



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

STUDENT INTERVENTION SERVICES
1160 AVENUE N, RM 268
RIVIERA BEACH, FL 33404

ELLEN VAN ARSDALE
DIRECTOR

CHERYL C. ALLIGOOD
CHIEF ACADEMIC OFFICER

JOSEPH M. LEE, ED.D.
ASSISTANT SUPERINTENDENT

PHONE: 561-494-1569 / FAX: 561-494-1470
WWW.PALMBEACHSCHOOLS.ORG/9018

September 17, 2013
Bulletin #P-14702-SLE/SIS

Contact(s):

Ellen Van Arsdale, PX 81569

Ellen.VanArsdale@palmbeachschools.org

Action By: October 1, 2013

TO: Principals

FROM: Cheryl C. Alligood, Chief Academic Officer *CCA*

SUBJECT: HOMELESS STUDENT UPDATES

In order to better identify and serve homeless students, Student Intervention Services has several updates and some important requests. The *Homeless Education Assistance Resource Team (HEART)* has a McKinney-Vento Case Manager assigned to each of your schools. A contact list is attached. Ellen Van Arsdale, Director of Student Intervention Services, now serves as the District Homeless Liaison. In addition, the Team includes the District Foster Care Liaison, Homeless Education Coordinator, Homeless and Domestic Violence Shelter Coordinator, and Neglected (foster care) Shelter Tutorial Coordinator. The following documents are attached for your reference: HEART Contact List; HEART Services; the McKinney-Vento Law Into Practice Brief: McKinney-Vento Act at A Glance; Quick Reference Guide for Enrolling Homeless Students; and, District Policy 5.74, Students Experiencing Homelessness.

Please note: Homeless students must be IMMEDIATELY ENROLLED, even if they lack the normally required paperwork, and even if homelessness appears suspect. However, the school of enrollment is limited to the parent's/guardian's/unaccompanied youth's choice of the school of origin (defined as the school that the child or youth attended when permanently housed or where last enrolled), or the attendance zone school where they are currently living. Also, students may continue attending their school of origin the entire time they are homeless and may remain in the school of origin until the end of the academic year if they move into permanent housing.

If there is no school of origin, the student must attend the attendance zone school. For example, a homeless student who is new to Palm Beach County must attend the attendance zone school where he/she is currently living. When students move from elementary to middle or middle to high school, the student's school of enrollment is dictated by the attendance zone where he/she is currently living. See Quick Reference Guide for Enrolling Homeless Students and District Policy 5.74, Students Experiencing Homelessness.

Requests and Updates

1. Each principal is asked to assign one staff member (preferably school enrollment personnel, data processor, or guidance counselor) to serve as your school's Homeless Contact. Ask your designee to send an email with his/her name, school, and contact information to Beth.Lefler@palmbeachschools.org with "HOMELESS CONTACT" in the subject line, by Tuesday, October 1, 2013. Training for Homeless Contacts will be held during the month of October.
2. A new online training has been created specifically for Student Enrollment Personnel/Data Processors and will be available through TrainU as of October 1, 2013. Please ask the appropriate personnel at your school to take the course during the month of October. The course covers the McKinney-Vento Education Assistance Act, the rights and entitlements of homeless students, homeless student enrollment, TERMS coding requirements, and categorical eligibility of homeless students for free school meals.
3. All Transportation Requests (PBSD 1848) for regular education homeless students must be submitted by a member of HEART. Transportation Requests for homeless ESE students must be submitted by the school-based ESE Coordinator.
4. **Note to new principals:** A required TrainU for Principals is available on the TrainU site under Student Intervention Services.

