

Tom Bean ISD



Homeless Plan

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Section 1

Overview/General Information

McKinney-Vento Homeless Assistance Act

Definition of Homelessness
(McKinney-Vento Act Sec. 725(2); 42 U.S.C 11435(2))

Policies and Procedures

Dissemination of Educational Rights

McKinney-Vento Homeless Education Assistance Act of 2001

The McKinney-Vento Homeless Assistance Act (Subtitle B-Education for Homeless Children and Youth), reauthorized in January 2002, ensures educational rights and protections for children and youth experiencing homelessness. Services to homeless children are required by Local Educational Agencies in the No Child Left Behind Act, and are primarily found under the requirements of the McKinney-Vento Homeless Education Assistance Act of 2002 (Title X, Part C No Child Left Behind Act) and under Title I.

Definition of Homelessness (McKinney-Vento Act Sec. 725(2); 42 U.S.C 11435(2))

The term “homeless children and youths”

- (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; or 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).

Policies and Procedures

McKinney-Vento Homeless Education Assistance Act, Sec. 722(g); 42 U.S.C. 11432(g):

Students must be provided the opportunity to enroll in, and have full and equal opportunity to succeed in, the schools of Tom Bean ISD. The intent of the McKinney-Vento Act is to ensure that 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. It is the policy of Congress that students in homeless situations should have access to the education 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.

Schools must not provide services in settings within a school that segregate homeless children and youth from other children and youth, except as is temporarily necessary. Homelessness alone is not sufficient reason to separate students from the mainstream school environment. States that receive McKinney-Vento assistance (as Texas does) are prohibited from segregating homeless students in separate schools, separate programs within schools, or separate settings within schools.

Dissemination of Educational Rights

All schools within the Tom Bean ISD shall ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the Act. Posters will be posted at all TOM BEAN ISD campuses and in the community at places that families who are homeless or at risk of losing their housing may learn about their educational rights and who to contact for help.

Section 2

Identification and Eligibility

Identifying Homeless Students

Eligibility of Homeless Students for Title I Services

Educational and Related Opportunities

Identifying Homeless Students

Children and youth in homeless situations are difficult to identify for many reasons and often go unnoticed by school personnel. Students and parents may try to hide their situation because they are embarrassed by their homelessness. In addition, the fear of having children taken away often prevents families from informing school officials of their living circumstances. Unaccompanied youth may not report their homeless status for fear of being returned to unsafe family environments. Children and youth who are not enrolled in school and who are not living in shelters are even more invisible to schools and their communities. Yet these students must be identified as homeless if they are to enroll, attend, and succeed in school. The law, therefore, requires all school districts, ensured by the District Homeless Liaison and in coordination with school personnel and other agencies, to identify students in homeless situations. Identifying students in homeless situations is also an important way to create greater awareness of homelessness in the school district and community.

Eligibility of Homeless Students for Title I Services

Title I of the Elementary and Secondary Education Act, Sec. 1115(b)(2)(E); 20 U.S.C. 6315(b)(2)(E):

A child or youth that is homeless and is attending Tom Bean ISD is automatically eligible for Title I homeless services, regardless of their current academic performance. There is no need to restrict the use of Title I set-asides to non-Title I schools.

TOM BEAN ISD will set aside 1% of the district Title I funds to provide services to homeless students on any/all campuses. Funds not expended for this purpose will be available for Title I campuses to expend after the school year concludes.

Identifying Students

Teachers/Secretaries who are concerned that a student may qualify as homeless are to contact the campus counselor and ask him/her to refer the student. If a parent states that the family is homeless, the parent should be referred to the campus counselor.

The counselor will have the parent/guardian complete the Student Residency Questionnaire (**Attachment A**). When completed, the questionnaire should be returned to the District Homeless Liaison who will then verify the information and notify food services, the PEIMS coordinator, campus principal, and campus counselor (**Attachment B**). When additional services are required, a Request for Services form (**Attachment C**) should be completed by the principal and sent to the District Homeless Liaison. The District Liaison will notify the principal of the services that will be provided.

Educational and Related Opportunities

The District Liaison or other staff members must inform parents or guardians of educational and related opportunities available to their children and provide them with meaningful opportunities to participate in the education of their children. Notification of the educational rights and opportunities may be done in part through the posting of posters.

