



Homeless Policy For Pelham City Schools

Pelham City Schools
3160 Pelham Pkwy
Pelham, Alabama 35124

McKinney- Vento Act

The McKinney-Vento Act is a federal law, requiring local education agencies to establish and carry out policies which ensure that homeless children have access to a free, appropriate public education, on the same basis as children with established residences. Pelham City Schools will ensure that “homeless children and youths who meet the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities. . . .” 42 USC §11432(g)(1) (F)(iii). Extracurricular activities are not defined, nor financial obligation; however Pelham City Schools will take the proactive stance to assist the student in finding a variety of options available for the student, such as PTO, booster club, local civic groups, faith community or other agencies. Laws, regulations, practices or policies should not act as barriers to the enrollment, attendance or school success of homeless students.

The McKinney-Vento Act requires all LEAs to eliminate barriers to homeless students’ identification, enrollment, and retention in school, specifically including barriers to enrollment and retention due to outstanding fees or fines, 42 USC §11434a(1). Enrollment means “attending classes and participating fully in school activities.” Retention is not defined in the law, but a standard definition would include keeping the student enrolled until high school graduation. If a fee is a barrier to enrollment or retention in school, the LEA must eliminate the barrier. Pelham City Schools will ensure that costs do not prevent students from participating fully in school activities.

Your child has the right to participate in all programs at the school. If you need financial assistance, contact the counselor at your school.

Definition of Homeless

The McKinney –Vento Homeless Assistance Act defines a “homeless person” as one who lacks a fixed, regular and adequate nighttime residence or one who has a primary nighttime residence that is defined as follows:

- A shelter/transitional housing/ welfare motel
- The streets/ car/ abandoned building/ campground / etc.
- An institution that provides temporary residence for individuals intended to be institutionalized.
- A residence with substandard living conditions (not fit for human habitation—no electricity, no heat, no running water, no windows/doors, holes in roof or floor, no way to cook or store food

- Two or more families living together in crowded or undesirable living conditions because they have no place of their own to live where they can safely and healthily meet their basic needs of privacy with dignity.

Characteristics of Homeless Children

School personnel can identify a probable homeless situation by:

- Appearance: inappropriate clothing, inadequate clothing, poor hygiene, signs of malnutrition
- Frequent absenteeism
- Frequent change of address
- A noticeable change in behavior patterns such as attention seeking behavior, acting out
- An absence of basic materials and supplies
- Withdrawal from peer interaction

The LEA will comply with Federal Civil Rights regulations and the American with Disabilities Act which prohibits discrimination based on race, disability, sex, and age.

For additional information contact: Robin Hollingsworth at 205-624-3700, Federal Programs Coordinator, Pelham City Schools, or Floyd Collins, Operations Director, regarding placement, at 205-624-3700.

If your child is considered eligible for the homeless program, he/she has the right to:

- Access to the same public education as other children
- Participate in all programs and activities with students that are not homeless.
- Enroll immediately in school. The school will work with parents to obtain necessary records.

If your child is considered eligible for the homeless program, he/she has the right to:

- Access to the same public education as other children
- Continue in the school they attended before becoming homeless, if feasible.
- Participate in all programs and activities with students that are not homeless.
- Enroll immediately in school. The school will work with parents to obtain necessary records.

Services are provided to students that qualify for the homeless program. Services include, but are not limited to:

- Tutoring through programs provided by the school's PST (Problem Solving Team)
- School supplies
- Payment of class fees/dues
- Payment of field trips
- Personal hygiene items
- Free school lunch
- Counseling

Appendix A
RESIDENCY QUESTIONNAIRE

1. Where is the student currently living?

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

2. The student lives with:

- | | |
|--|---|
| <input type="checkbox"/> 1 parent
<input type="checkbox"/> 2 parents
<input type="checkbox"/> 1 parent and another adult | <input type="checkbox"/> a relative, friend(s) or other adult(s)
<input type="checkbox"/> alone with no adult(s)
<input type="checkbox"/> an adult that is not the parent or the legal guardian |
|--|---|

School _____

Name of Student _____

Male Female Birth Date ____/____/____ Soc. Sec. # ____/____/____
Month Day Year

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

Address _____

E-911 Address (Street Address)

_____, _____, _____ Telephone # (____) _____ - _____
City State Zip Code

Signature of Parent(s)/Legal Guardian(s) _____

School Use Only – Do Not Write in this Space.
Section A. Determination:
_____ Principal's Signature Date

For Section A choices, fax this form to the Central Office Contact Person.

