



FOOTHILLS
EDUCATION
CHARTER HIGH SCHOOL

Central Office
800-B Madison Street
Danielsville, GA 30633
Phone: 706-795-2191 Ext. 1476
Fax: 706-795-5104
www.foothillscharter.org

March 28, 2016

Gregg Stevens, Deputy Director General Counsel
State Charter School Commission of Georgia

RE: Response to the State Charter Schools Commission (SCSC) March 2016 Monitoring Visit

Dear Mr. Stevens,

Thank you. Thank you for pointing out four areas of concern during your March 2016 monitoring visit to Foothills Education Charter High School. We know that identifying and then, more importantly, correcting these areas will make us a stronger school better able to serve students.

Please find in this communication responses to the SCSC concerns about: homeless education services, special education services, Foothills registration procedures, and notification rights regarding student searches.

Required Immediate Corrective Action:

Foothills' lack of a comprehensive policy for homeless students is inconsistent with the requirements of the McKinney-Vento Act.

In regard to support of Homeless Youth, we have been utilizing a Student Residency Form upon enrollment to identify and support these students, and supporting students with community agency referrals, and transportation assistance. We have now bolstered this identification and support process with scheduled passage of policy JBC, and creation of accompanying McKinney-Vento Program procedures, which are attached, along with a monthly Homeless Youth roster for Site Directors and Social Workers.

Described below is the immediate action that outlines the actions Foothills will take to comply with our charter contract. Included is a timeline for completing each identified action.

Baldwin Foothills
155 Hwy. 49 West
Milledgeville, GA 30161
Phone: 478-453-6429

Barrow Foothills
54 West Star St.
Bethlehem, GA 30620
Phone: 770-867-1711

Clarke Foothills
440-3 Dearing Extension
Athens, GA 30606
Phone: 706-353-1172

Jackson Foothills
1435 Hoods Mill Rd.
Commerce, GA 30529
Phone: 706-423-5110

Madison Foothills
600 Madison St.
Danielsville, GA 30633
Phone: 706-795-2197

Lee Arrendale
2023 Gainesville Hwy.
Alto, GA 30510

Burruss
1000 Indian Springs Dr.
Forsyth, GA 31029



FOOTHILLS
 EDUCATION
 CHARTER HIGH SCHOOL

Central Office
 800-B Madison Street
 Danielsville, GA 30633
 Phone: 706-795-2191 Ext. 1476
 Fax: 706-795-5104
www.foothillscharter.org

March 21-25, 2016: Review current homeless policies and procedures to determine areas in need of remediation.

March 21-25, 2016: Create a plan for addressing the areas in need of remediation.

March 23, 2016: Distribute updated homeless procedures to all site directors and student services staff.

March 28-31, 2016: Modify all registration and enrollment procedures to accommodate the homeless identification process.

April 26, 2016: Present homeless policy and procedures to the Foothills governance board for Approval.

Comprehensive Policy and Procedure lacking for identifying and serving students under the McKinney-Vento Homeless Assistance Act

(see policy attachment)

Foothills continuing obligations to identify and eliminate barriers for homeless students throughout the school year

(see procedures and enrollment roster attachments)

Designate a liaison for homeless children and youth who assists other school staff in enrolling, attending, and succeeding in school:

- *Mr. Kelly Girtz, Regional Director for Student Services and Special Education, is the designated liaison for homeless students*
- **Responsibilities of the Homeless Liaison**
 - *To ensure homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;*

Baldwin Foothills
 155 Hwy. 49 West
 Milledgeville, GA 30161
 Phone: 478-453-6429