Section 3

School Options

School Selection

School of Origin

Written Explanation of the Denial of School Selection

School Selection

Homeless students may choose to enroll in any public school that students living in the same attendance area are eligible to attend, or in their school of origin. Tom Bean ISD will enroll the child to be served in the attendance area school or continue the child's enrollment in the school of origin based upon what is in the best interest of the child.

School of Origin

Tom Bean ISD must keep homeless students in their schools of origin, to the extent feasible, unless it is against the parent or guardian's wishes. Students are permitted to remain in their schools of origin for the duration of their homelessness or until the end of any academic year in which they move into permanent housing. "School of Origin" is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Changing schools greatly impedes students' academic and social growth. A "rule of thumb" is that it takes a child four to six months to recover academically after changing schools. Highly mobile students have also been found to have lower test scores and lower overall academic performance than peers who do not change schools. Therefore, the law requires that we do what is in the best interest of the child, including keeping a child in the school of origin, to the extent feasible unless it is against the parent's or guardian's wishes. In the case of an unaccompanied youth, the District Homeless Liaison will assist with the placement and enrollment of the youth, and must take the youth's wishes into account.

Written Explanation of the Denial of School Selection

The District Homeless Liaison must provide a written explanation of the decision and the right to appeal if a student is sent to a school other than that requested by a parent or guardian, or, in the case of an unaccompanied youth. 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.

Section 4

Enrollment

Immediate Enrollment of Students

How to Help with Enrollment of Homeless Students

Enrollment of Unaccompanied Youth and Notice of Appeal

Enrollment of Students Pending Resolution of Disputes

Potential Enrollment Barriers and Possible Solutions

Immediate Enrollment of Students

Tom Bean ISD will ensure immediate enrollment of students in homeless situations. TOM BEAN ISD will enroll students even if they do not have required documents, such as school records, medical records, proof of residency, or other documents. Students will be allowed to attend classes and participate fully in school activities.

Children and youth experiencing homelessness often do not have the documents ordinarily required for school enrollment. However, school may be the only opportunity for children and youth to benefit from a stable environment, uninterrupted adult attention, peer relations, academic stimulation, and reliable meals. Immediately enrolling students in homeless situations in school provides stability and avoids separating children from school for days or weeks while documents are located.

How to Help With Enrollment of Homeless Students

- To protect privacy, take the family to a private location for enrollment.
- Offer help in completing forms. Hesitation may indicate an inability to read.
- Assure parent(s) their child can enroll even if the family doesn't have a "regular place to live" right now.
- Enroll the child immediately (without medical records). Ask the name of the last school attended and call for records.
- The campus counselor must complete the *Student Residency Questionnaire (Attachment A)* and send it to the District Homeless Liaison. Necessary paper work will be completed and recorded by the Liaison, and then the form will be sent back to the campus.

- If school records are missing, solicit the help of a teacher or counselor in assessing academic status to avoid misplacement.
- Give the child paper and pencils and other important school supplies.
- Arrange for lunch and breakfast.
- Be sensitive, patient, calm and reassuring. You can make a difference.

Enrollment of Unaccompanied Youth and Notice of Appeal

The District Homeless Liaison or trained school staff must help unaccompanied youth choose and enroll in a school after considering the youth's wishes, and provide youth with notice of their right to appeal an enrollment decision that is not their choice. The District Homeless Liaison must ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.

Unaccompanied youth have the right to:

- Remain in their school of origin (to the extent feasible) or attend any public school that students living in the same attendance area are eligible to attend;
- Receive notice from the District Homeless Liaison of their right to appeal an enrollment decision that is not their choice;
- Attend classes and participate fully in school activities immediately, even if they do not have a parent or guardian to enroll them or have required documents, such as school records, proof of residency, or other documents;
- Be free from segregation, isolation, and stigmatization;
- Have comparable access to school meals, English language services, vocational and technical education, gifted and talented services, special education, Head Start, Even Start, pre-school, and Title I services; and
- Have disputes resolved promptly and attend the school they choose while disputes are pending.

