

# ADMINISTRATIVE PROCEDURE

## HOMELESS CHILDREN AND YOUTH- SCHOOL ACCESS AND SERVICES

5010

Procedure No.

January 25, 2021

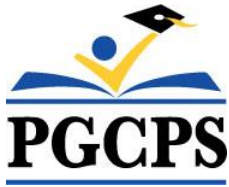
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- I. **PURPOSE:** To provide guidelines and procedures which ensure that homeless children and youth have a barrier-free access to an appropriate public education and services.
- II. **POLICY:** The Board of Education prioritizes educational equity by removing institutional barriers for students, regardless of socioeconomic status, to access educational opportunities and supports. Board Policy 0101
- III. **BACKGROUND:** The McKinney-Vento Homeless Assistance Act is designed to ensure that all homeless children and youth have equal access to the same free and appropriate public education, including preschool education, provided to other children and youth. The Act, as well as State regulations regarding programs for homeless children, provides that homeless children and youth have the right to a free and appropriate public education; to receive services comparable to those offered to non-homeless children and youth, including transportation; to remain in the school of origin or transfer to a school in their current attendance area, and to be immediately enrolled in school despite the lack of a permanent address and to be free of other barriers to enrollment, retention and success in school.

Those barriers include transportation issues, enrollment delays caused by residency requirements, lack of available birth certificates, school records, immunization records, or other documentation, and the lack of guardianship records. The school system is also required to provide homeless children and youth enrolled in Prince George's County Public Schools (PGCPS) with transportation services comparable to the services provided to non-homeless children. This includes transportation for homeless students who are participating in ELO (Extended Learning Opportunities) after school.

Federal and State law regarding homeless education is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging State student academic achievement standards to which all students are held.

- IV. **DEFINITIONS:**
  - A. A "homeless" student means a child or youth who is eligible to attend Prince George's County Public Schools, and who lacks a fixed, regular, or adequate nighttime place of residence. Homeless students include the following children and youth:



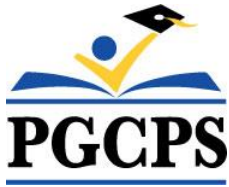
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1. A student who lacks a fixed, regular or adequate nighttime residence should be considered homeless.
2. A student who resides in a supervised public or private shelter designed to provide temporary living accommodations should be considered homeless. If a student is placed in a transitional or emergency shelter, the student should be considered homeless while in the shelter.
3. A student who resides in an institution that provides a temporary residence for individuals intended to be institutionalized should be considered homeless.
4. A student who lives on the street, in welfare hotels, transitional housing shelters, cars, abandoned buildings, and other inadequate accommodations should be considered homeless.
5. A student who is staying temporarily in a trailer park or camping grounds because he or she lacks adequate living accommodations should be considered homeless. Students living in trailer parks or camping grounds on a long-term basis in adequate accommodations should not be considered homeless.
6. Students who are living in “multiple family dwelling” accommodations may be considered homeless. Multiple family dwelling accommodations occur when a student (with or without the rest of the family) is sharing housing with other families or individuals, and the student should be considered homeless if they are sharing the housing of another person due to loss of housing or other similar situation (e.g., through eviction, natural disaster, domestic violence, etc.). Families who are living in multiple family dwelling accommodations voluntarily (i.e., to save money, change in work location, divorce) generally should not be considered homeless.
7. So-called “throwaway” children or youth (i.e., those whose parents or guardians will not permit them to live at home) are considered homeless if they live on the streets, in shelters, multiple family dwelling accommodations or in other transitional or inadequate accommodations.



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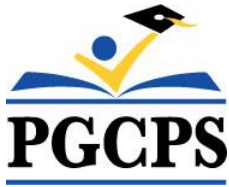
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Foster children and youth living in foster homes or group homes are not considered homeless. The Fostering Connections Liaison shall be contacted if there are questions regarding foster care placement.