Barrow Foothills
 54 West Star St.
 Bethlehem, GA 30620
 Phone: 770-867-1711

Clarke Foothills
 440-3 Dearing Extension
 Athens, GA 30606
 Phone: 706-353-1172

Jackson Foothills
 1435 Hoods Mill Rd.
 Commerce, GA 30529
 Phone: 706-423-5110

Madison Foothills
 600 Madison St.
 Danielsville, GA 30633
 Phone: 706-795-2197

Lee Arrendale
 2023 Gainesville Hwy.
 Alto, GA 30510

Burruss
 1000 Indian Springs Dr.
 Forsyth, GA 31029



FOOTHILLS
EDUCATION
CHARTER HIGH SCHOOL

Central Office

800-B Madison Street

Danielsville, GA 30633

Phone: 706-795-2191 Ext. 1476

Fax: 706-795-5104

www.foothillscharter.org

- *To ensure homeless children and youth enroll in and have a full and equal opportunity to succeed in school;*
- *To ensure homeless families, children and youth receive educational services for which such families, children and youth are eligible (including Head Start and Even Start programs and preschool programs administered by the school system) and referrals to health care services, dental services, mental health services and other appropriate services*
- *To ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;*
- *To ensure public notice of the educational rights of homeless children and youth is disseminated where such children and youth receive services under the McKinney Vento Act;*
- *To ensure enrollment disputes are mediated in accordance with regulations*
- *To ensure that parents or guardians of homeless children or youth and any unaccompanied youth, are fully informed of all transportation services, including transportation to the school of origin*

Problematic Operations Considerations Actions:

- 1. Improve the school's special education policies to ensure the school meets the individualized needs of its students.**

March 22, 2016 – the Foothills Governance board approved the posting of a position to provide additional administrative support for students with disabilities – special education coordinator. This person will work with the Regional Director for Student Services and Special Education to ensure that all special education policies and practice meet the individualized needs of its students.

Baldwin Foothills
155 Hwy. 49 West
Milledgeville, GA 30161
Phone: 478-453-6429

Barrow Foothills
54 West Star St.
Bethlehem, GA 30620
Phone: 770-867-1711

Clarke Foothills
440-3 Dearing Extension
Athens, GA 30606
Phone: 706-353-1172

Jackson Foothills
1435 Hoods Mill Rd.
Commerce, GA 30529
Phone: 706-423-5110

Madison Foothills
600 Madison St.
Danielsville, GA 30633
Phone: 706-795-2197

Lee Arrendate
2023 Gainesville Hwy.
Alto, GA 30510

Burruss
1000 Indian Springs Dr.
Forsyth, GA 31029



FOOTHILLS

EDUCATION CHARTER HIGH SCHOOL

Central Office

800-B Madison Street

Danielsville, GA 30633

Phone: 706-795-2191 Ext. 1476

Fax: 706-795-5104

www.foothillscharter.org

Ongoing –Updating our Special Education Manual for staff members is underway, including greater clarity regarding the initial referral process and range of needs for which Foothills, like all public school, is responsible for supporting. The current complete Manual is available on the Foothill’s web site.

March 25, 2016 – a revised statement has been posted on the Foothills web site stating clearly for students, parents, and staff the procedures for accessing special education services:

Foothills utilizes the Georgia Response to Intervention and Student Support Team referral process to support student needs, which may include the need for Special Education Services. Students may be referred for evaluation by parent(s), teacher(s), other Foothills staff, and/or self. If a disability is suspected, Foothills staff should take the following steps to initiate an evaluation:

- Obtain Consent to Evaluate – signed by parent(s), or student if 18 or above
- Provide copy of Parent Rights (to parents, or student if 18 or above)
- Complete Health Department Hearing/Vision Referral
- Complete Referral for Evaluation Form
- Obtain Case History Form (completed by parent)
- Provide other documentation, if applicable:
 - Standardized Test Record
 - Discipline Record
 - Retention/Assignment Record
 - Prior Evaluation Reports

Once the Consent to Evaluate form is received by the school, a 60-day timeline begins. Within 60 days, a meeting must be held to discuss results and the student’s eligibility (or ineligibility) for Special Education services.

2. Improving its Student Handbook to more accurately provide when student searches will occur.

March 24, 2016 – the student handbook on line and in print has been modified to reflect the following regarding student searches. See below:

Baldwin Foothills
155 Hwy. 49 West
Milledgeville, GA 30161
Phone: 478-453-6429

Barrow Foothills
54 West Star St.
Bethlehem, GA 30620
Phone: 770-867-1711

Clarke Foothills
440-3 Dearing Extension
Athens, GA 30606
Phone: 706-353-1172

Jackson Foothills
1435 Hoods Mill Rd.
Commerce, GA 30529
Phone: 706-423-5110

Madison Foothills
600 Madison St.
Danielsville, GA 30633
Phone: 706-795-2197

Lee Arrendale
2023 Gainesville Hwy.
Alto, GA 30510

Burruss
1000 Indian Springs Dr.
Forsyth, GA 31029



FOOTHILLS
EDUCATION
CHARTER HIGH SCHOOL

Central Office
 800-B Madison Street
 Danielsville, GA 30633
 Phone: 706-795-2191 Ext. 1476
 Fax: 706-795-5104
www.foothillscharter.org

Page 21 of Student Handbook

Student Searches

A Site Director or designee may search a student if there is reasonable grounds that the search may turn up evidence that the student has violated or is violating either the law or rules of the school as set forth in the student handbook. Law enforcement and specially trained dogs to detect drugs

will be used at the discretion of the Site Director to search lockers, book bags, cars and the school premises with or without the student's permission.

