

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 400-55
Subject:	HOMELESS STUDENTS - ENROLLMENT PROCEDURES	Issued: 11/15/89
Preparing Office:	Office of the Superintendent	Amended: 2/3/15

I. Policy

II. Procedures

In accordance with state and federal law, each school must ensure a homeless child has equal access to the same free, appropriate, public education as other children. Frederick County Public Schools (FCPS) staff shall not implement policies, regulations, or procedures that would act as a barrier to the enrollment of the homeless student. FCPS will not segregate any child or youth in a separate school, or in a separate program within a school, based on such a child's or youth's status as homeless.

A. Definitions

1. *Parent* includes natural parent, adoptive parent, legal guardian, or person legally responsible for student's welfare.
2. *Homeless Liaison for FCPS* is the homeless education program administrator, who may appoint a designee to act as a liaison to the school.
3. *Homeless Students* are individuals who lack a fixed, regular, and adequate nighttime residence, whether or not the temporary housing is located in Frederick County, and who are otherwise eligible for educational services from FCPS. This term includes:
 - a. Students who are sharing housing with other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency shelters or transitional housing (time-limited housing programs, which provide supportive services); are abandoned in hospitals; are runaways living in shelters or other inadequate accommodations; or are awaiting foster care placement.
 - b. Students 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.
 - c. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
 - d. Migratory students as defined under federal law who qualify as homeless because they are living in the circumstances set forth above.

4. *School of Origin* means the school the student attended when permanently housed or the school in which the student was last enrolled.
5. *Unaccompanied Homeless Student* includes a homeless student not in the physical custody of a parent or legal guardian.

See Exhibit 1 – “Local Resources for Families and Individuals Facing Homelessness”

B. Initial Enrollment and Identification

If the family of a new student seeks to enroll a child and indicates a homeless status, the student should be considered homeless. If the family checks the shared housing box, further inquiry is required from the Department of Student Services to determine whether the student should be considered homeless. See Exhibit 2 - “Notification of New Homeless Student Form.”

C. School Placement

School placement decisions should be made on the basis of the best interest of the homeless student. The best interest of the student could be served by either of the following decisions:

1. Continued enrollment in the school of origin for the duration of the homelessness if a family becomes homeless during an academic year or for the remainder of the academic year if the student obtains permanent housing during the academic year.
2. Enrollment of the homeless student in the school that serves the attendance area in which the homeless student is actually living even if that school has been declared a closed school.

D. Best Interest Determination

In determining the best interest of the homeless student, the principal/designee shall, to the extent feasible, keep the homeless student in the school of origin except when doing so is contrary to the wishes of the homeless student’s parent or guardian. The child may also be enrolled in any school that serves the attendance area in which the child currently lives.

E. Enrollment

1. The school, determined to be in the best interest of the homeless student, shall immediately enroll the student, even if the student is unable to produce the records normally required for enrollment, such as school records, birth certificates, immunization records, and guardianship records. Homeless children who seek to enroll with an adult other than their parent or guardian shall be enrolled in school as quickly as possible, but not later than 2 school days after first requesting enrollment.
2. The enrolling school shall immediately contact the school last attended by the homeless student to obtain relevant academic and other records.

3. If the homeless student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent to the homeless liaison who shall facilitate obtaining the necessary immunization or immunization/medical records through the local health department or previous school.
4. Schools may seek additional assistance through the Department of Student Services as necessary regarding the enrollment of the student.