8. Abandoned children living with friends or relatives whose parents or legal, court appointed guardians cannot be located or have no fixed address should be considered homeless. There are instances where students remain in a hospital beyond the time that they would normally stay for health reasons because their families have abandoned them. These students should be considered homeless because they have no other place to live. Students who were homeless prior to hospitalization should be considered homeless while they are in the hospital, unless regular and adequate living accommodations will be made available to them upon release from the hospital.
9. Children under 18 years of age living on their own (financially independent of parents or legal, court appointed guardians) at a residence other than that of their parents or legal, court appointed guardians by necessity, not by choice of the student or parents or legal, court appointed guardians, should be considered homeless. A student over 18 with no available parent/guardian may establish homelessness, if the student meets the criteria established in this procedure.
10. Students who are incarcerated for violation or alleged violation of a law should not be considered homeless even if prior to their incarceration they would have been considered homeless because they were living in inadequate accommodations.

However, students who are under the care of the State and are being held in an institution because they have no other place to live should be considered homeless. Once these students are placed in more permanent facilities, they are no longer considered homeless.

11. Children of incarcerated parent(s)/guardian(s) or of parent(s)/guardian(s) residing in residential treatment rehabilitation programs should be considered homeless, if the student has no fixed, regular, or adequate night time place of residence.
12. Migratory students who otherwise meet the criteria established in this procedure should be considered homeless. Otherwise,



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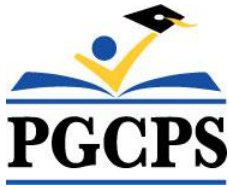
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migratory students should not be considered homeless simply because they are students in migratory families.

13. Students who have run away from home and live in runaway shelters, abandoned buildings, the streets, or other inadequate accommodations are considered homeless, even if their parents have provided and are willing to provide a home for them.
  14. Students who are expectant mothers should be considered homeless if they are living in homes for unwed or expectant mothers and they have no other available living accommodations. However, if they are staying in such a home only temporarily to receive specific health care or other services, and intend to move to other adequate accommodations, they should not be considered homeless.
- B. “School of Origin” is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is also the school that services the attendance area where the child or youth was permanently housed or was last enrolled, and which the child or youth would have attended if the child or youth had remained at the location.
  - C. “Local School” is the school that services the address of the homeless student’s temporary housing.
  - D. “Unaccompanied Homeless Youth” is a student not in the physical custody of a parent or guardian, and includes students living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing, children and youth denied housing by their families and school aged expectant mothers, living in homes for unwed or expectant mothers, who have no other housing available.
  - E. “Homeless Education Coordinator: or “HEC” is the individual appointed by the CEO, who has the various duties and responsibilities as more fully described in this Administrative Procedure.
  - F. “Compliance Monitor” is the individual designated by the CEO to monitor the school system’s compliance with federal and state laws and regulations regarding the education of homeless students.
  - G. “Homeless Liaisons” refer to specially trained staff persons as each school who are designated as the contact person for homeless education issues at that school. Unless otherwise designated by the Principal of the school,



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those individuals should be the registrar and the Professional School Counselor.

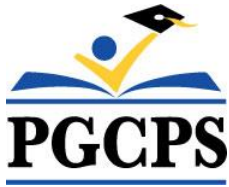
### V. **INFORMATION:**

- A. It is critically important to safeguard the confidentiality of the status of homeless students. All records related to the homeless status of a student must be kept in a confidential manner, and the privacy of such student must be protected. When information is sought from a student, parent or guardian, it must be done in a manner to ensure confidentiality and privacy. All forms and documents relating to a student's homelessness must be maintained in the student's Limited Access Folder (LAF).
- B. There is a school system Homeless Education Coordinator (HEC), whose responsibilities are detailed more fully in Administrative Procedure 5010.1. The HEC may be contacted by school staff or by homeless students and their parent(s)/guardian(s), through the local telephone number, which will be answered during regular business hours by a staff person who has been trained and is knowledgeable about the school system's policies and procedures regarding the education of homeless students. The telephone number for the HEC's office will be widely disseminated, including, but not limited to appearing on flyers and posters regarding homeless students and on the PGCPS Website.
- C. Each school in the school system will receive a poster regarding the rights of Homeless Students, which must be displayed prominently in the school's front office, or in a location where parents are likely to view it.