Enrollment of Students Pending Resolution of Disputes

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 shall carry out the dispute resolution process as expeditiously as possible as in accordance with the Enrollment Disputes section of the McKinney-Vento Act as follows:

- Work with the Campus Administration to ensure that enrollment disputes are mediated in accordance with the enrollment disputes section of the McKinney-Vento Act as follows:

(i) The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;

(ii) The parent or the guardian of the child or youth shall be provided with a written explanation of the school’s decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision;

(iii) The child, youth, parent, or guardian shall be referred to the District Homeless Liaison who shall carry out the dispute resolution process;

(iv) In the case of an unaccompanied youth, the District Administration shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Potential Enrollment Barriers and Possible Solutions

This chart provides useful information; however, enrollment may not be prohibited if barriers cannot be addressed.

Potential Enrollment Barriers	Possible Solutions
Residency Requirements	<ul style="list-style-type: none"> Allow alternative proof: <ul style="list-style-type: none"> -Affidavit -Hotel or motel receipt -Letter from shelter, community agency, or parent verifying homelessness and indicating location of residence
Original birth certificate Requirement	<ul style="list-style-type: none"> Allow alternative proof: <ul style="list-style-type: none"> -Other original documents: baptismal record, passport, immigration certificate, notice of birth, or verification of birthdate from the hospital where the child was born -Copies of school records, birth certificate, or birthdate verification from appropriate social service agency -Affidavit
Social Security Card or Number	<ul style="list-style-type: none"> May request card but cannot require it. Assist family in obtaining cards or new copies, if lost, from Social Security (Social Security Hotline: 800-772-1213).
School records, including special education IEPs	<ul style="list-style-type: none"> Accept parent report with phone call verification to previous school. Have records faxed from previous school. If previous school cannot be identified or the student was not previously enrolled, consider creating a procedure for immediate screening and placement.
Health records and immunization	<ul style="list-style-type: none"> Accept copies, phone calls, faxes, or references in previous school records as verification. <p>If no records exist or immunizations have not been received, the District Homeless Liaison or District Nurse will help the parents in obtaining the necessary immunizations and/or records. This is a requirement of liaisons, according to the McKinney-Vento Act.</p>
Parent or guardianship	<ul style="list-style-type: none"> Accept an affidavit.

verification	<ul style="list-style-type: none"> • Accept documentation of a court date for pending custody hearings.
Unaccompanied youth	<ul style="list-style-type: none"> • Enroll student and work with appropriate agencies to assist the student. • Have adult living with the student complete an affidavit (Student Residency Questionnaire – see Appendix A)

Most educators feel a connection to the students they teach. They want the best for them. However, few educators have had the experience of being homeless and may not be aware of what it is like to be homeless. They may not know the telltale signs of homelessness. When a student is identified as homeless, the teacher should be told privately and confidentially. Sensitivity to homeless issues must be nurtured and concrete strategies to meet the education needs of homeless students should be implemented.

Section 5

Student Records

Obtaining School Records

Maintenance of Records

Immunizations and Immunization Records

Obtaining School Records

Enrolling schools must request school records from the previous school. Students must be enrolled in school while records are obtained.

Tom Bean ISD will immediately enroll students in homeless situations, even if they do not have required documents such as school records, medical records, proof of residency, or other documents. The term “enroll” is defined as attending classes and participating fully in school activities. There is a 30-day “grace period” from the time a child enrolls in a public school for the documents establishing the child’s identity, school records from the most recently attended school, and the required immunization record to be supplied to the school district. Schools within Texas are required to comply with records transfer requests within 30 days, and Federal guidelines also require districts to transfer records to schools in other states when requested.

Maintenance of Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs,

regarding each homeless child or youth shall be maintained so that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and in a manner consistent with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).

Immunizations and Immunization Records

If the child or youth needs to obtain immunizations or medical records, the District Homeless Liaison or District Nurse, will assist in obtaining immunizations or medical records. Students must be enrolled in school in the interim.

The Texas Education Code requires that students be granted a 30-day “grace period” from the time a child enrolls in a public school for the record of required immunizations to be supplied to the school district.