3. Clarifying that students do not need to provide records of withdrawal from their previous school prior to enrolling in Foothills.

The following actions have or will be taken:

March 21-24, 2016 – all handbooks and on line references have been edited to remove reference to the requirements of withdrawal forms and or transcripts. See below:

Page 6 of Student Handbook

To register, full time students need to:

- come in and request enrollment,
- fill out all required paperwork including permission to request records from previous school,
- understand that enrollment is provisional for 30 calendar days while awaiting evidence of age, residence or other local requirements

March 24, 2016 – change the content of the Foothills brochure to eliminate the sentence: "Bring a withdrawal form from your previous school to the campus of your choice."

March 24, 2016 – communicate to all registrars, counselors, and site directors that withdrawal forms and transcripts are not required for enrollment. These documents will be sought after the student

Baldwin Foothills
 155 Hwy. 49 West
 Milledgeville, GA 30161
 Phone: 478-453-6429

Barrow Foothills
 54 West Star St.
 Bethlehem, GA 30620
 Phone: 770-867-1711

Clarke Foothills
 440-3 Dearing Extension
 Athens, GA 30606
 Phone: 706-353-1172

Jackson Foothills
 1435 Hoods Mill Rd.
 Commerce, GA 30529
 Phone: 706-423-5110

Madison Foothills
 600 Madison St.
 Danielsville, GA 30633
 Phone: 706-795-2197

Lee Arrendale
 2023 Gainesville Hwy.
 Alto, GA 30510

Burruss
 1000 Indian Springs Dr.
 Forsyth, GA 31029



FOOTHILLS

EDUCATION CHARTER HIGH SCHOOL

Central Office

800-B Madison Street

Danielsville, GA 30633

Phone: 706-795-2191 Ext. 1476

Fax: 706-795-5104

www.foothillscharter.org

enrolls and accepts if they are produced before enrollment but the lack of documentation will not prevent a student from enrolling. See below:

"Hello all.

As many of you know, back when we had our initial training as registrars we were told we needed a transcript and withdrawal form from students enrolling in Foothills.

The State now tells us that **we are to enroll students without the transcript and withdrawal forms** in order to not delay their enrollment into school.

From this point forward, if a student comes to enroll without these documents we will follow normal protocol with the exception noted with an *.

1. Student/parent will complete enrollment forms on site (it is best not to send these forms home if at all possible)
2. Student/parent will meet with site director and graduation coach to complete any forms.
3. Student/parent will meet with counselor to determine classes.

*Counselor will assign students without transcript into Tools for College and Study Skills until records can be obtained from previous school. Once records are received, the student will again meet with counselor to determine what courses the student will take.

Registrars will assign Peer Facilitation as filler classes until permanent class can be assigned.

Registrars: please be sure to ask the former school to please expedite an email or fax with unofficial transcript, withdrawal form, and discipline as soon as possible, as many schools will only mail records, but these 3 things are needed immediately. If you have a relationship with the former school and they will forward everything immediately, that is fine. We just need to get these items as soon as possible.

Baldwin Foothills
155 Hwy. 49 West
Milledgeville, GA 30161
Phone: 478-453-6429

Barrow Foothills
54 West Star St.
Bethlehem, GA 30620
Phone: 770-867-1711

Clarke Foothills
440-3 Dearing Extension
Athens, GA 30606
Phone: 706-353-1172

Jackson Foothills
1435 Hoods Mill Rd.
Commerce, GA 30529
Phone: 706-423-5110

Madison Foothills
600 Madison St.
Danielsville, GA 30633
Phone: 706-795-2197

Lee Arrendale
2023 Gainesville Hwy.
Alto, GA 30510

Burruss
1000 Indian Springs Dr.
Forsyth, GA 31029



FOOTHILLS
EDUCATION
CHARTER HIGH SCHOOL

Central Office

800-B Madison Street

Danielsville, GA 30633

Phone: 706-795-2191 Ext. 1476

Fax: 706-795-5104

www.foothillscharter.org

Please let us know if you have any questions. I hope you have a great afternoon and a pleasant weekend.