EWG/CCA/JML/EVA/BAL:dh
Attachments

Approved: _____



E. Wayne Gent, Superintendent



Homeless Education Assistance Resource Team
<http://www.palmbeachschools.org/sis/heart>

Ellen Van Arsdale, Director, Homeless Liaison
Student Intervention Services
Ellen.VanArsdale@palmbeachschools.org

G. Horacio Ochoa, McKinney-Vento Case Manager
Area 1, PLUS: New Horizons and Wellington Elementary Schools
561-494-1514, PX 81514 Cell 561-644-1267
gustavo.ochoa@palmbeachschools.org

Nancy Ruiz, McKinney-Vento Case Manager
Area 2, PLUS: Elbridge Gale Elementary and Forest Hill High Schools
561-494-1473, PX 81473 Cell 561-293-6715
nancy.ruiz@palmbeachschools.org

Vernell Williams-Desrosier, MA, McKinney-Vento Case Manager
Area 3 – Glades Area PLUS: Binks Forest, Frontier, Osceola Creek,
Seminole Ridge, and Wellington Landings
561-829-4632, PX 84632 Cell 561-951-6667
vernell.williams-desrosier@palmbeachschools.org

Thyra Starr, McKinney-Vento Case Manager
Area 4, PLUS: Roosevelt Elementary and Roosevelt Middle Schools
561-494-1597, PX 81597 Cell 561-644-6804
thyra.starr@palmbeachschools.org

Judith McInnes, McKinney-Vento Case Manager
Area 5, PLUS: Acreage Pines, Emerald Cove, Equestrian Trails,
Golden Grove, Palm Beach Central, Pierce Hammock, Polo Park,
Wellington High, and Western Pines
561-494-1598, PX 81598
judith.mcinnnes@palmbeachschools.org

Beth A. Lefler, MSW, Homeless Education Coordinator
561-494-1547, PX 81547
beth.lefler@palmbeachschools.org

Anax Pompilus, Homeless and Domestic Violence Shelter Coordinator
561-434-8852, PX 48852 Cell 561-644-2472
anax.pompilus@palmbeachschools.org

Angela Williams, Neglected Shelter Tutorial Coordinator
561-494-1596, PX 81596 Cell 561-644-6826
angela.williams.2@palmbeachschools.org

Laura Shoemaker, MS, Foster Care Liaison
561-494-1449, PX 81449
laura.shoemaker@palmbeachschools.org

Donna Hartmann, Office Contact
561-494-1569, PX 81569
donna.hartmann@palmbeachschools.org



Homeless Education Assistance Resource Team

*"The relationships that homeless students have with school staff members may be the only associations they have with people who are living in a productive and positive manner and who can serve as guides for how to live constructive lives. School provides stability for homeless students and gives them a sense of self-worth. Graduating from high school has been identified as a protective factor for this population, which highlights the need for intervention to ensure that homeless students receive adequate educational opportunities." Mizerek, E.A., & Hinz, E.E. (2004). *Helping Homeless Students*, *Principal Leadership Magazine*, (4), 8.*

The Director of Student Intervention Services, Mrs. Ellen Van Arsdale, serves as the District Homeless Liaison and is responsible for ensuring compliance with the McKinney-Vento Assistance Act, federal, and state education mandates regarding homeless students. The Homeless Liaison ensures this compliance by supervising and guiding the activities of the **Homeless Education Assistance Resource Team (HEART)**. HEART is made up of a group of social service and education professionals who work to address problems often faced by homeless children and youth in enrolling, attending, and succeeding in school. The team includes the Homeless Education Coordinator, the McKinney-Vento Case Managers who are assigned to each school in every area of the district, the Homeless Shelter Coordinator, and the Neglected Shelters Tutorial Coordinator who serve the family homeless shelters, and state identified "neglected" shelter sites respectively.

HEART assists one of the most vulnerable populations in the District and served over 3,100 homeless students in FY13. We know there are many more students who lack a stable, fixed, and adequate nighttime residence - the very definition of homelessness. If, due to a loss of housing, a child must live in a shelter, motel, vehicle, or campground, on the street, in abandoned buildings, or doubled-up with relatives or friends, then he/she is considered homeless. Homeless students also include unaccompanied youth, students awaiting foster care placement, and those "aging-out" of the foster care system.