### VI. **PART 1: SCHOOL ACCESS AND SERVICES**

#### A. SCHOOL ENROLLMENT

1. A homeless student, as defined above, has the legal right to enroll in either: the school of origin or the local school determined to be in the student's best interest.
2. No student transfer approval or tuition waiver approval, verbal or written, is required to immediately enroll the student in the local school or in the school of origin. To determine the boundary school the parent or unaccompanied homeless youth school should go to the nearest school to their temporary address then inform the school's Homeless



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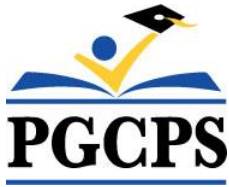
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Liaison that they would like to complete a Homeless Education Application. However, if a homeless student and/or the parent(s)/guardian(s) currently resides outside of Prince George's County and the student wishes to attend a Prince George's County public school, the homeless student must be allowed to enroll in his/her school of origin or local school and the Office of Pupil Accounting and School Boundaries must be contacted pursuant to the provisions contained in Section B. below.

3. No student, including a homeless student, is to be denied enrollment because the student does not have a withdrawal/transfer card.
4. A homeless student has the right to be enrolled immediately despite the lack of a permanent address or the lack of school records. The local school or the school of origin must register the homeless student pursuant to the regular process of registering students, but with the following additional steps.
5. The registrar should:
  - a. Complete the online Homeless Student Services Form (HSSF) along with the parent or unaccompanied homeless youth;
  - b. Print the completed HSSF and obtain necessary signatures;
  - c. Email signed HSSF to [homeless.education@pgcps.org](mailto:homeless.education@pgcps.org). (When emailed, the form is simultaneously sent to the Mc Kinney Vento Program Office, the Transportation Office and the Office of Food and Nutrition in order to ensure services are provided immediately.)
6. The Homeless Liaison must inform each homeless student and his/her parent(s)/guardian(s), of the student's educational rights, both orally and in writing, at the time the student is identified as homeless. The parent(s)/guardian(s) of each homeless student shall be given copies of all completed forms and a Parent Information Packet.

#### B. STUDENT RECORDS

**Though a homeless student may have no birth certification,**



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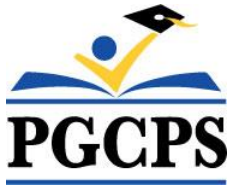
**immunization, or prior school records to present, such students must be registered and enrolled immediately.** Responsible school personnel should telephone the school of last attendance to obtain sufficient verbal information to accomplish enrollment, to permit immediate attendance, and to request the last school to send the student's records upon receipt of the written request for records.

1. If the last school indicates that the student's records do not show any indication of appropriate immunization, the School Nurse of the receiving school must contact the local health department concerning the student's immunization status. If the School Nurse position is vacant, the Office of Health Services should be contacted.
2. If there are no records of the homeless student's immunization status, the Supervisor of Health Services must be contacted immediately since an appointment must be made for the student with the local health department, with subsequent school follow-up to ensure that the student has been immunized, has had appropriate blood titers drawn, or has submitted an objection to immunization on the grounds of a bona fide religious belief.

#### C. STUDENTS WITH DISABILITIES

A student with a disability under the IDEA or Section 504 of the Rehabilitation Act must be provided services required to receive a Free and Appropriate Public Education. Schools must inquire of parents who seek to enroll a homeless student whether the student had a Section 504 plan or IEP at his or her previous school. If the parent advises that the student received such services, the school must inquire about the type of services and receive any documentation the parent seeks to offer.