--

Karen Patman

Regional Registrar

Foothills Education Charter High School

706-795-2191 ext. 1476"

March 29-April 1, 2016 – all enrollment forms on paper and on line edited to remove any reference to withdrawal forms or required transcripts prior to enrollment.

Please let us know if any other information is needed.

Sincerely,

Dr. Sherrie Gibney-Sherman, Superintendent

Foothills Education Charter High School

XC: Via Electronic Email Only

Dr. Bonnie Holliday, Executive Director, SCSC

Dr. Allen McCannon, Foothills Board Chairperson

Baldwin Foothills
155 Hwy. 49 West
Milledgeville, GA 30161
Phone: 478-453-6429

Barrow Foothills
54 West Star St.
Bethlehem, GA 30620
Phone: 770-867-1711

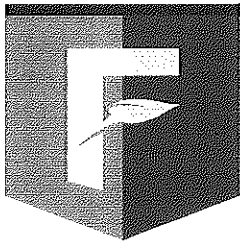
Clarke Foothills
440-3 Dearing Extension
Athens, GA 30606
Phone: 706-353-1172

Jackson Foothills
1435 Hoods Mill Rd.
Commerce, GA 30529
Phone: 706-423-5110

Madison Foothills
600 Madison St.
Danielsville, GA 30633
Phone: 706-795-2197

Lee Arrendale
2023 Gainesville Hwy.
Alto, GA 30510

Burruss
1000 Indian Springs Dr.
Forsyth, GA 31029



FOOTHILLS

EDUCATION

CHARTER HIGH SCHOOL

Homeless Students Policy JBC

Board Approved: Pending

Foothills Education Charter High School will follow the requirements of the McKinney-Vento Homeless Assistance Act (reauthorized in 2004) to ensure that all students receive a free, appropriate, public education and are given meaningful opportunities to succeed in our schools. Children are viewed with respect at Foothills; therefore, this policy will not refer to children as *homeless* - it will instead use the term *children and youths experiencing homelessness*.

Definitions

The term *children and youths experiencing homelessness* includes students who are otherwise legally entitled to, or eligible for, a free, public education (including preschool), but who lack a fixed, regular, and adequate nighttime residence.

A child or youth is considered to be experiencing homelessness for as long as he or she is in a living situation outlined in the McKinney-Vento Act and until the end of the school year in which the student moves into permanent housing.

The term *unaccompanied youth* includes a youth not in the physical custody of a parent or guardian and who is homeless as defined by law. The more general term *youth* also includes unaccompanied youth.

The terms *enroll* and *enrollment* include attending classes and participating fully in school activities.

Immediate means without delay.

Parent means a person having legal or physical custody of a child or youth. Legal guardians are included in this term.

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.

Local Liaison is the staff person designated by the system's local educational agency (LEA) and each LEA in the state as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Homeless Assistance Act.

Identification

In collaboration with school personnel and community organizations, the local liaison or designee will identify children and youths experiencing homelessness in the district, both in and out of school, and maintain access to data regarding students in this situation. The local liaison or designee will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth experiencing homelessness, and procedures for forwarding information indicating homelessness to the liaison. The local liaison will also instruct school registrars and secretaries to offer homeless education information upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the liaison.

The local liaison will keep data on the number of children and youths experiencing homelessness 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, interruption in their education, or school transfers.

School Selection

Each child and youth experiencing homelessness has the right to remain at his or her school of origin or to attend the school that serves students who live in the attendance zone in which the child or youth is actually living. Therefore, in selecting a school, children and youths experiencing homelessness shall remain at their schools of origin to the extent feasible, except when doing so is contrary to the wishes of the child's parent or guardian. Students may remain at their schools of origin the entire time they are in this situation and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years.

Enrollment

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students experiencing homelessness may not have school enrollment documents readily available. Nonetheless, the school selected for enrollment must immediately enroll any child or youth in this situation. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment.

Unaccompanied youth must also be immediately enrolled in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or the LEA local liaison. If complete records are not available, IEP teams or other committees or school officials, as appropriate, must use good judgment in choosing the best course of action, balancing procedural requirements, and the provision of services. In all cases, the goal will be to avoid any disruption in appropriate services.