F. Enrollment Disputes

If a dispute arises over school selection or enrollment:

1. The child or youth shall immediately be:
 - 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.
2. The parent, guardian, or unaccompanied homeless youth shall be provided with the "FCPS Notification of Denial of Request for Enrollment/Continued Enrollment Form" (see Exhibit 3) regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision.
3. The child, youth, parent, or guardian shall be referred to the director of student services, who shall assist with carrying out the dispute resolution process below as expeditiously as possible after receiving notice of the dispute.
4. In the case of an unaccompanied homeless youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

G. Dispute Resolution Process

1. Upon receipt of a written complaint from a parent, guardian, or an unaccompanied homeless youth, the principal shall resolve the complaint within 5 school days.
2. Parents, guardians, or unaccompanied homeless youth shall receive a copy of the "FCPS Notification of Denial of Request for Enrollment/Continued Enrollment Form" (see Exhibit 3), including the right to appeal.
3. If the parent, guardian, or unaccompanied homeless youth is dissatisfied with the resolution, or if the principal does not issue a decision within 5 days, the parent may file an "FCPS Notification of Appeal Form" with the director of Student Services who serves as the designee for the Superintendent.
4. The director of Student Services shall issue a decision within 10 school days.
5. If the director of Student Services 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 local Board of Education, in writing, within 30 days, pursuant to Education Article, §4-205(c) *Annotated Code of Maryland* and Board Policy 105.

6. The local Board of Education shall decide the appeal on an expedited basis within 45 days of receipt of the appeal.
7. If the parent, guardian, or unaccompanied homeless youth is dissatisfied with the decision of the local Board of Education, the parent may appeal the decision to the State board, in writing, within 30 days, pursuant to COMAR 13A.01.01.03.

H. Fees

Fees needed for extracurricular activities will be waived if participation will promote student success. All other student-related fees are addressed in FCPS Regulation 500-33.

I. Homeless Liaison or designee shall ensure:

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in and have a full and equal opportunity to succeed in school.
3. Homeless students and families receive educational services for which they are eligible, including making them aware of Head Start programs and preschool programs.
4. Parents of homeless students are informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is widely disseminated in schools, family shelters, and soup kitchens.
6. The parents of homeless students and unaccompanied homeless students are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing such transportation.
7. Homeless coordinators in schools receive annual training or annual notification of requirements under the law as stated in this regulation.

Approved

original signed by

Theresa R. Alban
Superintendent

LOCAL RESOURCES FOR FAMILIES AND INDIVIDUALS FACING HOMELESSNESS

This resource guide has been compiled and distributed to help families that are facing homelessness in Frederick County, Maryland. Please feel free to share this resource guide with anyone that might benefit from it. It can also be used as a resource guide to learn about local volunteer opportunities and community needs. Thank you.



Compiled, printed & distributed by
Frederick Community Action Agency &
Frederick County Dept. of Housing and Community Development
February 2014



Important Information about where to apply for shelter and services:

Eviction – To apply for financial assistance to prevent an eviction, please contact the **Religious Coalition for Emergency Human Needs** at 301-631-2670.

Families – To apply for Transitional Housing if you are homeless, please contact the **Frederick Community Action Agency** at 301-600-1506.

Adults without children - To apply for Emergency Shelter if you are homeless, please contact the **Religious Coalition for Emergency Human Needs** at 301-631-2670.

Domestic Violence – To obtain assistance with a domestic violence situation, please contact **Heartly House** at 301-662-8800.

These materials are neither sponsored by nor endorsed by
the Board of Education of Frederick County,
the Superintendent, or this school.

Homelessness Prevention Programs

Religious Coalition for Emergency Human Needs

27 Degrange Street, Frederick, Maryland 21701

Telephone: 301-631-2670

Provides emergency financial assistance to prevent evictions and utility shut-offs; also provides funding for motel placements and first-month's rent.