HEART Responsibilities:

- Inform parents, guardians, or youth of educational rights
- Link homeless students with educational and other services, which can include preschool and health services
- Alert parents/guardians/or youth of academic tutoring opportunities when available and needed
- Provide school supplies and, if needed, school uniforms and toiletries
- Coordinate District Transportation services to maintain home school stability when requested and feasible
- Ensure Free School Meals (free breakfast and lunch)
- Attend School-Based Team meetings to garner additional student supports
- Provide outreach services to students living in shelters, motels, and other temporary residences
- Assist with summer camp and summer enrichment opportunities
- Facilitate parental involvement specifically oriented to reaching out to parents of homeless students
- Assist with fees for AP, IB, and SAT/ACT testing
- Collaborate with other District programs and community agencies to meet additional individual needs of homeless children and youth

See <http://www.palmbeachschools.org/sis/HEART/> for more information.

Quick Reference Guide for Enrolling Homeless Students

- Reference page 2 of the New and Returning Student Registration (PBSD 0636). Did the parent/guardian/youth check one of the following homeless situations?

- E Hotel/Motel
- A Shelter
- F Awaiting foster care placement
- D Living in car, park, substandard housing, space not designed for human habitation or
- B Sharing housing due to hardship/doubling up

If no, proceed as normal.

If yes, ask for the Student Residency Questionnaire (PBSD 2479) to be completed.

Use the completed Student Residency Questionnaire to code the student(s) in TERMS.

- If the student is Out of District (OD) due to homelessness, enter I for McKinney Act on the A03 Screen.
- On the A04 screen you will see: **HMLS/UHLS/CAUSE**

N Z _

Enter the appropriate information in each of the three fields (HMLS/UHLS/CAUSE).

Transfer the homeless code from the Student Residency Questionnaire to the **HMLS** field.

- A Shelter
- B Sharing housing due to hardship/doubled up
- D Living in car, park, substandard housing, or space not designed for human habitation
- E Hotel/Motel
- F Awaiting Foster Care Placement

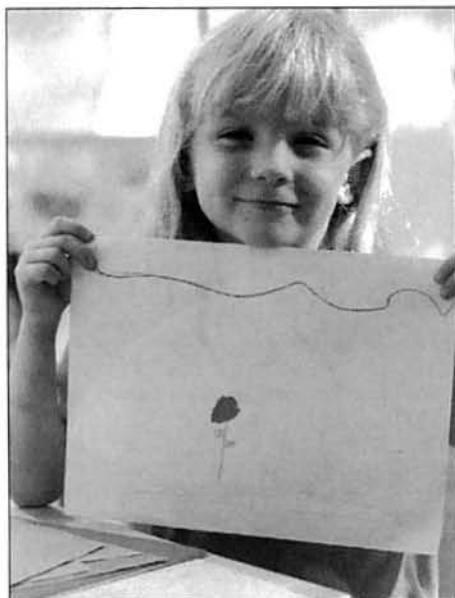
Transfer the **UHLS** (Unaccompanied Homeless Youth defined as a child/youth not in the physical custody of a parent or guardian) status from the Student Residency Questionnaire to the UHLS section. Is the student an Unaccompanied Homeless Youth? If yes, enter Y, if no, enter N.

For the **CAUSE** section, enter the appropriate cause if known, or enter U for Unknown.

- M Mortgage Foreclosure – Homeless family loses own home to foreclosure
- E Natural Disaster, Earthquake
- F Natural Disaster, Flooding
- H Natural Disaster, Hurricane
- S Natural Disaster, Tropical Storm
- T Natural Disaster, Tornado
- W Natural Disaster, Wildfire or Fire
- N Natural Disaster, Other
- D Man-Made Disaster (Major)
- O Other – I.E., Lack of affordable housing, long-term poverty, unemployment, lack of affordable health care, mental illness, etc.
- U Unknown

- Call/email Cafeteria Manager to ensure immediate access to free school meals.
- Fill in the TERMS Data Entry box in the upper right hand corner of the SRQ.
- Forward a copy of the SRQ to the school-based Homeless Contact.
- Fax the Student Residency Questionnaire to the Department of Student Intervention Services at Fax Number 561-494-1470 (FX 81470).