The receiving school should also inquire of the sending school as to whether the student had an IEP or Section 504 Plan, and request a copy of the Plan. A copy of a student's IEP shall also be obtained through Maryland On-line once the student is registered, if the child previously received special education services in the State of Maryland. Each Prince George's County Public School must immediately forward a copy of a homeless student's IEP or Section 504 plan to the school at which the student seeks to enroll. If a homeless student enrolls at a local school, the IEP Team shall promptly convene to review the student's IEP and determine the appropriate placement if the services cannot be provided at the local school. The student shall be placed in the appropriate school closest to the parent's temporary address that can implement the IEP.



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#### D. **ADDITIONAL SERVICES NEEDED**

School personnel should notify the McKinney Vento Program Office of any enrolled homeless students who might benefit from additional support services such as: food, clothing, uniforms, school supplies, etc.. Parents, guardians, and school personnel may refer cases to the appropriate school team as needed for other types of services.

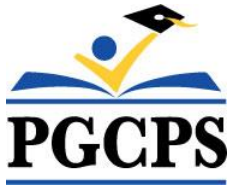
#### E. **PRE-KINDERGARTEN PROGRAMS**

A Homeless child seeking to enroll in a Pre-kindergarten program shall be immediately enrolled, regardless of existing class size or space limitations. If a child becomes homeless after enrolled in a Pre-K program, the child may either continue to attend that program (school of origin) or enroll in a local Pre-K program. The child's placement shall be determined utilizing the "best interest" analysis. Transportation shall be provided by the same means as it is provided to other students in the same attendance area.

#### F. **UNACCOMPANIED HOMELESS YOUTH**

1. Unaccompanied homeless youth may face unique barriers in enrolling and succeeding in school, and therefore, additional assistance may be required. The HEC and the contact persons in the schools must assist such unaccompanied homeless youth in accessing education services through such activities as:
  - a. Helping unaccompanied homeless youth enroll in the school of origin or the local school which serves the area in which the unaccompanied homeless youth is currently residing.
  - b. Providing unaccompanied homeless youth with notice of their appeal rights in a language they can understand or in an accessible format.
  - c. Informing unaccompanied homeless youth of their right to transportation to and from the school of origin, and assisting them in accessing transportation.
  - d. Ensuring that unaccompanied homeless youth are immediately enrolled in school pending resolution of disputes.





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2. Unaccompanied homeless youth, without an identified care taker, may be allowed to provide written authorization for participation in school-sponsored events, document excused absences, and make educational decisions that are not otherwise restricted by law. A copy of each authorization shall be maintained in the student's file.

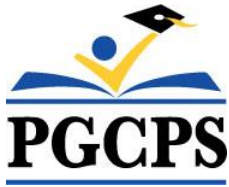
All efforts should be taken to ensure comparable services are provided to unaccompanied homeless youth, who are with or without an identified care taker.

3. Professional School Counselors must inform unaccompanied homeless youth of their status as independent students for college financial aid and provide assistance to receive verification for the FAFSA.

#### G. BEST INTEREST DETERMINATION

Prince George's County Public Schools will make school placement determinations on the basis of the "best interest" of the homeless child or youth. PGCPS will continue the child's education in the school of origin for the duration of homelessness or until the end of the school year if the student obtains permanent housing during the school year, or enroll the child in any public school that a non-homeless student who lives in the attendance area in which the child or youth is actually living is eligible to attend (the "local school").