Section 6

Services

TOM BEAN ISD Services to Homeless Students

Coordination of Services

Comparable Services

Transportation

TOM BEAN ISD Services to Homeless Students

TOM BEAN ISD services to homeless students will include free/reduced breakfast and lunch, transportation, access to special programs, counseling, tutorials, summer school, vision/hearing assistance, medical assistance, school supplies, and field trips. Requests for free/reduced lunch and breakfast, transportation outside of the usual district procedures, vision/hearing assistance, medical assistance, school supplies, and field trips will need to be completed using the TOM BEAN ISD Request for Services for Homeless Students (**Attachment C**). Access to special programs, normal transportation requests, counseling, tutorials, and summer school will be provided per campus procedures and requirements.

Coordination of Services

Tom Bean ISD shall coordinate the provision of services with local social services agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 12705) to minimize educational disruption for homeless children and youths who

become homeless. This coordination shall be designed to ensure that homeless children and youths have access and reasonable proximity to available education and related support services (such as referrals to health, mental health, dental, and other appropriate services) and to raise awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

Agencies providing services to children, youth, and families in homeless situations may be identified through a variety of resources. Many of the communities in Texas have local homeless coalitions that coordinate services to the homeless and have listings of services available in the community for specific needs. A listing of all the homeless coalitions in Texas may be found on the Texas Homeless Network (THN) website at <http://www.thn.org>. Shelters for the homeless, food banks, community churches, welfare assistance programs, Texas Workforce Commission offices, and employment centers may also have information on community resources and referrals for persons experiencing homelessness.

Comparable Services

Each homeless child or youth to be assisted shall be provided services comparable to services offered to other students in the school selected, including transportation services, educational services for which the child or youth meet the eligibility criteria (Title I homeless services, Head Start, Even Start, pre-school, educational programs for children with disabilities or for students with limited English proficiency), programs in vocational and technical education, programs for gifted and talented students, school nutrition programs and before- and after-school care, as needed.

Transportation

Tom Bean ISD must provide students experiencing homelessness with transportation to and from their school of origin, at a parent or guardian's request. For unaccompanied youth, Tom Bean ISD will provide transportation to and from the school of origin at the Principal's request. "School of origin" is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. If the student's temporary residence and the school of origin are in the same district, that district must provide or arrange transportation. If the student is living outside the school of origin's district, the district where the student is living and the school of origin's district 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, the district must provide students in homeless situations with transportation services comparable to those provided to other students.

Even though transportation is a required part of the Homeless Education Plan in order to comply with the McKinney-Vento Act, Title I funds may not be used to support the transportation of homeless students to and from their school of origin.

Section 7

Warning Signs of Homelessness

Warning Signs of Homelessness

Typical Stressful Experiences of Children in Homeless Situations

Possible Reactions of Homeless Children to Stress

Warning Signs of Homelessness

Note: While these are considered warning signs, please recognize that they only offer general guidance. There is significant variability within the school age homeless population. Individual students may differ significantly from the following general characteristics.

Lack of Continuity in Education

- Attendance at many different schools
- Lack of personal records needed to enroll
- Inability to pay fees
- Gaps in skill development
- Mistaken diagnosis of abilities
- Poor organizational skills
- Poor ability to conceptualize

Poor Health/Nutrition

- Lack of immunization and/or immunizations records
- Unmet medical and dental needs
- Increased vulnerability to colds and flu
- Respiratory problems
- Skin rashes
- Chronic hunger (may hoard food)
- Fatigue (may fall asleep in class)

Transportation and Attendance Problems

- Erratic attendance and tardiness
- Numerous absences
- Lack of participation in after school activities
- Lack of participation in field trips

- Absences on days when students bring special treats from home
- Inability to contact parents

Poor Hygiene

- Lack of shower facilities/washers, etc.
- Wearing same clothes for several days
- Inconsistent grooming (well-groomed one day and poorly groomed the next)

Lack of Privacy/Personal Space After School

- Consistent lack of preparation for school
- Incomplete or missing homework (no place to work or keep supplies)
- Unable to complete special projects (no access to supplies)
- Lack of basic school supplies
- Loss of books and other supplies on a regular basis
- Concern for safety of belongings
- Refusing invitations from classmates

Social and Behavioral Concerns

- A marked change in behavior
- Poor/short attention span
- Poor self-esteem
- Extreme shyness
- Unwillingness to risk forming relationships with peers and teachers
- Difficulty socializing at recess
- Difficulty trusting people
- Aggression
- “Old” beyond years
- Protective of parents
- Clinging behavior
- Developmental delays
- Fear of abandonment
- School phobia (student wants to be with parent)
- Need for immediate gratification
- Anxiety late in the school day

Reaction/Statements by Parent, Guardian, or Child

- Exhibiting anger or embarrassment when asked about current address
- Mention of staying with grandparents, other relatives, friends, or in a motel, or comments, such as:
 - “I don’t remember the name of our previous school.”