Appendix B

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 coordination activities with other entities and agencies;
- Homeless students enroll in, and have full and equal opportunity to succeed in the schools of the district;
- Homeless children and youth receive educational services for which they are eligible, including Head Start, and preschool programs administered by the school system, and referrals to health, mental health, dental and other appropriate services;
- Parents or 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 the homeless education program are submitted to appropriate agencies and the State Department of Education; and
- Evaluation of the homeless education program is conducted annually and necessary program and implementation adjustments are made in a timely manner.

McKinney-Vento Student Residency Questionnaire

Pelham City Schools- 2021-2022

School _____ Student _____
 Homeroom Teacher _____ Grade _____

Check all boxes that apply:

Female	Male	Hispanic	Vocational Ed
Asian	Black	Sp. Ed.	Other
ELL	Gifted	White	

Parent/Guardian _____
 Phone Home _____ Work _____

Living Arrangements

Check all boxes that apply:

Shelter	Cars, Parks, Campgrounds	Other Specify
Doubled Up	Hotel/Motels	Lives with

Homeless Status

Check all boxes that apply:

Living with Family	Abandoned By Parent	Runaway	Foster Care Pending
Unaccompanied Youth	Home Destroyed By Natural Disaster/Other Disaster	Separated From Family	Substandard Conditions

Siblings

Please List Any Siblings, Including Preschool, of the Student.

_____ school attended _____

_____ school attended _____

_____ school attended _____

Form Completed By _____ Date _____

****Retain Original for your files and send a copy to [Robin Hollingsworth](#) at Central Office**

To Be Completed By C. Office:

Eligible for Assistance _____ **Not Eligible for Assistance** _____

Homeless Liaison

Signature _____ Date _____

McKinney-Vento Student Residency Questionnaire

Pelham City Schools- 2021-2022

Esquela _____ Estudiante Primero/Apellido _____
 profesora _____ Grado _____

marque las casillas que correspondan

:

Sexo: F	M	Fecha de Nacimiento	Educacion Especial

Parent/Guardian _____

Telefono de la Casa _____ Telefono de Trabajo o Celular _____

Vive Con:

Check all boxes that apply:

En un refugio	Carro, parque o sitio de campamento	Other Specify
Con mas que una familia en una casa o apartamento	En un motel	Lives with

Homeless Status

Check all boxes that apply:

Living with Family	Abandoned By Parent	Runaway	Foster Care Pending
Unaccompanied Youth	Home Destroyed By Natural Disaster/Other Disaster	Separated From Family	Substandard Conditions

Siblings

Please List Any Siblings, Including Preschool, of the Student.

_____ school attended _____

_____ school attended _____

_____ school attended _____

Form Completed By _____ Date _____

****Retain Original for your files and send a copy to Robin Hollingsworth at Central Office**

To Be Completed By C. Office:

Eligible for Assistance _____ **Not Eligible for Assistance** _____

Homeless Liaison

Signature _____ Date _____

McKinney-Vento Request for Student Services

PELHAM CITY SCHOOLS 2021-2022

Homeless Liaison: Robin Hollingsworth Telephone Number: 205.624-3809

E-mail: rhollingsworth@pelhamcityschools.org

Name of Student: _____

TO BE COMPLETED BY PCS STAFF

What services are needed by the family?

