

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

251-AR-0. HOMELESS STUDENTS

Liaison Responsibilities

The district's designated liaison for homeless students and families has the following responsibilities:

1. Identify homeless children and youth with assistance by school personnel and through coordination activities with other entities and agencies.
2. Inform parent(s)/guardian(s) of homeless students of educational rights and related opportunities available to their children, and provide them with meaningful opportunities to participate in the education of their children.
3. Disseminate public notice of the educational rights of homeless students where such children and youth are likely to receive services, such as schools, family shelters, soup kitchens and food pantries.
4. Mediate enrollment disputes.
5. Inform parent(s)/guardian(s) of a homeless child or youth, and any unaccompanied youth, of all transportation options, including to the school of origin, and assist in accessing these transportation services.
6. Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
7. Assist children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
8. Familiarize him/herself with the best resources in the community to assist families with referrals for things such as shelter, counseling, food and transportation.
9. Distribute information on the subject of homeless students and arrange staff development workshops and presentations for school personnel, including office staff.
10. Provide standard forms and information about enrollment procedures and key school programs to each shelter in the district.

11. Become familiar with the various program materials that are available from the Pennsylvania Department of Education.
12. Collaborate with the district special education program to ensure that homeless children who are in need of special education and related services are located, identified, and evaluated. This is a requirement under the Individual with Disabilities Education Act, which mandates that highly mobile children with disabilities, including homeless children, be indentified and served. Liaisons should also ensure that homeless youth who have or may have disabilities have a parent or surrogate parent to make special education or early intervention decisions. In the case of an unaccompanied homeless youth, if a student is disabled or may be disabled and the youth does not have a person authorized to make special education decisions, the following people can be temporary surrogate parents: staff of emergency shelters, transitional shelters, independent living programs, and street outreach programs, and state, local education agency or child welfare agency staff involved in the education or the care of the child. This rule only applies to unaccompanied homeless youth.
13. Identify preschool-aged homeless children by working closely with shelters and social service agencies in their area. In addition, the liaison should inquire, at the time they are enrolling homeless children and youth in school, whether the family has preschool-aged children.
14. Identify unaccompanied homeless youth while respecting their privacy and dignity by providing specific outreach to areas where eligible students who are out of school may congregate.

Dispute Resolution

The following procedures will be utilized to resolve disputes regarding enrollment, school selection, homeless status or complaints of noncompliance:

1. If a dispute arises over school selection or enrollment, the child or youth involved must immediately be admitted to the school in which s/he is seeking enrollment, pending resolution of the dispute. The parent(s)/guardian(s) or unaccompanied youth who initiated the dispute should contact the district liaison as soon as possible after receiving notice of the dispute. If the person initiating the dispute does not contact the liaison directly, the liaison should again attempt to contact the person initiating the dispute.
2. The liaison will ensure that the child/youth is immediately enrolled, explain the dispute resolution process to families, and help them use it. The liaison will issue a written disposition of the dispute within twenty (20) business days after the date on which the liaison is notified of the dispute. The written disposition will be provided to the parent(s)/guardian(s) or unaccompanied youth, will explain the basis for the decision, and advise the parent(s)/guardian(s) or unaccompanied youth of the right to appeal and the procedures to be used for the appeal.

3. The liaison should use and maintain Procedural Safeguards Notice Of Denial Of Enrollment Form when notifying the parent(s)/guardian(s) or unaccompanied youth of his/her determination. The parent/guardian or unaccompanied youth should sign the form to confirm receipt.
4. The parent/guardian or unaccompanied youth may file a complaint with the McKinney-Vento Site, Regional or State Coordinator using Enrollment Complaint Form. Use of the form is not mandatory.

Transportation

If the student's school of origin or the school they choose to attend is within the district, the district will provide transportation.

If the student's school of origin is outside district boundaries, the liaison will coordinate with the school of origin to develop a method to apportion the responsibility and costs of transportation. The liaison should contact the appropriate individuals at the school of origin to reach such an agreement. If disputes arise over the method of apportion, the liaison should contact the Superintendent or designee.