1. In determining a child's best interest, PGCPS will, to the extent feasible, keep a homeless child in the "school of origin," unless doing so is contrary to the wishes of the child's parent or guardian. If PGCPS intends to send a homeless child to a school other than the school of origin or other school requested by the Parent or Guardian, PGCPS will provide a written explanation of the decision to the parent or guardian (Notice of Denial), together with information regarding the parent or guardian's right to appeal the placement decision.
2. The placement decision must be a student-centered, individualized determination. The factors that shall be considered include:
  - a. The age of the child,
  - b. The school which the student's siblings attend,
  - c. The student's experiences at the school of origin,
  - d. The student's academic needs,
  - e. The student's emotional needs,
  - f. Any other special needs of the family,



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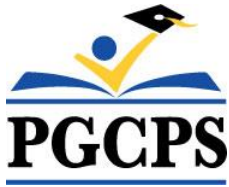
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- g. Continuity of instruction,
  - h. Length of stay at the shelter or other temporary residence,
  - i. The likely location of the family's future permanent housing,
  - j. The time remaining in the school year,
  - k. The distance of the commute and the impact it may have on the student's education, and other student-centered, transportation factors. and
  - l. The safety of the child.
3. In the case of an unaccompanied homeless youth, the Homeless Education Coordinator shall ensure that the school system:
    - a. Assists in placement or enrollment decision;
    - b. Considers the views of the unaccompanied homeless youth, and
    - c. Provides notice to the youth of the right to appeal the placement decision.
  4. Homeless students living separately from their parent shall be offered the same school choice options as other homeless students are offered.
  5. Students who become homeless during the summer and have not obtained permanent housing by the beginning of the school year shall be considered homeless and have the right to the same school placement determination as other homeless students, including the right to continue to attend their school of origin if that is determined to be in their best interest.
  6. Homeless students shall not be placed in separate classes or facilities exclusively for homeless students.

#### H. SCHOOL TRANSPORTATION

Transportation shall be provided to homeless children from their temporary residence in Prince George's County to their school of origin and back, if the school of origin is determined to be in their best interest. The Transportation Department and the HEC shall determine the manner and method by which the student will be transported, and shall select the mode that would be most appropriate for the individual student. In making a choice between alternatives, the Transportation Department shall consider travel time, convenience, safety, and cost, and the child's parent shall be consulted. The flexible transportation system to be utilized to transport homeless students shall incorporate the following:



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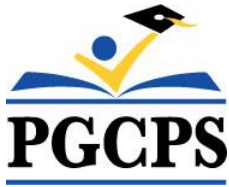
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1. Availability of buses and personnel, including all types of school buses for all types of students (i.e., regular schools, magnet schools, pre-schools, vocational schools, special education, or special education schools),
2. Opportunity for parent reimbursement to parents/guardians who provide transportation,
3. Ability to reroute buses,
4. Availability and cost of alternative transportation modes, such as taxis, private bus contracts, or public transit, as permitted by law (e.g., to interface with and utilize public transportation and to pre-pay fares for use of public transportation),
5. The ability to accommodate the need of a homeless student to arrive at school in time to participate in the school breakfast program.
6. If commute to a school takes 90 minutes or longer, or is more than 35 miles from the child's current residence, the school team in consultation with the Department of Transportation, shall determine on a case by case basis whether transportation to that school is feasible and/or in the best interest of the child.

In selecting the mode of transportation, the Department of Transportation will not require any student to ride more than two (2) buses (school buses or public transportation) each way to or from school; any elementary-school-aged child to ride public transportation unless accompanied by an adult whose fare is also paid by the school system.

Transportation arrangements for homeless students must be made as quickly as possible, but in no event more than three (3) school days after receiving the request for transportation, regardless of whether the student is remaining at the school of origin, or is transferring to a new local school.

The Department of Transportation is also responsible for conveying information regarding transportation arrangements to the parent(s)/guardian(s).