<p>Areas of Educational Related Services Needed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transportation <input type="checkbox"/> Immunizations <input type="checkbox"/> Birth Certificate <input type="checkbox"/> School Supplies <input type="checkbox"/> Tutoring/instructional services <input type="checkbox"/> Counseling <input type="checkbox"/> Activity Fees <input type="checkbox"/> Special Education <input type="checkbox"/> Gifted and Talented Programs <input type="checkbox"/> After School Care Programs <input type="checkbox"/> ESL Services <input type="checkbox"/> Special Security/Safety Services <input type="checkbox"/> Truancy Issues <input type="checkbox"/> Help with Enrollment <input type="checkbox"/> School Health Records <input type="checkbox"/> Other, Specify: <p>_____</p> <p>_____</p> <p>_____</p>	<p>Areas the district will provide family assistance:</p> <p>Referral for Community Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medical, Dental and other Health Services <input type="checkbox"/> Mental Health Services <input type="checkbox"/> Food and Clothing <input type="checkbox"/> Housing and Support <input type="checkbox"/> GED assistance for parent <p><input type="checkbox"/> Addressing needs related to domestic violence</p> <p><input type="checkbox"/> Parent education related to rights/resources</p> <p><input type="checkbox"/> Other, Specify:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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School Staff Referred by:	School:	Date:
Covered by MV	Not Covered by MV	Dispute Resolution Date:

Local School Staff Signature: _____	District Administrator Signature: _____	

Pelham City Schools Homeless Dispute Resolution Policy
3160 Pelham Pkwy
Pelham, AL. 35124
(205 624-3700

The *Every Student Succeeds Act* and *McKinney-Vento Homeless Assistance Act* acknowledges that disputes may arise between the school district and homeless students/parents/guardians when the student is denied enrollment in school or is placed in a school other than the one requested by students/parents/guardians. The purpose of the *McKinney-Vento Homeless Assistance Act* is to ensure that homeless students enroll in school immediately and continue their education with as little disruption as possible. The Pelham City School District dispute resolution process follows the guidelines set forth in the *McKinney-Vento Homeless Assistance Act*. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions from *Every Student Succeeds Act* and the *McKinney-Vento Homeless Assistance Act*.

The following process will be used in a case where a dispute occurs regarding the education of a homeless child or youth.

Disputes

If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted immediately to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending. The school where the dispute arises will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled in the requested school and receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are delaying or denying the enrollment of children and youth in transition repeatedly. The parent, unaccompanied youth, or school district may appeal the school district's decision as provided in the state's dispute resolution process.

Pelham City Schools Homeless Dispute Resolution Policy

Appeal Process

Oral Complaint

In the event that an unaccompanied student or the parent or guardian of a student (hereinafter referred to as the Complainant) disagrees with a school's decision regarding the student's eligibility to attend the school, the Complainant shall orally present his position to the division's homeless liaison.

Written Complaint

If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to the homeless liaison. The written complaint must include the following information: the date the complaint is given to the homeless liaison; a summary of the events surrounding the dispute; the name(s) of the school division personnel involved in the enrollment decision; and the result of the presentation of the oral complaint to the homeless liaison. Within five (5) school days after receiving the written complaint, the homeless liaison will reach a decision regarding the contested enrollment and shall provide a written statement of that decision, including the reasons therefore, to the Complainant. The liaison will inform the Superintendent of the formal complaint and its resolution.

Appeal to Superintendent

If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may appeal that decision to the Superintendent by filing a written appeal. The homeless liaison shall ensure that the Superintendent receives copies of the written complaint and the response thereto. The Superintendent or designee shall schedule a conference with the Complainant to discuss the complaint. Within five (5) school days of receiving the written appeal, the Superintendent, or designee, shall provide a written decision to the Complainant including a statement of the reasons therefore. The superintendent's written finding shall include a statement regarding the right to file an appeal with the Alabama State Department of Education

Appeal to the ALSDE State Superintendent

Complaints to the Alabama State Department of Education shall be in writing and signed by the parent/guardian or unaccompanied student and mailed or delivered to:

**State Homeless Coordinator
Alabama State Department of Education 5348 Gordon Persons Building
50 North Ripley Street
Montgomery, Alabama 36104-2101**

The State Homeless Coordinator will inform the involved school district(s) of the complaint. The Coordinator will gather needed information and statements of the parties involved and may conduct an independent investigation through an on-site visit if necessary.

The State Homeless Coordinator, in consultation with other state officials, will tender a written decision and inform the interested parties within ten (10) business days of receipt of the appeal.