

**HALEYVILLE CITY SCHOOL SYSTEM  
PLAN FOR THE  
EDUCATION FOR HOMELESS CHILDREN  
AND YOUTH**

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## **Introduction**

The McKinney-Vento Homeless Education Assistance Improvements Act, signed into law on July 22, 1987 and reauthorized on January 8, 2003, provides comprehensive federal emergency and long-term assistance for homeless persons. Title X, Subtitle C of the Act, Education of Homeless Children and Youth, establishes the provisions to assure that homeless children and youth have access to a free appropriate public education, including a public preschool education that would be provided to children of the residents of the state and are consistent with state school attendance laws. It further provides that residency requirements as a component of compulsory school attendance laws, regulations, practices or procedures, be reviewed and steps undertaken to assure these laws do not prohibit children and youth from school attendance. Homelessness alone is not sufficient reason to separate students from the mainstream of school environment. Homeless children and youth should have access to the education and other services that such children and youth need to ensure that such children and youth have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

The Haleyville City Schools Plan for the Education of Homeless Children and Youth is based on the guidelines established by the State Department of Education as outlined in the Alabama Plan for the Education of Homeless Children and Youth. This plan is designed to insure that all services are administered in compliance with The Act and the State Plan.

The enrollment of homeless children 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

A temporary social security number can be obtained by contacting the Haleyville Board of Education office. Homeless students have the right to enroll in school immediately, even if they do not have the required documents. Assistance will be provided to help parents obtain these necessary documents.

**HALEYVILLE CITY SCHOOL SYSTEM PLAN  
FOR  
THE EDUCATION OF HOMELESS CHILDREN AD YOUTHS**

**I. Goal of the System Plan**

The Plan's goal for the Education of Homeless Children and Youth at the Haleyville City School System is to provide a framework to assure that equal educational access shall be provided for homeless children and youth, in compliance with the State Plan and with the McKinney-Vento Homeless Assistance Act of 2002.

**II. A. Definition**

For the purpose of identifying homeless children and youth, the Haleyville City School System 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:

1. Children and youth who lack a fixed, regular and adequate residence, and 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 the lack of alternative adequate accommodations;
  - living in emergency or transitional shelters;
  - abandoned in hospitals; or
  - awaiting foster care placement;
2. 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 (within the meaning of Section 103(a)(2)(C);
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

4. Migratory children (as such term is defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described in clauses listed above.

#### B. Collection of Data

1. Haleyville City School System shall collect data as requested by the State Office of Homeless Children and Youth. The data will be inclusive of elements such as the nature and extent of problems of access to public schools, educational programs and services, and difficulties identifying the special needs of homeless children and youth.
2. In the collecting of data, the Department of Education shall utilize local agencies and civic and community organizations that are most likely to have knowledge of homeless children and youth.

#### C. Educational Placement

1. Services provided to homeless children and youth will be comparable to those offered to other students in the school, including educational services for which the child or youth meets the eligibility criteria. Educational services will include, but will not be limited to, programs for the disadvantaged, programs for the handicapped, programs for students with limited-English proficiency, programs in career/technical education, programs for the academically gifted, Title I program, and school meal programs.
2. Each Haleyville City School will form a team to determine the needs of each individual homeless child and youth and to recommend services and education programs appropriate to meet the identified needs.
3. The team shall be composed of the principal or designees, the counselor (where applicable), grade appropriate, and Title I or special education teachers as appropriate.
4. Parents or guardians and the students shall be given the opportunity to participate in the decision-making process regarding education planning for the homeless student.
5. When the school team deems it appropriate, representatives of local community agencies (Department of Human

Resources, mental health, juvenile court, etc.) shall be involved in the educational planning.

6. The school team shall determine the needs of each individual homeless child and youth and recommend services and educational programs appropriate to meet the identified needs.
7. An unaccompanied youth may enroll himself/herself. In this case, the school principal or designee will immediately contact the Haleyville City School System 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 Haleyville city School System Homeless Liaison will assist the homeless unaccompanied youth in obtaining eligible education services.
8. 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. (Source: US Department of Agriculture:[http://www.nlchp.org/FA\\_Education/new\\_usda\\_memo.pdf](http://www.nlchp.org/FA_Education/new_usda_memo.pdf)).

#### D. School Records

1. The personal records of homeless children and youth will be maintained in the same manner as those of other students.
2. Records will be maintained in a manner consistent with Section 438, Protection of the Rights and Privacy of Parents and Students, of the General Education Provisions Act.
3. If a homeless child or youth moves to another location, records shall be transferred in a timely manner to the new school.

#### E. Resolving Disputes Regarding Placement of Homeless Students

1. Homeless children and youth are entitled to the same rights and protections, including due process, afforded to other children and youth.
2. Parents and guardians of homeless children and youth who are dissatisfied with the decision regarding school

assignment will be provided with a written explanation of the decision, a statement of the right to appeal, and a procedure for appealing the placement decision. The complainant must file a School Enrollment Dispute with the school in which the student is presently enrolled. The principal of this school will notify the Haleyville City School System Homeless Liaison of the dispute and take steps to resolve the dispute.

If a dispute arises regarding 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 Haleyville City School System Homeless Liaison will expeditiously take steps to resolve the dispute. If the dispute cannot be settled by the Homeless Liaison, the liaison will assist the complainant in seeking technical assistance from the Alabama State Department of Education Federal Programs Section serving students who meet the criteria for services under the McKinney-Vento Act.

3. In the case that a dispute cannot be resolved, the parties involved will immediately notify (to avoid any delay in the enrollment of a homeless child) the State Department of Education, Office of Homeless Children and Youths, wherein the dispute will be resolved through its federal programs complaint procedure.