Legal Aid Bureau of Frederick County

22 South Market Street, Suite 11, Frederick, Maryland 21701

Telephone: 301-694-7414

Provides legal assistance to prevent evictions and other housing related crises

Emergency Shelters & Transitional Housing Programs

Advocates for Homeless Families

216 Abrecht Place, Frederick, Maryland 21701

Telephone: 301-662-2003

Scattered-site transitional housing for homeless families; also operates the Families Forward Program

Beacon House/Frederick Rescue Mission

419 West South Street, Frederick, Maryland 21701

Telephone: 301-695-6633

Transitional shelter for homeless men, operated by the Frederick Rescue Mission

Frederick Community Action Agency

100 South Market Street, Frederick, Maryland 21701

Telephone: 301-600-1506

Transitional shelter for homeless families and physically or medically disabled adults

Heartly House

P.O. Box 857, Frederick, Maryland 21705

Telephone: 301-662-8800

Emergency shelter and transitional housing for survivors of domestic violence; also operates 24-hour hotline and other crisis services

Linton Emergency Shelter/Religious Coalition for Emergency Human Needs

27 Degrange Street, Frederick, Maryland 21701

Telephone: 301-631-2670

Emergency shelter for homeless adults operated during the winter months of November through March; also operates the Exodus Project

Other Major Resources and Programs

Health Care for the Homeless – Frederick Community Action Agency

Health Care for the Homeless Program/Primary Care Clinic
100 South Market Street, Frederick, Maryland 21701
Telephone: 301-600-1506

Mental Health Care – Frederick County Behavioral Health Services

Frederick County Health Department
350 Montevue Lane, Frederick, Maryland 21702
Telephone: 301-600-1755

Mental Health Care – Way Station

230 West Patrick Street, Frederick, Maryland 21701
Telephone: 301-662-0099

Mental Health Care – Behavioral Health Partners

604 Solarex Court, Frederick, Maryland 21703
Telephone: 301-663-8263

Mental Health Care – Villa Maria of Frederick County / Catholic Charities

111 East Church Street, Frederick, Maryland 21701
301-694-6654

Addiction Treatment – Frederick County Behavioral Health Services

Frederick County Health Department (Project 103)
300-B Scholl's Lane, Frederick, Maryland 21701
Telephone: 301-600-1775

Soup Kitchen – Beacon House

419 West South Street, Frederick, Maryland 21701
Telephone: 301-695-6633

Serves a free breakfast meal daily at 6:00 a.m. and a free lunchtime meal Monday-Saturday at 12:00 noon and Sunday at 1:00 p.m.

Soup Kitchen & Foodbank – Frederick Community Action Agency

100 South Market Street, Frederick, Maryland 21701
Telephone: 301-600-1506

Serves a free evening meal Monday through Sunday from 5:30 to 6:30 p.m.; Foodbank provides a 3- to 5-day supply of food and is open 5 days a week

Employment and Job Training – Frederick County Business & Employment Center

5340 Spectrum Drive, Suite A, Frederick, Maryland 21703
Telephone: 301-600-2255

Provides a wide-range of job training and educational services including connections to job opportunities.

**HOUSING CHOICE VOUCHER (SECTION 8),
PUBLIC HOUSING, AND OTHER RENTAL UNITS BASED ON INCOME**

<p>Housing Authority of the City of Frederick 209 Madison Street Frederick, MD 21701 301-662-8173 www.hacfrederick.org</p>	<p>Frederick County Dept. of Housing and Community Development (Wait list CLOSED) 520 North Market Street Frederick, MD 21701 301-600-1061 www.frederickcountymd.gov/housing</p>
<p>HOPE VI - Hillcrest Commons Apartments 1150 Orchard Terrace Frederick, MD 21703 301-620-4174 www.hacfrederick.org</p>	<p>HOPE VI – North Market & South Carroll Apts. 101 E. South Street., #102 Frederick, MD 21701 301-620-9944 www.hacfrederick.org</p>
<p>Hagerstown Housing Authority 35 W. Baltimore St. Hagerstown, MD 21740 301-733-6911 http://htown.yourinfo.com</p>	<p>Housing Authority of Washington County 319 E. Antietam St. Hagerstown, MD 21740 301-791-3168 http://www.hawcmd.org/</p>
<p>Country Hill Apartments 1000-A Heather Ridge Drive Frederick, MD 21701 301-694-0355</p>	<p>Frederick Villas Apartments 5999 Ladd Court Frederick, MD 21703 301-694-6858</p>
<p>South Mountain Village 1201 Maple Terrace Lane Brunswick, MD 21716 301-834-5390</p>	<p>Thurmont Village Townhouses 15A Sunny Close Thurmont, MD 21788 301-271-9800</p>
<p>Interfaith Housing Alliance 731 North Market Street Frederick, MD 21701 301-662-4225 www.interfaithhousing.org</p>	<p>Way Station 230 West Patrick Street Frederick, MD 21701 888-549-0629 www.waystationinc.org <i>Special Needs Housing Only</i></p>