Transportation

Transportation is not offered to any student at Foothills Education Charter High School; however, Foothills will provide vouchers for public transportation when needed by any student considered experiencing homelessness.

Services

Children and youths experiencing homelessness shall be provided services comparable to services offered to other students in the school selected. School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must be provided in a form, manner, and language understandable to each.

Disputes

If a dispute arises over any issue covered in this policy, the child or youth experiencing homelessness will be immediately admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student shall also have the rights of a student experiencing homelessness to all appropriate educational services while the dispute is pending.

The school where the dispute arises shall provide the parent or unaccompanied youth with a written explanation of its decision, give

explanation of the right to appeal, and immediately refer the parent or youth to the local liaison. The parent or unaccompanied youth shall be given every opportunity to participate meaningfully in the resolution of the dispute.

Title I, Part A

Children and youths experiencing homelessness are automatically eligible for Title I services, regardless of what school they attend. The district's Title I plan will be coordinated with all McKinney-Vento services through collaboration between the Title I Director and the local liaison. Children and youths experiencing homelessness will be assessed, reported on, and included in accountability systems as required by federal law and U.S. Department of Education Regulations and Policy Guidance.

Training

The local liaison or designee will conduct training and sensitivity/awareness activities for the appropriate school support staff at least once each year.

The local liaison shall also obtain from every school the name and contact information of a building liaison. Building liaisons will lead and coordinate their school's compliance with this policy and will receive training from the local liaison annually.

Coordination

The local liaison shall coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the pupil transportation department, local liaisons in neighboring districts, and other organizations and agencies.

Foothills Education Charter School: McKinney-Vento Program

Background:

The McKinney Vento Homeless Assistance Act was reauthorized in January of 2002 under Title VII-B (42 USC 11431et seq.). The following is the policy of the United States Congress:

- Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths
- In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youths
- Homelessness alone is not sufficient reason to separate students from the mainstream school environment
- Homeless children and youth should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held

Procedures:

Procedures are to be based on the requirements set forth in the McKinney Vento Homeless Assistance Act and guidance documents from the Georgia Department of Education and National Center for Homeless Education. These procedures are to ensure the following:

- Homeless children have equal access to the same public preschool programs, administered by the State agency, as provided to other children in the State
- Homeless youth and youth separated from the public schools are identified and accorded equal access to appropriate secondary education and support services
- Homeless children and youth who meet the relevant eligibility criteria are able to participate in Federal, State, or local before and after school care programs.

1. Assignment of Homeless Liaison

The Superintendent or designee will designate a district level certified employee to serve as the Homeless Liaison for students in Foothills Education Charter High School. The Liaison shall be familiar with community agencies and resources that would be beneficial for families experiencing homelessness.

Foothills Education Charter School: McKinney-Vento Program

2. Responsibilities of the Homeless Liaison

- a. To ensure homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
- b. To ensure homeless children and youth enroll in and have a full and equal opportunity to succeed in school;
- c. To ensure homeless families, children and youth receive educational services for which such families, children and youth are eligible (including Head Start and Even Start programs and preschool programs administered by the school system) and referrals to health care services, dental services, mental health services and other appropriate services
- d. To ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- e. To ensure public notice of the educational rights of homeless children and youth is disseminated where such children and youth receive services under the McKinney Vento Act;
- f. To ensure enrollment disputes are mediated in accordance with regulations
- g. To ensure that parents or guardians of homeless children or youth and any unaccompanied youth, are fully informed of all transportation services, including transportation to the school of origin

3. Identification

The Homeless Liaison shall meet with Registrars and site Social Workers to provide training in indentifying students who may qualify as homeless. The information should include the importance of sensitivity in dealing with families experiencing homelessness. Staff should be provided with written materials and given opportunities to ask questions. In addition, posters about the McKinney-Vento Act shall be displayed in the areas in or near the enrollment offices of each school site and local agencies that offer services for families experiencing homelessness.

During the enrollment process each parent/guardian is given the *Residency Questionnaire* to screen for students who may be potentially eligible for the McKinney Vento Program. When either of the first two questions are marked "Yes" the Social Worker for the site is to be contacted to further investigate eligibility. After obtaining additional information the Social Worker is to contact the Homeless Liaison for Foothills Education Charter High School. The Homeless Liaison will have the final determination of eligibility.