The McKinney-Vento Act At a Glance



Who is homeless? (Sec. 725)

The term "homeless children and youth"—

(A) means individuals who lack a fixed, regular, and adequate nighttime residence ...; and

(B) includes—

- (i) children and youths 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 accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings ...
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

This summary provides a brief overview of the key provisions of Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, reauthorized by Title X, Part C, of the No Child Left Behind Act. The full text of the law can be found at <http://www.serve.org/nche/m-v.php>. In addition, a comprehensive series of issue briefs on various topics in the law can be found at <http://www.serve.org/nche/briefs.php>. Issue briefs, which explain key legislative provisions and offer strategies for implementation, are available on many topics, including those designated in this summary with an asterisk(*).

Definitions*

The McKinney-Vento Homeless Assistance Act includes a definition of who is considered homeless for the purposes of this subtitle of the Act and, therefore, eligible for the rights and protections it provides.

The guiding phrase of the definition states that children and youth who "lack a fixed, regular, and adequate nighttime residence" are considered homeless. The definition then specifies some living arrangements that would be considered a homeless situation due to not meeting the fixed, regular, and adequate standard. Examples include children and youth who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason; children and youth who are staying in a motel or hotel due to lack of adequate alternative accommodations; children and youth who are living in an emergency or transitional shelter; and many other situations (see panel at left for full definition).

Academic Achievement

- States must describe in their state McKinney-Vento plan how students in homeless situations are or will be given the opportunity to meet the same challenging state academic achievement standards all students are expected to meet.
- Students in homeless situations must have access to the educational and other services they need to ensure that they have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

School Selection*

- Local Educational Agencies (LEAs), otherwise known as school districts, must, to the extent feasible, keep students in homeless situations in their school of origin (defined as the school the student attended when permanently housed or the school in which the student was last enrolled), unless it is against the parent's or guardian's wishes. (See *Transportation*, this page, for information on

transportation to the school of origin.)

- Students can continue attending their school of origin the entire time they are homeless and until the end of any academic year in which they move into permanent housing.
- Students may also choose to enroll in any public school that students living in the same attendance area are eligible to attend. (See *Enrollment*, this page.)
- If a student is sent to a school other than the school of origin or the school requested by the parent or guardian, the LEA must provide the parent or guardian with a written explanation of its decision and the right to appeal. (See *Dispute Resolution*, this page.)
- Local homeless education liaisons must help unaccompanied youth (youth who are not in the physical custody of a parent or guardian) choose and enroll in a school, after considering the youth's wishes, and must provide the youth with notice of his/her right to appeal an enrollment choice that goes against his/her wishes. (See *Local Liaisons*, next page, for the appointment and duties of the local liaison.)

Enrollment*

- LEAs must enroll students in homeless situations immediately, even if they do not have documents normally required for enrollment, such as previous school records, medical or immunization records, proof of residency,

birth certificate, proof of guardianship, or other documents. The term "enroll" is defined by the McKinney-Vento Act as "attending classes and participating fully in school activities".

- Enrolling schools must obtain school records from the previous school, and students must be enrolled in school while records are obtained.
- If a student does not have immunizations or immunization or medical records, the liaison must immediately assist in obtaining them, and the student must be enrolled in school in the interim.
- Schools must maintain records for students experiencing homelessness so that they can be transferred promptly to future schools, as needed.
- States must address barriers resulting from enrollment delays caused by immunization and medical records requirements, residency requirements, lack of birth certificates, school records or other documentation, guardianship issues, or uniform or dress code requirements.
- States and LEAs must develop, review, and revise their policies to remove barriers to the school enrollment and retention of children and youth in homeless situations.

Dispute Resolution*

- Every state must establish procedures to resolve disputes regarding the educational

placement of homeless students promptly.

