

# California Department of Education

## Homeless Education

### 2015-16 Program Instrument

#### I. Involvement

<b>I-HE 01: Involvement of Parents or Guardians</b>
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I-HE 1. The local educational agency (LEA) shall provide the parents or guardians of homeless children and youth opportunities to participate in the education of their children. (42 U.S.C. § 11432 (g)(6)(A)(iv).)

#### **Evidence**

LEA administrative regulations\*

Upload board-adopted administrative regulations relating to homeless education implementation.

LEA board policy\*

Upload board-adopted board policies relating to homeless education implementation.

Notices to parents\*

Upload samples of flyers, notices, and/or documents providing information to homeless parents.

LEA Parent Involvement Policy

If it addresses involvement of homeless parents, upload board-adopted parent involvement policies.

Parent Handbook\*

Upload most recent parent handbook cover page, table of contents, and page addressing homeless students' rights.

#### II. Governance and Administration

<b>II-HE 02: Policy Against Stigmatization, Segregation</b>
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II-HE 2. The LEA must have adopted a policy that homeless children and youth are not stigmatized or segregated based on their homeless status. (42 U.S.C. § 11432 (g)(1)(J)(i).)

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#### Evidence

LEA administrative regulations\*

Upload board-adopted administrative regulations indicating the specific language that homeless children and youth are not stigmatized or segregated.

LEA board policy\*

Upload board-adopted board policies indicating the specific language that homeless children and youth are not stigmatized or segregated.

Sample of student-level tracking system\*

Upload a sample of the LEA's student-level data system that identifies that a student is homeless and their nighttime residency.

## II. Governance and Administration

### **II-HE 03: Duties of LEA Liaison**

II-HE 3. The LEA shall inform school personnel, service providers, and advocates working with homeless families of the duties of the LEA liaison. (42 U.S.C. § 11432 (g)(6)(B).)

#### Evidence

Consolidated Application and Reporting System (CARS)

LEAs do not upload. Reviewers will access CARS at CDE.

Agendas, minutes, and/or sign-in sheets\*

Upload samples of meetings for each stakeholder (school personnel, service providers, and advocates) that shows that the LEA has informed them of the duties of the liaison.

Posters, flyers, and brochures\*

HE 03, 05, 12, and 16-Upload the posters, flyers, and/or brochures that the LEA posts or disseminates.

Presentation materials\*

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Upload a sample of a homeless education presentation such as a PowerPoint presentation.

## II. Governance and Administration

### II-HE 04: Dispute Resolution Process

II-HE 4. If a dispute arises over school selection or enrollment, the LEA must:

- a) Immediately admit the student to the school in which enrollment is sought, pending resolution of the dispute.
- b) Provide written explanation to the parent or guardian of the school's decision, including the rights of the parent, guardian, or youth to appeal the decision.
- c) REFER the child, youth, parent, or guardian to the LEA liaison to carry out the dispute resolution as expeditiously as possible.
- d) ENSURE that an unaccompanied youth is immediately enrolled in school, pending resolution of the dispute. (42 U.S.C. § 11432 (g)(3)(E).)

### Evidence

LEA board policy\*

Upload board-adopted board policies relating to homeless education implementation.

LEA dispute resolution administrative regulations\*

Upload board-adopted administrative regulations indicating the specific language that homeless children and youth are not stigmatized or segregated.

LEA dispute resolution policy\*

Upload board-adopted board policies indicating the specific language regarding the dispute resolution process.

LEA-developed dispute resolution forms\*

Upload a sample of form that the LEA uses if a homeless student has a dispute.

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Records of Disputes, if any\*

Upload completed dispute records such as letters to the family, forms filled out by the family, and/or information sent to the county office of education, in any.

## II. Governance and Administration

### **II-HE 05; Coordination with State, Community, and School**

II-HE 5. The LEA liaison shall coordinate with state, community, and school personnel to provide education and related services, including:

- a) Public notice of the educational rights of homeless children and youth, disseminated where such services are provided. (42 U.S.C. § 11432 (g)(6)(A)(v).)
- b) Mediation of enrollment disputes. (42 U.S.C. § 11432 (g)(6)(A)(vi).)
- c) Information on and assistance in accessing transportation, including getting to school. (42 U.S.C. § 11432 (g)(6)(A)(vii).)