- “We’ve been moving around a lot.”
- “Our address is new; I can’t remember it.” (May hide lack of permanent address.)
- “We’re staying with relatives until we get settled.”
- “We’re going through a bad time right now.”
- “We’ve been unpacking, traveling, etc.” (to explain poor appearance and/or hygiene)

Typical Stressful Experiences of Children in Homeless Situations

- Physical abuse
- Health problems
- Low self-esteem
- Malnutrition
- Sleeping problems
- Lags in language skills
- Learning disabilities
- Developmental delays

Possible Reactions of Homeless Children to Stress

- May be restless and leave projects half finished
- May fight for control at school
- May be easily frustrated
- May cling to what they have and might be aggressive in trying to claim something for themselves

Section 8

Educational Support

District Homeless Liaison’s Role

What the Principal Can Do

What the Teacher Can Do

What the Counselor Can Do

What the School Nurse Can Do

What the Support Staff Can Do

District Homeless Liaison's Role

Tom Bean ISD's District Homeless Liaison will:

- Disseminate critical information concerning the rights of the homeless student to all campuses.
- Ensure that procedures are established and followed on each campus to provide each homeless student with a free and appropriate education.
- Distribute information and provide in-service training regarding homelessness.
- Work with campus staff and administration to facilitate success of the homeless program and each homeless student.
- Arrange school transportation. Keep students in same school regardless of parent's change of residence.
- Post information regarding the availability of school programs and services for homeless students in community areas.
- Post public notice of the educational rights of students in homeless situations at the campus.
- Inform parents and guardians and unaccompanied youth of all transportation services, including to the school of origin and assist in accessing transportation services.
- Provide parents with names and numbers of where to call for both school and community service assistance and personally assist them to make contacts.
- Make sure parents feel welcome and set the tone for further parent involvement.
- Establish a trusting relationship with parents.
- Ensure that homeless students are reported to the PEIMS Director.
- Maintain a cumulative count of the number of homeless students living within school boundaries.

What the Principal Can Do (*indicates requirements by law)

- *Appoint a school liaison for homeless.
- * Prepare support staff on enrollment procedures and exceptions to make for homeless students. A child or youth that is homeless is automatically eligible for Title I services,

regardless of their current academic performance. Homeless students at Title I AND non-Title I schools must receive services. *Request for Services form provided in attachments.*

- *Facilitate training at the campus level.
- Welcome students. Address them by name.
- Make sure parents feel welcome and set the tone for further parent involvement.
- Prepare staff on procedures needed to achieve a smooth entrance into school.
- Remove barriers to promote a stable school environment and experience.
- Appoint a staff person to do a brief educational assessment, if necessary.
- Inform staff that the student is living in a homeless situation.
- Be sure child receives free breakfast and lunch.
- Spend time with a homeless student.
- Keep in close contact with staff; encourage detection and prevention of problems.
- Assist in the resolution of transportation problems.
- Maintain a record of pertinent information regarding homeless students for school and community planning.
- Request services by completing the *Request for Services form (Attachment C)*.

What the Teacher Can Do

- Help students feel welcome.
- Select a student to be a “buddy.”
- Provide school supplies as needed.
- Have necessary toiletry items on hand to assure proper hygiene at school.
- Help students arrange for transportation for after-school activities and special events.
- Help students enroll in support programs.
- Coordinate educational plans with counselor and with school staff in assisting homeless children and youth.
- Be observant of medical and other needs and help with referrals for assistance.
- Develop mentor program or be a mentor.