**Local Housing Resource Lists are available at
www.frederickcountymd.gov/index.aspx?nid=1190**

Frederick County Public Schools Notification of New Homeless Student Form

Please email this completed form to:

Cathleen Cullen, Kathryn Fostik and JoAnn Morris.

Date:

School:

Homeless Coordinator:

Phone:

Name of Child First, Middle Initial, Last, Suffix	STUDENT ID Number	Grade	Special Transportation Requested Y or N	Current Housing S – Shelter M = Motel/Hotel D = Relative/Friend/ U = Unsheltered O = Other	Temporary Foster Care 90 days or less Y or N	Unaccompanied Homeless Youth Y or N	Siblings Birth through age 21
			Please submit Transportation request form to Ann Wellborn			Name/Age	



Notification of Denial of Request for Enrollment/Continued Enrollment

To be completed by the receiving school when an enrollment request is denied for a homeless student.

<i>Date Submitted</i>

<i>Person Completing Form</i>	<i>Title</i>
<i>School</i>	

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2001, the following is written notification provided to:

Parent or Guardian

<i>Student(s)</i>	

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

*You have the right to appeal this decision by completing the attached **Notification of Appeal** form within 10 calendar days after receipt of this notification **and** by contacting the:*

Homeless Education Program Administrator
 Frederick County Public Schools
 301-644-5290

Please provide written documentation to support your position. Use the attached Notification of Appeal form.

- In addition:*
- * *The students listed above have the right to immediately enroll in the school of choice pending resolution of the dispute.*
 - * *The student will be provided with transportation by the school system to and from the school chosen by the parent during the dispute resolution process.*
 - * *You may seek the assistance of advocates or attorneys: **Legal Aid: 301-674-7414**
MD Volunteer Lawyers Service: 1-800-510-0050*
 - * *You may contact the state homeless education coordinator: **State Homeless Education Coordinator**
 Maryland State Department of Education
 410-767-0314*

A copy of the Enrollment Dispute Resolution Process for students experiencing homelessness is attached.

Distribution: *Please provide a copy to the parent/guardian/caretaker and fax this form to the Homeless Education Program Administrator 301-644-5290*



Notification of Appeal

To appeal a decision regarding registration of a homeless student, the parent, guardian, caretaker, or unaccompanied you should:

1. **Contact the Homeless Education Coordinator at 301-644-5290**
2. **Within 10 days after receipt of Notification of Denial, complete and FAX this form to the Homeless Education Coordinator at 301-644-5020 or mail a copy to:** Homeless Education Program Administrator
Frederick County Public Schools
191 South East Street
Frederick, MD 21701-5918

<i>Date Submitted</i>

<i>Student(s)</i>	

<i>Person Completing Form</i>	<i>Relationship to Student(s)</i>

<i>Phone</i>	<i>Email Address</i>

<i>I wish to appeal the enrollment decision made by:</i>	
<i>School Official</i>	<i>School</i>

I have been provided with:

- A written explanation of the school's decision. (*Notification of Denial of Enrollment Request*)
- Contact information for the local homeless education coordinator.

Please include a written explanation below to support your appeal.

If the local liaison is unable to resolve this dispute, you may appeal in writing to the: **Superintendent**
Frederick County Public Schools
191 South East Street
Frederick, MD 21701-5918

You may also contact the **State Homeless Education Coordinator** at 410-767-0945.

The school provided me with a copy of this form when submitted. _____(Initial)