### **Evidence**

Agendas, minutes, and/or sign-in sheets\*

Upload samples of meetings for each stakeholder (state, community, and school personnel) indicating coordination related to transportation, public notices, and dispute resolution process.

LEA administrative regulations\*

Upload board-adopted administrative regulations relating to homeless education implementation.

LEA board policy\*

Upload board-adopted board policies relating to homeless education implementation.

Posters, flyers, and brochures\*

HE 03, 05, 12, and 16-Upload the posters, flyers, and/or brochures that the LEA posts or disseminates.

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#### Presentation materials\*

Upload a sample of a homeless education presentation such as a PowerPoint presentation.

#### Sample of student-level tracking system\*

Upload a sample of the LEA's student-level data system that identifies that homeless students receive transportation services.

## II. Governance and Administration

### **II-HE 06: Coordinating Services with Local Agencies, LEAs**

II-HE 6. The LEA shall coordinate services it provides with local social services agencies and shall coordinate with other LEAs on interdistrict issues. (42 U.S.C. §§ 5701, 11432 (g)(5)(A)(i), (ii).)

#### **Evidence**

Agendas, minutes of meetings demonstrating coordination with LEAs\*

HE agendas, minutes of meetings demonstrating coordination with LEAs

Agendas, minutes, and/or sign-in sheets\*

Upload samples of meetings for each stakeholder (state, community, and school personnel) indicating coordination related to transportation, public notices, and dispute resolution process.

Coordination with county office of education\*

Upload samples of meetings, coordination, and discussions with the county office of education relating to homeless education issues.

## II. Governance and Administration

### **II-HE 07: Notification in Parents' Languages**

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II-HE 7. The LEA must provide to parents information on school and parent activities in a format and to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318 (e)(5).)

If 15 percent or more of a student body speaks a primary language other than English, as determined by the previous year's language census data, all notices, reports, statements, records sent to parents of such students must be written in English and the primary language. (EC § 48985.)

#### Evidence

Notices to parents in necessary languages as determined by the School Language Census \*

Upload samples of flyers, notices, and/or documents providing information to homeless parents in a language that the parents can understand.

Posters, flyers, or brochures in necessary languages as determined by the School Language Census\*

Upload the posters, flyers, and/or brochures that the LEA posts or disseminates, in a language that the parents can understand.

School language census data

School language census data

## II. Governance and Administration

### II-HE 08: Inventory

II-HE 8. For all categorical programs, the LEA must maintain an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record must describe the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number
- (d) Funding source

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(e) Acquisition date

(f) Cost

(g) Location

(h) Current condition

(i) Transfer, replacement, or disposition of obsolete or unusable equipment

(EC § 35168; 5 CCR § 3946; 2 CFR § 200.313(d).)

#### Evidence

Inventory records\*

Upload a spreadsheet for equipment purchased by these reservation funds and/or Education for Homeless Children and Youth funds. If no purchases were made, then indicate that in the comment section.

Physical check of inventory

This is merely for on-site reviews.

### III. Funding

#### III-HE 09: Funds Reserved for Comparable Services

III-HE 9. The LEA must reserve Title I, Part A, funds as are necessary to provide services to homeless children and youth that are comparable to services provided to children in schools funded under the provisions of Title I, Part A. (42 U.S.C. § 11432 (g)(4).)

#### Evidence

Consolidated Application and Reporting System (CARS)

LEAs do not upload. Reviewers will access CARS at CDE.

Fiscal records\*

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Upload fiscal records indicating how Title I, Part A reservation funds for homeless education were expended for services to homeless children and youth.

Title I, Part A reservation budget plan\*

Upload the Title I, Part A reservation funds for homeless education budget plan indicating how funds will be spent on services to homeless children and youth.

### III. Funding

#### **III-HE 10: Salaries and Wages**

III-HE 10. The LEA must ensure that the LEA properly charges and documents salaries and wages that are reasonable, necessary, and allowable in accordance with applicable Title I, Part A and Education for Homeless Children and Youth (EHCY), when applicable, program. (2 CFR § 200.430(i); 2 CFR § 200.61-62; 2 CFR § 200.302.)

