

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### CHILDREN AND YOUTH IN TRANSITION (HOMELESS)

The Clarksville-Montgomery County School System (CMCSS) will follow the requirements of the McKinney-Vento Act to ensure that all children and youth in transition have access to a free appropriate public education, including preschool, and are given meaningful opportunities to succeed in our schools.

It is also the policy of CMCSS to view children as individuals. Therefore, we will not refer to children as homeless; instead we will use the term “children and youth in transition” (see definition below). These youth will be given a full opportunity to meet state and local academic achievement standards and they must be included in state and district wide assessments and accountability systems. Our system will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Information regarding our policy will be distributed to all students upon enrollment and once during the school year; provided to students who seek to withdraw from school; and posted in every school in the district, as well as other places where children, youth and families in transition receive services, including family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, health departments and other social service agencies.

#### Identification:

A residency survey will be included on the official Clarksville-Montgomery County Schools Registration Form (Grades PreK-12) for students entering the system. The Clarksville-Montgomery County Schools Emergency Card will address residency.

In collaboration with school personnel and community organizations, the liaison (see definition below) will serve a variety of functions. Please refer to the following the list:

- The liaison will identify children and youth in transition in the district, both in and out of school.
- The liaison will train school personnel on possible indicators of children and youth in transition, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating children and youth in transition to the liaison.
- The liaison will instruct school registrars and secretaries to inquire about possible children and youth in transition upon the enrollment and withdrawal of every student, and to forward information indicating they are children and youth in transition to the liaison. Community partners in identification may include: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions and legal services.
- The liaison will seek to reduce barriers of enrollment and attendance for students in transition to include lack of proof of residency, immunization records, transportation to and from school or origin, free lunch, etc.
- The liaison will keep data on the number of children and youth in transition in the district, where they are living, their academic achievement (including performance on state- and district-wide assessments), and the reasons for any enrollment delays, interruptions in their education or school transfers.

**Definitions:**

**Children and youth in transition** means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and lack a fixed, regular, and adequate nighttime residence, including:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, camping grounds or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; and
- migratory children and youth who are living in a situation described above.

A child or youth will be considered to be in transition for as long as he or she is in a living situation described above.

**Unaccompanied youth** means a youth not in the physical custody of a parent or guardian, who is in transition as defined above. The more general term *youth* also includes unaccompanied youth.

**Enroll and enrollment** means attending school and participating fully in school activities.

**Immediate** means without delay.

**Parent** means a person having legal or physical custody of a child or youth.

**School of origin** means the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

**Liaison** is the staff person designated by our LEA and each LEA in the state as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act.

Associated Documents:

McKinney-Vento Act: <http://www.nationalhomeless.org>

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/02/08		Initial Release
6/13/11	A	Added 1 <sup>st</sup> paragraph under Identification. Substitute “children and youth in transition” for “homelessness” in second paragraph of Identification section
4/30/12	B	Updated Identification section regarding the liaison’s function. Updated logo.

**\*\*\* End of Policy \*\*\***