In addition to identification of homelessness at initial enrollment, site Social Workers will communicate regularly with other Student Services staff members (Counselors, Graduation Coaches, Career Specialists, Teacher-As-Mentor Coordinators) to identify students who have become homeless throughout the year.

Foothills Education Charter School: McKinney-Vento Program

At the start of a new academic year, the Homeless Liaison will contact those students previously identified to determine whether their status has remained the same.

The Homeless Liaison shall be responsible for updating State Reporting screens in the student data system for each eligible student with appropriate current criteria.

- 1) Code Homeless as "Yes"
- 2) Code Primary Night Shelter : 1- Shelters, 2- Double-Up, 3-Unsheltered or 4-Hotel/Motel.
- 3) Code Environment: 1-intitution for neglected, 2- institution for delinquent, 3- homeless, or 4- unaccompanied youth

The student name will be forwarded to the Data Specialist/FTE Coordinator for Infinite Campus so that the student will be properly identified for state reporting requirements.

In addition the School Social Workers should maintain familiarity with community agencies that have resources to help families experiencing homelessness.

The Homeless Liaison will report monthly to each Site Director and Site Social Worker those students currently served.

4. School Selection

Students will be eligible to attend their school of origin according to the child's best interest. In determining the best interests of the student, efforts shall be made to consider the wishes of the parent, the distance from home to school of origin and other factors that may apply or be considered by the parent. Students that have been attending any Foothills location may transfer enrollment to any other location that is more convenient.

5. Enrollment

After students have been identified as eligible for homeless status under the McKinney-Vento Act they shall be immediately enrolled in school. As directed by The Act, the requirement to produced required documents for enrollment (birth certificates, discipline record, grades, residence, immunization, etc.) shall be waived. The Registrar, Homeless Liaison or site School Workers will assist the parent/guardian in obtaining the documents so as to complete the academic record for the student.

6. Transportation

Foothills Education Charter High School does not provide transportation to school. In order to help reduce transportation as a barrier to school attendance gas cards or public transit passes are provided for identified students.

Foothills Education Charter School: McKinney-Vento Program

7. Disputes

When families or unaccompanied youth disagree with a decision (i.e., school enrollment or school selection) made by the school or Homeless Liaison the parent/guardian shall be given written explanation of the decision. The explanation letter should also contain the rights of the parent/guardian as well as the right to appeal the decision.

Complaints made to the School System regarding the disagreement should be directed to the Superintendent. The Homeless Liaison shall keep parents/guardians informed until the disagreement is resolved.

8. School Services

The Homeless Liaison shall ensure that school personnel assist students in the McKinney Vento Program to access all eligible services such as Title I programs, career and technical programs, special education, and gifted and talented.

The site Social Worker will also track academic progress through communication with the Teacher-As-Mentor Coordinator and student Mentors, who work to monitor academic progress of all Foothills students.

9. Community Agencies

Communication with agencies which offer services to homeless families should be maintained. The Homeless Liaison supports the School Social Worker and will communicate needs to non-profit groups and government agencies such as Department of Family and Children Services. Social Workers at each Foothills site will record those services provided to homeless youth and convey this to the Homeless Liaison.

10. Comprehensive Local Implementation Plan and Descriptors

The Homeless Liaison collaborates with the Title I Director to write the descriptors for the Comprehensive Local Implementation Plan. The annual Homeless Children and Youth Survey shall be completed by the Liaison. In addition the amount of the Set-Aside is to be determined after a review of the expenses from the previous fiscal year and needs of the students.

Questions to guide the discussion could include the following:

- Who are the key partners serving students and families?
- What information do these partners have about our students and families?
- What if any, barriers exist to providing services to our students and families?
- How much did we spend last year?
- Where do we expect to spend next year?

Foothills Education Charter School: McKinney-Vento Program

- How many students were identified as homeless last year compared to this year?
- What does the assessment data tell us about the academic needs of our students?

11. Professional Development

Current information on regulations and interpretation of regulations for the McKinney Vento Act shall be considered important part of the program. As such, the Homeless Liaison would be granted permission to participate in programs presented by the Georgia Department of Education. Webinars and guidance documents from National Center for Homeless Education are encouraged. Social Workers will be routinely provided with training updates to support their work at Foothills sites.