#### **Evidence**

Personnel Activity Reports (PARs)

If the LEA used Title I, Part A reservation funds for homeless education and/or Education for Homeless Children and Youth funds to pay for personnel, upload PARs for each staff member.

Semiannual certifications

If the LEA used Title I, Part A reservation funds for homeless education and/or Education for Homeless Children and Youth funds to pay for personnel, upload certification for each staff member.

### IV. Standards, Assessment, and Accountability

#### **IV-HE 11: SARC**

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IV-HE 11. The School Accountability Report Card (SARC) shall contain all required elements. (EC § 33126(b).)

11.1 The LEA SHALL ANNUALLY ISSUE a SARC for each school, PUBLICIZE such reports, and NOTIFY parents or guardians that a copy will be provided on request. (EC § 35256(c); 20 U.S.C. § 6311 (h)(2)(E).)

11.2 The LEA SHALL ANNUALLY UPDATE AND POST SARC information on the Internet. (EC § 35258.)

#### Evidence

School Accountability Report Card (SARC)

Upload the School Accountability Report Card (SARC), the notification indicating that it is available in hard copy, and the URL.

School Accountability Report Card (SARC) hard copy availability notification\*

Upload the notification indicating that the School Accountability Report Card is available in hard copy. This notification is generally in your Parent Handbook.

School Accountability Report Card (SARC) LEA Web page URL\*

Provide a current URL(s) to the LEA's Web page(s) where each reviewed school's SARC may be viewed.

## V. Staffing and Professional Development

### **V-HE 12: Liaison Coordinates Education Services**

V-HE 12. The LEA shall designate a liaison to coordinate with state, community, and school personnel to provide education and related services to homeless children and youth. (42 U.S.C. § 11432 (g)(1)(J)(ii).)

#### Evidence

Consolidated Application and Reporting System (CARS)

LEAs do not upload. Reviewers will access CARS at CDE.

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Agendas, minutes, and/or sign-in sheets\*

Upload samples of meetings for each stakeholder (state, community, and school personnel) indicating coordination of services to homeless children and youth.

Posters, flyers, and brochures\*

HE 03, 05, 12, and 16-Upload the posters, flyers, and/or brochures that the LEA posts or disseminates.

Presentation materials\*

Upload a sample of a homeless education presentation such as a PowerPoint presentation.

## VI. Opportunity and Equal Educational Access

### **VI-HE 13: Continuing Education in School of Origin**

VI-HE 13. The LEA shall continue the student's education in the school of origin to the extent feasible and when in the best interest of the student, except when doing so is contrary to the wishes of the parents. (42 U.S.C. § 11432 (g)(3)(B)(i).)

13.1 The LEA MUST PROVIDE a written explanation, including a statement regarding the right to appeal, to the parent or guardian if the LEA sends the student to a school other than the school of origin or a school requested by the parent or guardian. (42 U.S.C § 11432 (g)(3)(B)(ii).)

13.2 In the case of an unaccompanied youth, the program liaison MUST ASSIST in placement or enrollment decisions, CONSIDER the youth's views, and PROVIDE notice of the right to appeal. (42 U.S.C. §11432 (g)(3)(B)(iii).)

### **Evidence**

LEA administrative regulations\*

Upload a sample of the LEA's registration form and intake form for homeless students. This might include a student services questionnaire.

Sample student-level tracking system including unaccompanied youth.

LEA board policy\*

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Upload board-adopted board policies relating to homeless education implementation and enrollment.

LEA-developed registration forms\*

Upload a sample of the LEA's registration form and intake form for homeless students. This might include a student services questionnaire.

Sample of student-level tracking system including unaccompanied youth\*

Sample student-level tracking system including unaccompanied youth

## VI. Opportunity and Equal Educational Access

### **VI-HE 14: Provides Comparable Services**

VI-HE 14. The LEA must provide services to homeless students comparable to those offered other students of the school. Such services include:

- a) Transportation (42 U.S.C. § 11432 (g)(4)(A).)
- b) Educational services for which the child or youth meets federal, state, and local program eligibility criteria. (42 U.S.C. § 11432 (g)(4)(B).)
- c) Vocational and technical education (42 U.S.C. § 11432 (g)(4)(C).)
- d) Gifted and talented education (42 U.S.C. § 11432 (g)(4)(D).)
- e) School nutrition programs (42 U.S.C. § 11432(g)(4)(E).)

