

KIPP: Nashville Board of Directors

Monitoring:	Descriptor Term:	Policy:	Issued:
Annually	Homeless Students	6503	12/6/19

1 KIPP Nashville will ensure that all homeless students shall have equal access to the same
2 free, appropriate public education as provided to other children and youths.

3 Homeless students are individuals who lack a fixed, regular, and adequate nighttime
4 residence. Homeless students include:

- 5 (1) Students sharing the housing of other persons due to loss of housing, economic
6 hardship, or similar reason; students living in motels, hotels, trailer parks, or
7 camping grounds due to the lack of alternative adequate accommodations;
8 students living in emergency or transitional shelters; or students abandoned in
9 hospitals;
- 10 (2) Students who have a primary nighttime residence that is a public or private place
11 not designed for or ordinarily used as a regular sleeping accommodation for
12 human beings;
- 13 (3) Students living in cars, parks, public spaces, abandoned buildings, substandard
14 housing, bus or trains stations, or similar settings; and,
- 15 (4) Migratory students who are living in circumstances described above.

16 **ENROLLMENT**

17 Homeless students shall be immediately enrolled, even if the student is unable to
18 produce records normally required for enrollment (e.g., academic records, immunization
19 records, health records, proof of residency) or missed the district's application or
20 enrollment deadlines. Parents/guardians are required to submit contact information to
21 the school's homeless coordinator.

22 **New Student Enrollment**

23 The school homeless coordinator is responsible for ensuring that homeless students are
24 quickly identified. Therefore, upon enrollment, all parents/guardians shall complete the
25 Student Residency Questionnaire in order to identify homeless students and ensure these
26 students have access to education and support services. If a parent/guardian indicates on
27 the questionnaire that the family lives in a residence that is not permanent, fixed, or
28 adequate, the school's homeless coordinator shall immediately initiate the McKinney-
29 Vento checklist, which includes giving the parent/guardian or unaccompanied youth the
30 Notification of Rights form.

1 Mid-Year Change of Status

2 The school shall conduct ongoing awareness and outreach strategies during the school
3 year to identify students who may be homeless or become homeless during the school
4 year. These activities include placement of posters in the school setting, offering training
5 to parents/guardians, and outreach to local shelters or community service organizations.
6 If a school is notified that a student has become homeless during the academic year, the
7 homeless coordinator shall work with the parent/guardian to complete the required
8 residency questionnaire and initiate the McKinney-Vento checklist included in these
9 procedures.

10 A completed copy of the checklist and accompanying documents shall be placed in the
11 student's cumulative file by the school's homeless coordinator.

12 The homeless coordinator shall notify the district's homeless liaison within two (2)
13 business days of a student being identified as homeless.

14 PLACEMENT

15 For the purposes of this policy, school of origin shall mean the school that the student
16 attended when permanently housed or the school in which the student was last enrolled,
17 including a preschool/pre-k program. School of origin shall also include the designated
18 receiving school at the next grade level when the student completes the final grade level
19 served by the school or origin.

20 Placement shall be determined based on the student's best interest. At all times, a strong
21 presumption that keeping the student in the school of origin is in the student's best
22 interest shall be maintained, unless doing so would be contrary to a request made by the
23 student's parent/guardian or the student in the case of an unaccompanied youth. When
24 determining placement, student-centered factors, including but not limited to impact of
25 mobility on achievement, education, health, and safety shall be considered. The choice
26 regarding placement shall be made regardless of whether the student lives with their
27 homeless parents/guardians or has been temporarily placed elsewhere.

28 If it is not in the student's best interest to attend the school of origin, or the school
29 requested by the parent/guardian or unaccompanied youth, the Principal or his/her
30 designee shall provide a written explanation of the reasons for the determination, in a
31 manner and form that is understandable to the parent/guardian or unaccompanied
32 youth. The written explanation shall include a statement regarding the right to appeal the
33 placement decision. If the placement decision is appealed, KIPP Nashville shall refer the
34 parent/guardian or unaccompanied student to the homeless coordinator, who shall carry
35 out the dispute resolution process as expeditiously as possible and in accordance with
36 the law. Upon notice of an appeal, the Chief of Schools, or his/her designee, shall
37 immediately enroll the student in the school in which enrollment was sought pending a
38 final resolution of the dispute, including all available appeals and the LEA's dispute
39 resolution process.

