Homeless Policy

Purpose: To provide help to CSW students in a homeless or foster care situation

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (Title X, Part C of the No Child Left Behind Act) provides educational rights and services for children and youth experiencing homelessness. The Act requires every school to designate a homeless liaison. The liaison’s duties include implementing the McKinney-Vento Act in the school, starting with identifying the children and youth experiencing homelessness.

Definition of Homelessness
Once a school employee is made aware that one of our students is homeless, he/she must notify the Homeless Liaison immediately. Please note that homelessness is defined as a family living in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because they cannot find or afford housing

Identifying Potential Homeless/Foster Care Students
Our school procedures provide us with several opportunities to identify potential homeless/foster care students during the application/acceptance process.

- The first opportunity is that the school’s application form will be used to identify any child with missing address information. Such parents/guardians will be contacted by the school within two weeks in order to ascertain the circumstances associated with the missing information.
- The second opportunity is during the registration process which takes place for students who are accepted during the lottery. All families are required to provide proof of residency; therefore, any instance where this information is not provided will prompt a follow-up conversation with the family to determine the specific situation. These families will be required to complete an affidavit (see Homeless Liaison for Form).
- The third opportunity is when a parent/guardian informs us of a home/mailing address or student transportation change. Such parents/guardians will be contacted by the school within two weeks in order to ascertain the circumstances associated with the change.
- Posters and fliers describing the students’ and parents’ rights regarding homelessness will be displayed in the school’s Main Office. This information informs parents/guardians and students of their rights, as well as the contact information to report homeless student situations.
Help for Families Becoming Homeless

When/If a CSW student family becomes homeless, and a school employee is made aware of the situation, the following steps will be taken:

1. The school employee will notify the student’s school counselor who will refer them to the Homeless liaison. Counselor and liaison will work together to complete the CSW Homeless/Foster Care Student Referral Form (see Homeless Liaison for Form).
2. The school counselor and Homeless Liaison will work together to contact the family.
3. Parents will determine if they wish to continue their child’s enrollment at CSW, or to enroll their child in the district school in the attendance area of their residence.
4. If the parents choose to enroll elsewhere, CSW will contact the receiving liaison to schedule a best interest meeting.
5. If the parents choose to remain at CSW, the school will utilize funds to assist the basic family needs. CSW will identify the student as homeless in eSchool and record all services provided.
6. The CSW Homeless Liaison will track each referral in an Excel database in a confidential folder on the school server to ensure each one is handled in an appropriate and timely manner.