### **Evidence**

LEA administrative regulations\*

Upload board-adopted administrative regulations relating to homeless education implementation and provision of comparable services.

LEA board policy\*

Upload board-adopted board policies relating to homeless education implementation and provision of comparable services.

Transportation records\*

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Upload completed records indicating that homeless students are receiving transportation to and from the school of origin.

#### LEA-developed registration forms\*

Upload filled-out registration forms, questionnaires, and/or intake forms for homeless students indicating the services that they need. For privacy purposes, please black out students' names.

#### Sample of student-level tracking system showing services provided to homeless children and youth\*

Sample of student-level tracking system showing educational services provided to homeless children and youth

#### School nutrition program forms\*

Upload completed school nutrition program forms and/or records of homeless student automatically qualifying and receiving free school nutrition program services.

## VII. Teaching and Learning

### **VII-HE 15: Immediate Enrollment and Obtaining Records**

VII-HE 15. The LEA must immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment. (42 U.S.C. § 11432 (g)(3)(C).)

15.1 The enrolling school must immediately refer parents or guardians of homeless children or youth to the LEA program liaison to assist them in obtaining necessary immunization or medical records. (42 U.S.C. § 11432 (g)(3)(C)(iii).)

15.2 The LEA shall maintain student records for each homeless child or youth so that the records are available when a child or youth enters a new school or school district. (42 U.S.C. § 11432 (g)(3)(D).)

### **Evidence**

#### LEA administrative regulations\*

Upload board-adopted administrative regulations relating to homeless education implementation and immediate enrollment.

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LEA board policy\*

Upload board-adopted board policies relating to homeless education implementation and immediate enrollment.

Immunization flyers and/or services offered\*

Upload flyers and/or services offered to homeless students as it relates to immunizations, Tdap, or other medical referrals.

LEA-developed registration forms\*

Upload filled-out registration forms, questionnaires, and/or intake forms for homeless students indicating services they are receiving. For privacy purposes, please black out students' names.

Sample of student-level tracking system showing services provided to homeless children and youth\*

Sample of student-level tracking system showing educational services provided to homeless children and youth

## VII. Teaching and Learning

### **VII-HE 16: Coordination of Education and Related Services**

VII-HE 16. The LEA liaison shall coordinate with state, community, and school personnel to provide education and related services for homeless children and youth, including:

- a) Identification of homeless children and youth by school personnel and through coordination activities with other entities and agencies (42 U.S.C. § 11432 (g)(6)(A)(i).)
- b) Enrollment and equal opportunity in LEA schools (42 U.S.C. § 11432 (g)(6)(A)(ii).)
- c) Additional educational services for which they are eligible (42 U.S.C. § 11432 (g)(6)(A)(iii).)
- d) Referrals to health, dental, mental health, and other services (42 U.S.C. § 11432 (g)(6)(A)(iii).)

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e) Information to parents or guardians about the educational and related opportunities available to them and their children (42 U.S.C. § 11432 (g)(6)(A)(iv).)

#### Evidence

LEA administrative regulations\*

Upload board-adopted administrative regulations relating to homeless education implementation and coordination of services.

LEA board policy\*

Upload board-adopted board policies relating to homeless education implementation and coordination of services.

Posters, flyers, and brochures\*

Upload the posters, flyers, and/or brochures that the LEA posts or disseminates.

Referrals given to homeless children, youth, and their families\*

Upload completed referral forms for health, dental, mental health, and other services for homeless students. For privacy purposes, please black out students' names.

LEA-developed registration forms\*

Upload filled-out registration forms, questionnaires, and/or intake forms for homeless students indicating services they are receiving. For privacy purposes, please black out students' names.

Sample of student-level tracking system showing services provided to homeless children and youth\*

Sample of student-level tracking system showing educational services provided to homeless children and youth