

AFTON PUBLIC SCHOOLS HOMELESS LIAISON DUTIES

District Homeless Liaison Responsibilities

Every school district must have a person in charge of making sure students who are homeless can enroll and succeed in school. The law calls that person the "Liaison". The district Homeless Liaison, can support and help students in homeless situations in many ways.

Policies & Procedures

- Review local policies and procedures that impact homeless children and youth, such as school enrollment and access to school programs. (This is an LEA requirement that may be assumed by the homeless liaison.)
- Revise local policies and procedures determined to be potential barriers for homeless children and youth. (This is an LEA requirement that may be assumed by the homeless liaison.)
- Ensure homeless students are identified by school personnel and other partners.

Enrollment & Access to Educational Services

- Ensure homeless students enroll in, and receive equal opportunity to succeed in the Afton Schools LEA.
- Assist children and youth who do not have immunizations or medical records; in obtaining the necessary immunizations or records.
- Ensure homeless families, children, and youth receive educational services for which they are eligible, including free school meals, Head Start, and preschool programs administered by the LEA; as well as referrals to health, mental health, dental, and other appropriate services.
- Ensure parents and guardians are informed of educational and related opportunities that are available to their children and are provided meaningful opportunities to participate in their children's education.
- Carry out the resolution of disputes, ensuring that they are mediated in accordance with the state's dispute resolution process.
- Facilitate transportation arrangements.

Outreach

- Ensure the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all educational rights, including the right to remain in, and receive transportation to and from, the school of origin.
- Post the educational rights of homeless children and youth in all schools in the district.
- Post the educational rights of homeless children and youth in the community in places where homeless families and youth may receive services (e.g., shelters, public health clinics, libraries, and churches.)
- Inform school personnel, service providers, and advocates who work with homeless families and youth about the duties of the local liaison.
- Collaborate and coordinate with State Coordinators, community service providers, Title I Coordinators, and other school personnel responsible for the provision of education and related services to homeless children and youth.

Unaccompanied Youth

- Assist unaccompanied homeless youth in school enrollment and placement decisions, while considering the youth's wishes in those decisions and providing notice to the youth of the right to appeal such decisions through the dispute resolution process.

- Ensure unaccompanied homeless youth are enrolled in school immediately pending the resolution of any dispute that arises over school enrollment and placement.

Data Collection

- Collect data on homeless children and youth and submit the data to the SEA for the Consolidated State Performance Report.

If you have questions regarding this issue, please contact Afton Public Schools (918) 257-8303 or (918) 257-4470.

AFTON PUBLIC SCHOOLS HOMELESS STUDENT WRITTEN POLICY

Homeless Students Enrollment Rights and Services

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and all other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, park, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.
- 9.

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be

requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

LEGAL REFERENCES: Title I, Part C.