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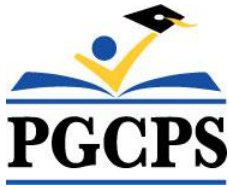
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#### I. HOMELESS STUDENTS RESIDING OUTSIDE OF PRINCE GEORGE'S COUNTY

1. If the information obtained from the student and/or the parent/guardian indicates that the homeless student or the parent/guardian reside outside of Prince George's County, the Department of Pupil Accounting and School Boundaries has additional responsibility for documentation and must be contacted.
  - a. School staff should have the responsible adult complete a Request for Waiver of Tuition Form; however, completion of the form shall not delay the student's immediately enrollment.
  - b. School staff should call the Department of Pupil Accounting and School Boundaries, while the responsible adult is present in the school.
  - c. The Department of Pupil Accounting and School Boundaries will grant the tuition waiver, if the information indicates that the student is homeless and that either the student or the parent/guardian resides outside of Prince George's County. The Department of Pupil Accounting and School Boundaries will convey that decision directly to the appropriate school staff member and the responsible adult. If the Department of Pupil Accounting and School Boundaries require additional information or data, it will so advise the school.
  - d. The student will be immediately enrolled, and the Request for Waiver of Tuition Form must be forwarded immediately to the Department of Pupil Accounting and School Boundaries and to the HEC.
  - e. The school will contact the Department of Transportation if transportation is needed for the student. If the student resides outside of Prince George's County, the Department of Transportation will cooperate with the jurisdiction in which the student resides in order to determine the transportation arrangement.
  - f. All documents and forms completed and sent to the Department of Pupil Accounting and School Boundaries



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must also be sent by the school to the HEC for review and filing.

#### **J. HOMELESS STUDENTS WHOSE GRADE PLACEMENTS ARE UNKNOWN**

If the school cannot determine the appropriate grade placement and/or credits for a homeless student, upon enrollment, school personnel should promptly place the student in a classroom, based on the best information available. The student's placement may be revised, if necessary, after appropriate testing has been completed.

#### **K. WAIVER OF GRADUATION REQUIREMENTS**

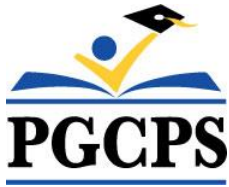
Graduation requirements that are specific to Prince George's County Public Schools and in addition to Maryland State graduation requirements, must be waived for any homeless student in the 11<sup>th</sup> or 12<sup>th</sup> grade, who transfers from another Maryland school district and is unable to complete the additional required courses.

Schools are prohibited from waiving PGCPS graduation requirements if the student is capable of completing those requirements prior to the anticipated high school completion date.

#### **L. WAIVER OF FEES**

1. A homeless student may be entitled to a waiver of school related fees, if the student is unable to pay the fee. Such include, but are not limited to, fees for the following: books and materials, locker, field trip, lab, uniform and equipment, gym/physical education, class supplies, extra-curricular activities, graduation (cap and gown), school records and any other fees associated with school activities.
2. If the student and/or the parent(s)/guardian(s) wish to request a waiver of any such school fees, they should so indicate on the Homeless Student Services Form, at the time the student is registered, or at any later date. The Homeless Liaison for the student's school must inform all teachers and staff involved in the student's daily learning environment of required fee waivers.

The Student Fee Waiver form along with the HSSF form must be



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kept in a Limited Access File. The Principal must review the request, and should grant the request if the student cannot afford to pay the fee and if the waiver is necessary to ensure that the student is provided services comparable to services offered to other students in the school. Each school must ensure that a homeless student's teachers are aware that activity dues must be waived if the student cannot afford to pay the fee.

3. The parent(s)/guardian(s) must be advised of the Principal's decision in writing, and if the request is denied, the Principal must complete the Notice of Denial of Services Form, and follow the directions on that form.
4. If the request to waive fees is granted, the student's records should clearly indicate that the fee(s) has/have been waived.

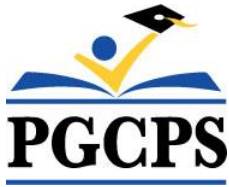
#### **M. STUDENTS WHO ARE SUSPECTED NOT TO BE HOMELESS**

1. Students who present themselves as being homeless, as defined by the McKinney-Vento Act, shall be immediately registered, enrolled, and allowed to attend school, pursuant to the provisions contained in these procedures. If it appears that the student is not, in fact, homeless, but is using that representation as a means of avoiding an assigned, in-county or Out-of-county school or a desire to attend a particular school, the Principal shall facilitate a residency investigation by the Pupil Personnel Worker to determine whether the student meets the eligibility criteria of these procedures.

