

**Prairie Creek Community School
Administrative Procedure Policy 580
Education of Homeless Students
Supplement A - Homeless Identification Procedure**

Roles

- Homeless Liaison
- Transportation Services
- Building Secretary
- Executive Director
- Special Education case manager
- District McKinney-Vento Eligibility Decision Team
- All Staff members

Purpose

The Minnesota Department of Education (MDE) requires school districts to document the identification of homeless/highly mobile students. Having a common procedure will help improve the identification of McKinney-Vento eligible students. It will allow alignment of current systems and practices to remove barriers and provide easier access to services for homeless/highly mobile students.

Procedures

Procedure for all Staff members

1. Upon receiving knowledge of or suspicion that a student may be experiencing homelessness, immediately alert, via email, the site-based Homeless Liaison and Executive Director.

Procedure for Homeless Liaison

1. Check with the Special Education Director to determine if the student is identified as receiving Special Education services and/or Special Education transportation services.
2. Immediately schedule a meeting with the parent/guardian to share McKinney-Vento information/student rights with families.
 - Email the date/time of the scheduled parent/guardian meeting to the Executive Director
3. At the Parent meeting:

- Share McKinney-Vento information/student rights.
 - Share transportation contact name and number.
 - Inform of transportation procedure (no-call / no-show).
 - Inform of transportation change request —share contact name and number.
 - Confirm that all technology learning requirements are met (has a calculator, Chromebook, wireless hotspot, others as expected of all students).
4. Establish a Homeless Transportation Services log for the student(to answer parent questions regarding transportation services).
 5. If alerted to an unexcused missed transportation services, the Homeless Liaison will contact the parent/guardian as detailed below:
 - **3 days unexcused missed transportation services:** Immediately contact parent/guardian warning of suspended services and offer support to problem-solve circumstances surrounding absences.
 - **5 days unexcused missed transportation services:** Immediately contact parent/guardian notifying that current transportation services will be suspended the following day.
 - Explicitly state the following: “In order to reinstate transportation services, you (parent/guardian) must contact the District Homeless Liaison. Here is the contact information.”
 - Provide contact information for the District Homeless Liaison.
 - Email the Executive Director to document that parent/guardian received notice of suspension.
 - Link to MDE Guidance on Transportation of Students Experiencing Homelessness.
 6. Contact the Homeless Liaison for any needed support.

Procedure for Office Manager

1. Upon being notified by Homeless Liaison, make address changes in JMC.
2. Contact Homeless Liaison for any needed support.

Procedure for Transportation Services:

1. Upon receiving a Transportation Request from the Homeless Liaison, determine transportation service start date, pick-up location, and drop-off location.
2. Directly communicate to the parent/guardian the transportation start date, pick-up location, and dropoff location.
3. Confirm the updated route with the transportation provider
4. Contact either Homeless Liaison for any needed support.
5. If a student does not ride the designated bus for unexcused reasons (No-call / No-show):

- After 3 consecutive days, the Transportation Service Provider will contact the Homeless Liaison informing of unexcused missed service.
- After 5 consecutive days, the Transportation Service Provider will contact the Homeless Liaison
 - i. First confirm that Homeless Liaison contacted parent/guardian warning of suspended services.
 - ii. If confirmed, alert the Homeless Liaison that current transportation services will be suspended the following day.
 - iii. Suspension cannot occur without providing at least 2 days opportunity for correction.

For Executive Director:

1. Upon receiving an email from a staff member raising suspicion of a student experiencing homelessness, the Executive Director will watch for the follow up email from the Homeless Liaison that they have been alerted and the proper steps for service were initiated.

Procedure for Special Education Case Manager:

1. Upon receiving email from Homeless Liaison, reference student's IEP to determine current transportation requirements as stated in the document.
2. Initiate a new transportation request.

District McKinney-Vento Eligibility Decision Team

1. In cases of unusual situations regarding McKinney Vento, this team will consult and make a written recommendation notifying parent/guardian of decisions and dispute procedure.
2. Team Membership
 - Homeless Liaison
 - Executive Director
 - Transportation Services
 - School Psychologist

Procedure for Homeless Liaison:

1. Lead and facilitate District McKinney-Vento Eligibility Decision Team
2. Provide leadership in decisions regarding atypical situations.
3. Assist anyone needing support in carrying out any aspect of this procedure.
4. Ensure that this procedure is properly followed by all roles.
5. Report to Executive Director any problems or issues with the execution of this procedure.