- Expect and unobtrusively monitor regressions and absences.
- Closely monitor reasons for absences to uncover needs.
- Assign projects that can be broken into small components to ensure success.
- Allow students to express frustrations and allow opportunities to do so in other ways in addition to verbalizing (e.g. drawing).
- Build self-esteem by providing work in which the child can experience success.
- Don't assume students know how to play; they may need to be taught to do so.
- Recommend and help arrange for professional help, if needed. Follow up to insure connections are established.
- Openly discuss homelessness as a social issue. Protect personal activities during discussions.
- Consider homeless situations when making assignments—students needing a place to study or to complete projects.
- Plan for the students' need to talk about experiences, individually with you or, if comfortable, during class sharing time.
- Encourage and allow students to express fears.
- Assist students to see their experiences as positive, educational, and strength building.
- Communicate with parents about the student's achievement, behavior, and attendance.

What the Counselor Can Do

- Greet the student and parent(s) as soon as possible and offer assistance.
- Adopt an “open-door” policy in providing assistance.
- Build a trusting and safe relationship with homeless students.
- Implement a buddy system.
- Ensure the opportunity for homeless students to participate in in-school and after-school activities.
- Communicate with the students' prior school(s) to obtain necessary information to insure continuation of services.
- Coordinate with other school staff in identifying and assisting homeless children and youth.

- Assist school staff in understanding how homelessness affects the student's ability to learn and to adjust at school. Refer to prior information on stress.
- Educate parents about their children's educational rights.
- Identify local community resources to make referrals, e.g. food, housing, transportation, counseling.
- Encourage and assist members of the community to sponsor school-based and other support programs.
- Encourage parents of homeless students to participate in school activities and programs for parents.

What the School Nurse Can Do

- Assist parents with the completion of all necessary medical records.
- Assist parents in obtaining child's medical information from doctors and clinics.
- Alert school staff of any serious medical condition of the students.
- Inquire about health problems e.g. asthma, epilepsy, sickle cell anemia, lead poisoning, and diabetes.
- Assist in making arrangements for appropriate supervision if the students becomes ill and needs to go "home."
- Coordinate with other school staff in assisting homeless children and youth.
- Assist other staff members in understanding health and family issues of homeless students/families.
- Inform students/families of reliable and accessible community programs.
- Refer families for subsidized critical services, e.g. medical, dental, food, housing, adult education. Assist families to access services.
- Coordinate with families to identify and meet the health, nutritional, and sleep/rest needs of students.
- As a resource to families, provide/coordinate instruction in first aid, safety, nutrition, and self-advocacy.
- Follow-up on students not attending school to determine and help to resolve the cause, e.g. incomplete immunizations, illness, behavior. The law requires that students be admitted regardless of immunization history.

- Have necessary toiletry items on hand to assure proper hygiene at school.

What School Support Staff Can Do

- Greet the student warmly, make him/her feel welcome
- Greet parents warmly and make the parents feel welcome.

Section 9

Parents Information

Questions Parents May Ask

Important Records for Parents in Homeless Situations to Keep

What Peers and Their Families Can Do

Questions Parents May Ask

- If we have to change schools can someone help us transfer records quickly?
- Is transportation available for my child?
- Can my child receive free meals at school?
- What school supplies does my child need; can you provide them?
- Is there a preschool program?
- Is there a summer school program?
- What fees do parents need to pay? Is help available to pay fees?
- Can we use the school for an after school study place?
- Who can I contact at school for help? (Person and Phone Number)
- Can my child get help with schoolwork, e.g. tutoring, and other support?
- Should my child be tested for special education services?
- Are there special classes to benefit a talent my child has?

- Are there sports, music, or other activities my child can be a part of? Does the school provide needed equipment?
- Will my child be able to go on field trips if we are unable to pay?

Important Records For Parents in Homeless Situations to Keep

- Your child's school records (IEP, teachers names, schools attended)
- Your child's grades and report cards
- Your child's standardized test results
- Samples of your child's school work
- Your child's birth certificate
- Health records regarding your child
- Social Security Number

What Peers and Their Families Can Do

- Seek opportunities to learn about and how to respond to homelessness.
- Arrange for presentations regarding homelessness at parent-teacher meetings.
- Identify and implement supportive actions, e.g. supply closet, volunteer tutoring, programs like "breakfast and book buddies."
- Befriend a homeless student through inclusion in after school activities.
- Link corporate sponsors to school-based support programs, e.g. enrichment, mentoring, supplies.
- Serve as peer mentors by modeling competent, supportive, and cooperative behaviors.
- Serve as "peer buddies."