- Whenever a dispute arises, the student must be admitted immediately to the requested school while the dispute is being resolved.
- If a student is sent to a school other than the school of origin or the school requested by the parent or guardian, the LEA must provide the parent or guardian with a written explanation of its decision and the right to appeal. (See *Dispute Resolution*, this page.)
- The school must refer the student, parent, or guardian to the local liaison to carry out the dispute resolution process as expeditiously as possible. (See *Local Liaisons*, next page, for the duties of local liaisons.)
- Local liaisons must ensure that the same access to the dispute resolution process is provided to unaccompanied youth.

Transportation*

- At a parent or guardian's request, homeless students must be provided with transportation to and from their school of origin.
- For unaccompanied youth, transportation to and from the school of origin must be provided at the local liaison's request.
- If the student's temporary residence and the school of origin are in the same LEA, that LEA must provide transportation. If the student is living outside the school of origin's LEA, the LEA where

the student is living and the school of origin's LEA must determine how to divide the responsibility and cost of providing transportation, or they must share the responsibility and cost equally.

- In addition to providing transportation to the school of origin, LEAs must provide students in homeless situations with transportation services comparable to those provided to other students.

Local Liaisons*

- Every LEA must designate an appropriate staff person as a local homeless education liaison.
- Local liaisons must ensure that:
 - Children and youth in homeless situations are identified by school personnel and through coordination activities with other entities and agencies.
 - Children and youth enroll in, and have full and equal opportunity to succeed in, the schools of the LEA.
 - Families, children, and youth receive educational services for which they are eligible, including Head Start, Even Start, and pre-school programs administered by the LEA; and referrals to health, mental health, dental, and other appropriate services.
 - Parents or guardians 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.

- Public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the Act (such as schools, family shelters, and soup kitchens).
- Enrollment disputes are mediated in accordance with the provisions of the McKinney-Vento Act. (See *Dispute Resolution*, previous page.)
- Parents, guardians, and unaccompanied youth are informed fully of all available transportation services, including to the school of origin, and are assisted in accessing these services.
- Local liaisons must collaborate and coordinate with State Coordinators for Homeless Education and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations.
- State Coordinators and LEAs must inform school personnel, service providers, and advocates who work with families in homeless situations of the duties of the local liaison.

Segregation*

- Homelessness alone is not sufficient reason to separate students from the mainstream school environment.

- States that receive McKinney-Vento funds are prohibited from segregating homeless students in separate schools, separate programs within schools, or separate settings within schools.¹
- If McKinney-Vento services are provided on school grounds, schools must not provide services in settings within a school that segregate homeless children and youth from other children and youth, except as is necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services.
- SEAs and LEAs must adopt policies and practices to ensure that homeless children and youth are not segregated or stigmatized on the basis of their status as homeless.
- Services provided with McKinney-Vento Act funds must not replace the regular academic program and must be designed to expand upon or improve services provided as part of the school's regular academic program.

Local Subgrants

- States are required to award competitive subgrants to LEAs based on need and the quality of the application

¹ States that had separate schools operated in FY2000 in a "covered county" are excluded from the prohibition, and are eligible to receive McKinney funds, providing that the covered schools and the LEAs that the homeless children enrolled in the covered schools are eligible to attend meet the requirements specified for them in the Act. (Covered counties are Orange County, CA; San Diego County, CA; San Joaquin County, CA; and Maricopa County, AZ.)

submitted.

- In determining the quality of an application, states must consider the applicant's needs assessment; the types, intensity, and coordination of services to be provided; the involvement of parents or guardians; the extent to which children and youth are integrated into regular education programs; the quality of the applicant's evaluation plan; the extent to which McKinney-Vento services will be coordinated with other available services; and such other measures as the state considers indicative of a high-quality program.

Statewide Activities

- The Office of the State Coordinator for Homeless Education must provide technical assistance, in coordination with local liaisons, to all LEAs in order to ensure compliance with the following LEA requirements: school choice/placement, best interest determination, enrollment, enrollment

disputes, records, comparable services, coordination, local liaison duties, review and revision of policies, and the prohibition on segregation.

