

Homeless Policy and Procedures

Canby Public School District ISD 891

Homeless Education Policy and Procedures

507-223-2001

Title IA (Section 111(a)(1)) requires that a district (including charter schools) receiving Title IA funds include in its district plan a plan to provide services to homeless students to ensure compliance with the McKinney-Vento Homeless Assistance Act, reauthorized in December 2001, ensures educational rights and protections for children and youth experiencing homelessness.

The Canby Homeless Liaison will review Canby Homeless Policies and Procedures, and Homeless Liaison duties with staff and community members each fall. Once the policies and procedures have been reviewed, they will be sent by email to local Canby churches, businesses, libraries, post offices, city offices, and school buildings to be hung up for public view.

Definitions

Homeless children and youth means children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelter; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place 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 meet one of the above-described circumstances.
- For the purposes of this policy, “school of origin” is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

Enrollment/Placement

- A. The best interest of the child, with parent or guardian involvement, shall be considered in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent, feasible, and in accordance with the child or youth’s best interest, the child or youth should continue his or her education in the school of

origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

- B. The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.
- C. The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than the school requested by the parent or guardian.
- D. If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless liaison, who will carry out the dispute resolution process as expeditiously as possible.
- E. A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless liaison. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless liaison. The written complaint must include the following information: date of the filing; description of the concerns; the name of the person or persons involved; and a statement of the action taken during the informal charge stage. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.
- F. If the parent or guardian wishes to appeal, they may send a written request to the Minnesota Department of Education State Coordinator for the Education of Homeless Children and Youth asking the State Coordinator to review such decision for compliance with applicable law. Such request must include any documentation related to the dispute resolution proceeding.

The State Coordinator may request any additional information from either party he or she deems relevant in resolving the issue. The Minnesota Department of Education has its own homeless student enrollment dispute resolution procedure, which it must follow that includes various stakeholders and a time frame for resolving the dispute quickly. The State Coordinator will inform all parties of the final determination. Ongoing, uninterrupted access to all guaranteed services will continue to be provided during the appeals process.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to: transportation services; educational services for which the child meets eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation

Per the McKinney-Vento Act, LEAs must provide services to homeless children/youth that are comparable to those received by other students in the school selected, including transportation. In addition, schools must provide transportation for homeless students to and from their school or origin, if feasible, consistent with district regulations regarding miles from school, routes, and other transportation policies and regulations.

The Canby School, where feasible and applicable, at the request of the parent/guardian and/or in the best interest of the homeless children and youth, shall provide transportation to students experiencing homelessness to ensure the students are able to stay at the Canby School for the duration of their homelessness. Canby may work with the youth's district of residence or other agencies to provide transportation services.

Homeless Liaison

The Superintendent designates the following individual to act as the district's homeless liaison: Brian Skogen, Social Worker-Canby Public Schools, 307 First Street West, Canby MN 56220, 507-223-2002. The district shall inform school personnel, service providers and advocates working with homeless families of the duties of and the identity of the district homeless liaison. The homeless liaison will ensure that:

- Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
- Homeless children and youths enroll in, and have a full and equal opportunity to succeed in schools in the district.
- Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
- The parents and guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Public notice of the educational rights of homeless children and youths are disseminated where

such children and youths receive services, such as schools, family shelters, and churches.

- Enrollment disputes are mediated in accordance with the law.
- The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
- Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
- Children or youths who need to obtain immunizations or medical records will receive assistance.
- Collaborate and coordinate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youth.

Identification and Reporting

Homeless children and youth will be identified through:

- The application process for enrollment (self-identification)
- School personnel recommendations
- Coordinated activities with other entities and agencies
- School Selection
- Enrollment and Records
- Nutrition Programs
- Transportation

Canby School will comply with all federal, state, and county, and other data collections and purporting requirements regarding homeless children and youth including flagging the MARSS student record for the duration of the year.