The student shall remain enrolled in school during the course of the investigation.

2. If the investigation determines that the student is not homeless, the Principal shall inform the parent(s)/guardian(s), in writing, that the investigation has determined that the student is not homeless and that the student shall be withdrawn from the school within seven (7) calendar days of the date of the notice.

The Principal shall notify the HEC and complete a Notice of Denial of Services (Homeless Students) Form, which contains the Notice of Right to Appeal and send it to the Parent(s)/guardian(s), along with a blank Appeal Form (Homeless Students). The parent(s)/guardian(s) shall also be advised that they have the right



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to appeal the decision pursuant to Section VI of this Administrative Procedure.

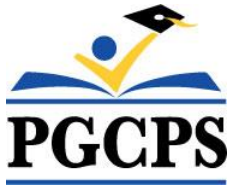
3. If the parent(s)/guardian(s) file an appeal, the Principal's decision is stayed, and the student may remain enrolled in the school, continue to attend classes and receive transportation services, until the appeal has been fully decided.
4. All completed and signed denial forms and documents must be sent to the HEC for review and filing.

#### VII. APPEAL PROCEDURE:

- A. Whenever an oral or written request by a homeless student or his/her parent for any educational service (including, but not limited to, homeless status, school enrollment, transportation, tutoring, waiver of school fees, transfer of school records, school supplies, or medical or social services referrals) is denied, in whole or in part, or whenever any adverse action is taken, the homeless student or parent shall be given a completed Notice of Denial of Services (Homeless Students) Form and a blank Appeal Form (Homeless Students).

Whenever a homeless student or parent orally or in writing disputes any decision concerning homeless status, enrollment, transportation, waiver of fees or provision of services to the student, or any other adverse action, the student or parent shall be informed immediately of the right to appeal and shall be given a blank Appeal Form (Homeless Students).

- B. The Appeal Form (Homeless Students) shall be filed in the first instance with the Principal of the school where the student attends or would like to attend within 10 calendar days of the date on the denial letter. The Principal shall, alone or in consultation with other appropriate personnel, reach a disposition of the appeal as quickly as possible, but in no event later than 5 school days after receiving the appeal. The parents, guardians or unaccompanied homeless youth shall be provided with a written explanation of the school's decision of the dispute, including the right to appeal. The HEC, or designee, shall ensure that the parent, guardian or youth receives the notification.
- C. If the Principal does not issue a written decision within 5 days, or if the parent, guardian or unaccompanied homeless youth is dissatisfied with the decision, the parent, guardian or unaccompanied homeless youth may file



## ADMINISTRATIVE PROCEDURE

### HOMELESS CHILDREN AND YOUTH- SCHOOL ACCESS AND SERVICES

5010  
Procedure No.

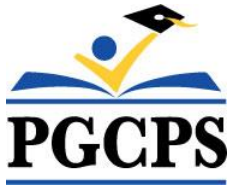
January 25, 2021  
Date

an appeal with the CEO within 10 calendar days of the date on the written notification.

The CEO's Designee (The Office of Appeals) shall review the matter and issue a written decision within 10 school days of receipt of an appeal. The HEC, or designee, shall ensure that the parent, guardian or youth receives a copy of the notification.