- States must distribute at least 75% of their McKinney-Vento allocation to LEAs in the form of competitive subgrants, except that states funded at the minimum level must distribute at least 50% of their McKinney-Vento Act allocations to LEAs.

Federal Activities

- The U.S. Department of Education must periodically collect and disseminate data and information on the number and location of children and youth in homeless situations, the educational services they receive, the extent to which their educational needs are being met, and such other data and information as is determined to be necessary and relevant. The Department is required to coordinate data collection and dissemination with

the agencies and entities that receive McKinney-Vento funds and administer McKinney-Vento programs.

Funding

- The minimum amount of funding that any state can receive is \$150,000, one-quarter of one percent of the overall appropriation, or the amount the state received in FY2001. If there are insufficient funds available to allot the minimum amount to each state, the allotments to states will be reduced based on the proportionate share that each state received in the preceding fiscal year.
- \$70 million is authorized for FY2002 and such sums as may be necessary for fiscal years 2003 through 2007.²

² The authorized funding level is the ceiling, or maximum amount, that Congress sets for a program. The amount of funding that is actually provided is determined annually by the congressional appropriations process. In FY2008, Congress appropriated \$64 million for the EHCY program.

This brief was developed collaboratively by:

National Center for Homeless Education
800-308-2145 (Toll-free Helpline)
<http://www.serve.org/nche>

National Association for the Education of Children and Youth
<http://www.naehcy.org>

National Law Center on Homelessness and Poverty
<http://www.nlchp.org>

Updated Winter 2008

NCHE is supported by the U.S. Department of Education Student Achievement and School Accountability Programs.

Every state is required to have a State Coordinator for Homeless Education, and every school district is required to have a local homeless education liaison. These individuals will assist you with the implementation of the McKinney-Vento Act. To find out who your State Coordinator is, visit the

NCHE website at http://www.serve.org/nche/states/state_resources.php.



For more information on the McKinney-Vento Act and resources for implementation, call the NCHE Helpline at 800-308-2145 or e-mail homeless@serve.org.



Local Contact Information:

Ellen Van Arsdale, Director, Homeless Education Liaison
Student Intervention Services
School District of Palm Beach County
(561) 494-1569

RULES OF THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

Title 6Gx50

Chapter 5. Pupil Personnel

← Prev. Section 5.74 Next →

Policy 5.74 Students Experiencing Homelessness

1. Purpose: The purpose of this policy is to clarify statutory rights of children and youths experiencing homelessness as provided by federal and state law. This policy shall be interpreted and implemented in conformance with federal and state law and shall supersede any other School Board policy provisions relating to children and youths experiencing homelessness. The School Board shall remove barriers based upon a student's homelessness that affect the enrollment and retention of students experiencing homelessness.
2. The School Board of Palm Beach County ("School Board") shall ensure that homeless children and youths are provided with equal access to the same free, appropriate education as other students, have an opportunity to meet the same challenging State of Florida academic standards to which all students are held, and are not segregated, separated or isolated on the basis of their status as homeless and shall establish safeguards that protect homeless students from being stigmatized or discriminated against on the basis of their homelessness.
3. Public notice of the educational rights of homeless students will be available in the Palm Beach County School District ("PBCSD") Student and Family Handbook and disseminated in schools and community.
4. The PBCSD homeless education liaison shall make a determination of homeless status on a case-by case basis.
5. Definitions
 - a. The McKinney-Vento Act, within [42 U.S.C. § 11434a](#), defines homeless children and youths as children and youths who lack a fixed, regular, and adequate nighttime residence within the meaning of [42 U.S.C. § 11302](#); and includes children and youths who:
 - i. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - ii. are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - iii. are living in emergency or transitional shelters;
 - iv. are abandoned in hospitals;
 - v. are awaiting foster care placement;
 - vi. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - vii. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - viii. are migratory children who qualify as homeless because the children are living in circumstances described in 1) through 7).
 - b. The McKinney-Vento Act, within [42 U.S.C. § 11434a](#), defines the term "unaccompanied youth" to include a youth who is **not in** the physical custody of a parent or guardian.
 - c. The McKinney-Vento Act, within [42 U.S.C. § 11432\(q\)\(3\)\(G\)](#), defines the term "school of origin" to mean the school that the student attended when permanently housed or the school where the child or youth was last enrolled.
 - d. The McKinney-Vento Act, within [42 U.S.C. § 11434a](#), defines the terms "enroll and enrollment" to include attending classes and participating fully in school activities.
 - e. The term "immediate" means without delay.
 - f. The term "parent" means the natural or adoptive parent or legal guardian of a student.
 - g. The term "liaison" means the staff person designated by our LEA and each LEA in the state as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act under [42 U.S.C. § 11432](#).
 - h. The term local educational agency (LEA) within the meaning of the McKinney-Vento Act, [42 U.S.C. § 11434a](#), includes the School Board.