Section 10

Attachments

Attachment A _____ Student Residency Questionnaire

Attachment B _____ Notification to Nutrition Services/PEIMS/Campus

Attachment C _____ Request for Services

Attachment D _____ Resources

Tom Bean ISD – Student Services Student Residency Questionnaire

This questionnaire is intended to address the McKinney-Vento Homeless Education Assistance Improvements Act 42 U.S.C. 11435. The answers to this residency information help determine the services the student may be eligible to receive.

Name of Student: _____
Last
First
MI

Current Address: _____

1. Is your current address a temporary living arrangement? _____ Yes _____ No
2. Is this a temporary living arrangement due to loss of housing or economic hardship?
_____ Yes _____ No

**If you answered YES to the above questions, please complete the remainder of this form.
 If you answered NO, you may stop here.**

Where is the student currently living? (check one box)

- In a motel
- In a shelter
- With more then one family in a house or apartment not belonging to parent(s)/guardian(s)
- Moving from place to place
- In a place not designed for ordinary sleeping accommodation such as a car, park, or campsite.

The student lives with: 1 parent 2 parents parent(s) & other adults(s)
 legal guardian alone with no adults an adult who is not the parent or legal guardian

Student Date of Birth: ____/____/____ Age: _____ Social Security Number: ____ - ____ - ____

School: _____ Grade: _____

Name of Parent(s) or Legal Guardian(s): _____

Address: _____ Zip: _____ Phone: _____

Person Completing Form: _____ Date: _____

Relationship to Student (parent, guardian, aunt, etc.) _____

Presenting a false record or falsifying records is an offense under Section 37.10, Penal Code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs.
 TEC Sec. 25.002(3)(d)

For School Office Use Only

- I certify the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act.
- Student not covered by the McKinney-Vento Act.

McKinney-Vento Liaison Signature
Date

Tom Bean ISD – El Estudiante Atiende

DATE: _____

MEMO OF TOM BEAN ISD

TO: NUTRITION SERVICES/PEIMS/CAMPUS PRINCIPAL/COUNSELOR

FROM: Counselor

RE: Eligibility for Homeless and Free/Reduced Lunches

Please offer the following to the students listed:

_____ Free lunch/breakfast

_____ Reduced lunch/breakfast

_____ REMOVE from free lunch/breakfast

_____ REMOVE from reduced lunch/breakfast

_____ Add to PEIMS as Homeless

_____ Remove from PEIMS as Homeless

_____ Note for future services request

Student Name(s): _____ Grade _____

Student Name(s): _____ Grade _____

Student Name(s): _____ Grade _____

Due to the following reason(s):

_____ Homeless status

_____ END of Homeless status—Remove from services

**TOM BEAN ISD REQUEST FOR SERVICES FOR
HOMELESS STUDENTS**

Complete the following information and return to Campus Counselor.

I request the following services for _____:
Student Name

- | | |
|---------------------------------|-------------------------|
| _____ Transportation | Approximate cost: _____ |
| _____ Vision/Hearing Assistance | Approximate cost: _____ |
| _____ Medical Assistance | Approximate cost: _____ |
| _____ School Supplies | Approximate cost: _____ |
| _____ Field Trips | Approximate cost: _____ |

Describe the need for the above services:

Signature of principal

Date

The following student is approved for the above services noted. Follow district PO policies to obtain.

Signature of District Homeless Liaison

Date

RESOURCES

Texas Homeless Education Office (THEO)

800-446-3142

www.utdanacenter.org/theo/index.php.

Texas Homeless Network (THN)

www.thn.org

National Association for the Education of Homeless Children and Youth (NAEHCY)

www.naehcy.org

National Center for Homeless Education (NCHE)

800-308-2145

www.serve.org/nche

National Coalition for the Homeless (NCHC)

1-202-737-6444

www.nationalhomeless.org

National Law Center on Homelessness and Poverty (NLCHP)

1-202-638-2535

www.nlchp.org

U.S. Department of Education Homeless Education Program

1-202-260-4412

www.ed.gov