant's Name _____

Relationship to Student ___ parent ___ guardian ___ other

Current Address _____ Current Phone _____

Reason for Complaint _____

Is this the school the student attended when permanently housed or school in which student was last enrolled?

Signature of Complainant _____ Date _____

Principal's actions taken within 5 days of receiving written complaint:

Date Complaint Received _____

Date Superintendent and Homeless Liaison Notified _____

Action Taken by Principal to Resolve Dispute _____

QSD Homeless Liaison Contact Information:

Tracy Dearing, Federal Programs Director

Santana Mayers

601-776-2186 Ext. 1016

601-938-3852

Written Notification of Enrollment Decision

To be completed by the receiving school when an enrollment request is denied.

Date: _____

Name of person completing form: _____

Title of person completing form: _____

Name of school: _____

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

Name of Parent(s)/Guardian(s): _____

Name of Student(s): _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

You have the right to appeal this decision by completing the second page of this notice or by contacting the school district's local homeless education liaison.

Name of local liaison: _____

Title: _____

Phone number: _____

In addition:

- The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute.
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment in the requested school. You may use the form attached to this notification.
- You may contact the State Coordinator for Homeless Education if further help is needed or desired.

You may seek the assistance of advocates or an attorney. A copy of our state's dispute resolution process for students experiencing homelessness is attached.

Written Notification of Enrollment Decision

To be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison as an alternative to completing this form.

Date:

Student(s):

Person completing form:

Relation to student(s):

I may be contacted at (phone or e-mail):

I wish to the appeal the enrollment decision made by:

Name of School:

I have been provided with (please check all that apply):

A written explanation of the school's decision.

The contact information of the school district's local homeless education liaison.

A copy of the state's dispute resolution process for students experiencing homelessness.

Optional: You may include a written explanation in the space below to support your appeal or you may provide your explanation verbally.

The school provided me with a copy of this form when I submitted it.