6. School Selection

- a. The School Board shall ensure that the parent, guardian, or unaccompanied youth is informed of the student's right to remain in the school of origin, and according to that which is in the student's best interest, and at the parent's, guardian's, or unaccompanied youth's request:
 - i. continue the homeless child's or youth's education in the school of origin for the duration of homelessness--in any case in which a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year, if the student becomes permanently housed during the academic year; or
 - ii. enroll the student in any PBCSD school that non-homeless students who live in the attendance zone in which the homeless student is actually living are eligible to attend [McKinney-Vento Act under [42 U.S.C. § 11432\(g\)\(3\)\(A\)](#)].
- b. In determining the best interest of the student, the School Board shall:
 - i. To the extent feasible, keep a homeless student in the school of origin, unless doing so is contrary to the wishes of the student's parent or guardian.
 - ii. Provide a written explanation, including a statement regarding the right to appeal, to the homeless child's or youth's parent or guardian, if the School Board sends a homeless student to a school other than the school of origin or a school requested by the parent or guardian [McKinney-Vento Act under [42 U.S.C. § 11432 \(g\)\(3\)\(B\)](#)].
 - iii. In the case of an unaccompanied student, ensure that the PBCSD's homeless education liaison helps in placement or enrollment decisions, considers the views of the student, and provides notice of the right to appeal placement and enrollment decisions [McKinney-Vento Act under [42 U.S.C. § 11432 \(g\)\(3\)\(B\)](#)].
 - iv. The choice regarding placement shall be made regardless of whether the student lives with the homeless parent or guardian or has been temporarily placed elsewhere [McKinney-Vento Act under [42 U.S.C. § 11432 \(g\)\(3\)\(F\)](#)].
 - v. The requirements of the PBCSD's Student Assignment Plan for students moving their physical residence from one attendance zone to another, to transfer to a school in the new zone of residence, shall not apply to homeless students.

7. Enrollment

The school selected within the PBCSD, based on the process outlined within Paragraph 6 above, will immediately enroll a homeless student, new to the district, even if they do not have the documents usually required for enrollment, such as school records (includes Individualized Education Plan-IEP), prior academic records, immunization, medical records, birth certificates, or proof of residency or guardianship.

- a. If a homeless student arrives without records, the assigned school's Guidance Department shall assist the family and contact the previously attended school system to obtain the required records.
- b. The assigned school's Guidance Department for homeless children and youths shall immediately refer the parent or guardian to the PBCSD homeless education liaison, who will help in obtaining necessary immunizations or immunization or medical records if the student needs to obtain these records.
- c. A homeless student is considered a resident of the County if the child or youth is personally somewhere within the district to live here temporarily, but not necessarily to remain permanently. Homeless students who do not live with their parents or guardians may enroll themselves in school.

8. Guardianship and Caregivers

- a. Although a school should immediately enroll a homeless student, even if there is no proof of legal guardianship at the time of initial enrollment, the legal guardian shall be asked to present to the school all court order(s) showing his/her appointment as a guardian of the student, within a reasonable period of time.