#### F. Compliance

Haleyville City School System will comply with the requirements of the Alabama Plan for the Education For Homeless Children and Youth.

#### G. Assessment

Homeless students will participate in the same state assessments as other students. Assessments of homeless students are to be included in school district accountability when students have been enrolled in a school for a full academic year. However, school districts are not required to disaggregate the assessment results of homeless students.

#### H. Services Provided to Homeless

Haleyville City School System will provide services to every homeless child or youth that are comparable to services offered to other students in the school. Haleyville City School System will set aside a certain percentage of Title I, Part A funds to help provide services to identified homeless students. Such services include, but are not limited to, tutoring, cost of field trips, classroom supplies, clothing, transportation, eye glasses, dental work, etc. Each school maintains a list of homeless students for their school. A verbal or written request for services is made to the Homeless Liaison.

**APPENDIX A  
HALEYVILLE CITY SCHOOLS  
STUDENT RESIDENCY QUESTIONNAIRE**

By completing this questionnaire, you help the district comply with the McKinney-Vento Act, Title X, Part C of the No Child Left Behind Act. Your truthful and accurate answers help the school district identify services that the student may be eligible to receive. **All information is confidential.**

School \_\_\_\_\_  
 Student's Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
 Date of Birth (Month/Day/Year) \_\_\_\_\_ Age \_\_\_\_\_  
 Parent(s)/Legal Guardian \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip Code \_\_\_\_\_  
 Telephone#/Pager# \_\_\_\_\_

**1. Where is the student living now? (check one box)**

Section A	Section B
In a shelter	
With more than one family in a house or apartment	<b>The choices in Section A do NOT apply.</b>
In a motel, car or campsite	<b>If you checked this section, STOP</b>
With friends or family members (other than parent/guardian)	<b>here. You do not need to complete</b>
<b>If you checked a box in Section A, CONTINUE to item</b>	<b>the remainder of this form. Submit</b>
<b>number 2 and complete the remainder of this form.</b>	<b>the form to school personnel.</b>

If you checked the box marked Section B, you do not have to complete the remainder of this form. Please sign below and return to the school Guidance Counselor.

**2. Does the living arrangement checked in Question 1 result from a loss of housing or economic hardship?  Yes  No  Unsure**

**3. The student lives with**

- 1 parent       2 parents       1 parent & another adult
- a relative, friend(s), or other adults  alone with no adults
- an adult who is not the parent or legal guardian

**Parent/Legal Guardian Signature \_\_\_\_\_**

**Please return this form to the school the student attends.**

<p><b>FOR SCHOOL USE ONLY</b></p> <p><input type="checkbox"/> Student not covered by McKinney-Vento Act  <input type="checkbox"/> Student covered by McKinney-Vento Act</p> <p>Follow-up required _____</p>	<p>Date Received _____</p> <p>Name and phone # of a contact person at the school who may know of the family situation.          _____</p>
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**APPENDIX B  
SCHOOL ENROLLMENT DISPUTE FORM**

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

School Address \_\_\_\_\_

\_\_\_\_\_ School Telephone Number

\_\_\_\_\_ School Fax Number

Student's Name \_\_\_\_\_ SSN/SN \_\_\_\_\_ Grade \_\_\_\_\_

Current Address \_\_\_\_\_

E-911 Address (Street Address)

\_\_\_\_\_ City, \_\_\_\_\_ State \_\_\_\_\_ Zip Code

**Complainant Information**

Name \_\_\_\_\_ Relation to the Student \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_ Telephone Number \_\_\_\_\_  
City State Zip Code

Note: Student information regarding address, telephone number, and information protected by Everyday School Records Act can be released only to the parent, guardian, the student 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 until dispute is resolved: \_\_\_\_\_

Is this the school of origin? \_\_\_\_\_

If no, from which school was the student transferred? \_\_\_\_\_

Reason for the complaint:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Complainant Signature

\_\_\_\_\_ Date

**School Use Only**

**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? \_\_\_\_\_

**APPENDIX C  
DISTRICT ENROLLMENT DISPUTE FORM**

Student's Name \_\_\_\_\_ SSN/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 homeless liaison to resolve the dispute to the satisfaction of the complainant:

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If the dispute was not resolved to the satisfaction of the complainant, did the county homeless liaison convene a meeting of the interested parties to attempt resolution of the dispute? \_\_\_\_\_ yes \_\_\_\_\_ no

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

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

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If a resolution cannot be derived at the district level, the county homeless liaison should assist the complainant in contacting service organizations to provide technical assistance to the complainant. Did the homeless liaison assist the complainant in the manner?

\_\_\_\_\_ yes \_\_\_\_\_ no

Was the dispute resolved? \_\_\_\_\_ Date \_\_\_\_\_

Describe the resolution:

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\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Homeless Liaison

**APPENDIX D**  
**HALEYVILLE CITY SCHOOL SYSTEM**  
**HOMELESS STUDENT REPORT**

School \_\_\_\_\_ Date \_\_\_\_\_

Number of identified homeless students \_\_\_\_\_

School Year \_\_\_\_\_

We have read the definitions of homeless students from the McKinney-Vento Homeless Assistance Act of 2002 and have identified the above number of students who qualify as homeless to the best of our knowledge. We understand that Title I funds may be used to assist homeless students with transportation, school supplies, tutoring, etc., as needed.

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
School Counselor

\_\_\_\_\_  
LEA Liaison for Homeless Children & Youth

\_\_\_\_\_  
Superintendent of Education