1 RECORDS

- 2 Records ordinarily kept by the school shall be maintained for all homeless students.
- 3 Information regarding a homeless student's living situation shall be treated as a student
- 4 education record and shall not be considered directory information.

5 SERVICES

- 6 The Principal, or his/her designee, shall ensure that each homeless student is provided
 - 7 services comparable to those offered to other students within the district, including
 - 8 transportation, special education services, programs in career and technical education
 - 9 (CTE), programs for gifted and talented students, and school nutrition.
- 10 The Principal shall designate a regional homeless coordinator who shall ensure this policy
- 11 is implemented throughout the school. The homeless coordinator shall ensure:
- 12 (1) Homeless students are quickly identified and have access to education and
 - 13 support services, to include Head Start and district pre-k programs;
 - 14 (2) Coordination with local social service agencies and other entities providing
 - 15 services to homeless students;
 - 16 (3) Coordinate transportation, transfer of records, and other interdistrict activities
 - 17 with other school districts;
 - 18 (4) Coordinate transportation to the school of origin or choice for homeless students;
 - 19 (5) Refer homeless students and their families to health care services, dental services,
 - 20 mental health and substance abuse services, and housing services;
 - 21 (6) Assist homeless students in obtaining immunizations, medical or immunization
 - 22 records, and any additional assistance that may be needed;
 - 23 (7) Public notice of the educational rights of homeless students is disseminated in
 - 24 places frequented by parents/guardians of homeless students, including schools,
 - 25 shelters, public libraries, and soup kitchens;
 - 26 (8) Homeless students are provided any required supplies, including but not limited
 - 27 to school uniforms, free of charge; and
 - 28 (9) Unaccompanied youth are enrolled and informed of their status as independent
 - 29 students.

- 30 The Principal, or his/her designee, shall develop procedures to ensure that homeless
- 31 students are recognized administratively, and that the appropriate and available services
- 32 are provided for these students. The Principal, or his/her designee shall ensure
- 33 professional development is provided to school personnel providing services to homeless
- 34 students.

35 PROCEDURES FOR HOMELESS STUDENTS

- 36 KIPP Nashville is committed to helping every student succeed regardless of his/her
- 37 current status as a homeless student. Because students experiencing homelessness may
- 38 face many obstacles to an appropriate education, such as lack of transportation and

1 resources, frequent school changes, loss of school records, and emotional stress, special
2 assistance is provided by the school to support these students.

3 *KIPP Nashville schools will provide the following to support the unique needs of homeless*
4 *students and unaccompanied youth experiencing homelessness:*

- 5 (1) Assistance with school enrollment process and paperwork,
- 6 (2) Help with school issues, questions or concerns,
- 7 (3) Housing and community resource information,
- 8 (4) Help with obtaining birth certificates, immunization records and school records,
- 9 (5) Parent education sessions and workshops,
- 10 (6) Referrals for dental, medical and mental health services; and
- 11 (7) School supplies and uniforms.

12 *KIPP Nashville's procedures for tracking and reporting required data:*

13 During the enrollment process, all families are required to fill out the homeless survey.
14 This allows KIPP Nashville to determine which families are experiencing homelessness.
15 Upon receipt of enrollment documentation, enrollment paperwork is reviewed by school
16 leadership and recorded appropriately in PowerSchool. If a student is identified as
17 homeless, then the proper protocol is executed to ensure the student receives the
18 appropriate support and services. Qualified professionals such as school and community
19 counselors, school and community psychologists, school health nurses, social workers,
20 and qualified staff from community agencies provide any necessary services.

21 *KIPP Nashville's procedures to protect homeless students from stigmatization:*

22 To protect the confidentiality of students' homeless status, KIPP Nashville prohibits the
23 public discussion with other students and unofficial KIPP Nashville staff regarding
24 students' homelessness. Students who experience homelessness will be offered the same
25 resources and experiences as other students. Appropriate accommodations will be
26 offered to students who experience homelessness to ensure school-based practices are
27 equitable. Resources provided will be done privately and with minimal disruption to a
28 student's school day to avoid segregation or stigmatization of the student.