- b. If a homeless student is not accompanied by a parent or guardian at the time of enrollment, once he or she is enrolled in and attending a school, the person acting as a caregiver or the unaccompanied youth will be asked to complete the PBCSD's caregiver authorization form (PBSD [2369](#)), within a reasonable period of time. This form is incorporated herein by reference as part of this policy and can be located on the [PBCSD's forms web site](#).
9. Disputes [McKinney-Vento Act under [42 U.S.C. § 11432 \(g\)\(3\)\(E\)](#)].

If a dispute arises over school selection or enrollment:

- a. The student shall be immediately admitted to the school in which enrollment was requested, pending resolution of the dispute;
 - b. The parent or guardian of the student shall be provided with a written explanation of the PBCSD's decision regarding the school selection or enrollment, including the rights of the parent, guardian or student to appeal the decision through the School Board's enrollment dispute procedure and the Florida Department of Education's appeal process;
 - c. The student, parent or guardian shall be referred to the PBCSD's Homeless Education Liaison, who shall ensure the resolution process is carried out as expeditiously as possible after receiving notice of the dispute; and
 - d. In the case of an unaccompanied student, the PBCSD's Homeless Education Liaison shall ensure that the student is immediately enrolled in school pending the resolution of the dispute.
 - e. The resolution process can be found on the [Florida Department of Education's website](#) and is incorporated herein by reference as part of this policy.
10. Transportation

The School Board shall ensure at the request of the parent or guardian, or in the case of an unaccompanied youth, the PBCSD's Homeless Education Liaison, transportation will be provided for a homeless student to and from the school of origin as follows:

- a. If the homeless student continues to live in the area served by PBCSD in which the school of origin is located, the student's transportation to and from the school of origin will be provided and/or arranged for by the PBCSD. Transportation must be provided to or arranged for the student unless the student is residing in a location within the school zone's walking distance,
 - b. If the homeless student moves to an area served by another school district, though continuing his or her education at the school of origin within PBCSD, PBCSD and the school district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. [42 U.S.C. § 11432 \(g\)\(1\)\(J\)\(iii\)\(II\)](#).
 - c. If the school districts cannot agree upon such a method, the responsibility and costs must be shared equally.
 - d. Alternate methods of transportation may be offered, e.g., Palm Tran, or the parent/guardian may be reimbursed for providing transportation.
11. Comparable Services

Each homeless student shall be provided with services comparable to other students in the selected school [McKinney-Vento Act under [42 U.S.C. §11432 \(g\)\(4\)](#)], including:

- a. Transportation services;
 - b. Educational Services for which the student meets the eligibility criteria, including special education and related services and programs for English language learners;
 - c. Vocational and technical education programs;
 - d. Gifted programs;

- e. School nutrition programs (all identified homeless students are entitled to free meals per McKinney-Vento);
- f. Title I, Part A;
- g. Before- and After-School programs, if eligible [McKinney-Vento Act under [42 U.S.C. § 11432 \(g\)\(1\)\(F\)\(iii\)](#)]; and
- h. Preschool programs, if eligible [McKinney-Vento Act under [42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(iii\)](#)].

Pending grant funding, the School Board may provide additional services, including but not limited to: Tutoring (at shelters, Title I and non-Title I schools), school supplies, school uniforms/shirts, mentoring, summer programs.

12. Homeless Education Liaison

The PBCSD's Superintendent shall ensure that there is a PBCSD Homeless Liaison and his/her duties are communicated to PBCSD and school personnel and appropriate community agencies and providers.

STATUTORY AUTHORITY: Fla. Stat. §§ [1001.42](#); [1001.43](#); [1003.01 \(12\)](#); [1003.21](#)

LAWS IMPLEMENTED: Fla. Stat. §§ [1003.01 \(12\)](#); [1003.21](#); [The McKinney-Vento Homeless Assistance Act, 42 U. S.C. §§ 11431-11436](#); [Title I, Part A of the Elementary and Secondary Education Act, 20 U. S.C. §§ 6311-6315](#)

RULES IMPLEMENTED: [Fla. Admin. Code § 65C-28\(3\)](#)

HISTORY: 7/7/2010