- D. If the CEO's Designee does not issue a decision within 10 days, or if the parent, guardian or unaccompanied homeless youth is dissatisfied with the decision, the parent, guardian or unaccompanied homeless youth may appeal the decision to the Board of Education. The appeal must be filed within 30 days of the date of the decision of the CEO's Designee. The parent, guardian or unaccompanied homeless youth shall be provided the opportunity to appear in person before a Hearing Officer for the Board if an appeal is filed. The Board of Education shall decide the appeal on an expedited basis within 45 days of receipt of the appeal.
- E. If the parent, guardian or unaccompanied homeless youth is dissatisfied with the decision of the Board of Education, the parent, guardian or unaccompanied homeless youth may appeal the decision to the Maryland State Board of Education, in writing, within 30 days.
- F. During the appeal process, the student shall remain enrolled in the school system.
- G. Copies of all appeals and dispositions must be transmitted by school system personnel to the HEC for review concerning compliance with all applicable laws and regulations, and for filing in the central repository.
- H. If a dispute arises over school selection or enrollment, the child or youth shall be immediately a) admitted to the school in which enrollment is sought, pending resolution of the dispute, and b) provided transportation to the parent-selected school for the duration of the dispute resolution process.
- I. If the parent, guardian or unaccompanied homeless youth elects to file an appeal under these procedures, the parent, guardian or unaccompanied homeless youth shall be referred to the HEC, who shall assist with carrying out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.





## ADMINISTRATIVE PROCEDURE

### HOMELESS CHILDREN AND YOUTH- SCHOOL ACCESS AND SERVICES

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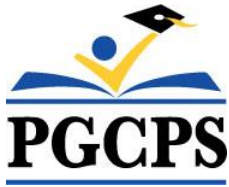
January 25, 2021

Date

- J. In the case of an unaccompanied homeless youth, the HEC shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

#### VIII. MONITORING AND COMPLIANCE

- A. All school-based administrators and Professional School Counselors are required to complete the SafeSchools training module: Homeless Awareness (McKinney-Vento Program).
- B. Principals shall ensure that a 12-month employee is identified and trained to complete enrollment and registration for homeless students, in the registrar's absence.
- C. The Homeless Student Services Form (HSSF) shall be used to monitor compliance with the McKinney-Vento definition of homelessness. The MVP office shall maintain signed copies of the HSSF for five years.
- D. The Department of Testing, Research and Evaluation shall conduct an evaluation of the homeless program every three years to measure compliance with the requirements outlined in this procedure for immediate enrollment and provision of transportation services.
- E. Principals shall ensure that requests for fee waivers are reviewed and granted if the student is unable to pay and the waiver is necessary to ensure students experiencing homelessness are provided comparable services to services offered to non-homeless students. Principals are also responsible for ensuring that teachers are aware that activity fees and dues must be waived if the student cannot afford to pay.
- F. A steering committee shall meet on a quarterly basis to review and resolve identified challenges and barriers to the academic success for students experiencing homelessness.
- G. Professional School Counselors shall submit an annual report to the McKinney-Vento Program Office that documents compliance with federal requirements to:
1. ensure that students receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school; and
  2. provide individualized counseling to students experiencing homelessness regarding college and career readiness.



## ADMINISTRATIVE PROCEDURE

### HOMELESS CHILDREN AND YOUTH- SCHOOL ACCESS AND SERVICES

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#### IX. **LEGAL AUTHORITY AND RELATED PROCEDURES:**

- A. Stewart B. McKinney Homeless Assistance Act: Title VII B of Public Law 100-77.
- B. Maryland State Department of Education: COMAR 13A.05.09.
- C. Administrative Procedure 5010.1, Homeless Children and Youth – Staff Responsibilities
- D. Administrative Procedure 5110.3, Student Transfers.
- E. Administrative Procedure 5111, Registration and Withdrawal of Students.
- F. Administrative Procedure 5118.2, Tuition Waivers for Nonresident Students.
- G. Administrative Procedure 5161, Immunizations.

X. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures will be maintained and updated by the Division of Student Services and the Department of Pupil Accounting and School Boundaries, as appropriate.

XI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5010, dated September 28, 2018.

XII. **EFFECTIVE DATE:** January 25, 2021

Attachment copies are available on the Homeless Office website -  
<http://www1.pgcps.org/homeless/>

1. Know Your Rights Pamphlet
2. Know Your Rights Pamphlet-Spanish
3. Appeal Form-Bilingual