

SULPHUR PUBLIC SCHOOLS

HOMELESS LIAISON DUTIES AND RESPONSIBILITIES

The following are the duties and responsibilities of the Sulphur Public Schools Homeless Liaison:

- Review local policies and procedures that may impact homeless children and youth, such as school enrollment and access to school programs.
- Revise local policies and procedures determined to be potential barriers for homeless children and youth.
- Ensure that homeless students are identified by school personnel.
- Ensure that homeless students enroll in, and receive equal opportunity to succeed in, the Sulphur Public Schools System.
- Ensure that homeless families, children, and youth receive educational services for which they are eligible, including free school meals, Head Start, Preschool administered by the Sulphur Public School District, referrals to health, mental health, dental, and other appropriate services.
- Ensure that parents or guardians are informed of educational and related opportunities that are available to their children and are provided meaningful opportunities to participate in their children's education.
- Assist in the resolution of disputes, ensuring that they are mediated in accordance with the state's dispute resolution process.
- Facilitate transportation arrangement.
- Ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth is fully informed of all educational rights, including the right to remain in, and receive transportation to, the school of origin.
- Post the educational rights of homeless children and youth in all school sites.
- Post the educational rights of homeless children and youth in the community in places where homeless families and youth may receive services, such as shelters, public health clinics, libraries, and food banks.
- Inform school personnel, service providers, and advocates who work with homeless families and youth about the duties of the local liaison.
- Collaborate and coordinate with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth.
- Assist unaccompanied youth in school enrollment and placement decisions, including considering the youth's wishes in those decisions, and providing notice to the youth of the right to appeal such decisions through the dispute resolution process.
- Ensure that unaccompanied youth are enrolled immediately in school pending the resolution of any dispute that arises over school enrollment and placement.
- Assist children and youth who do not have immunizations or medical records in obtaining the necessary immunizations or records.

- Provide professional development for school district staff to build awareness of the educational needs of homeless students, legal responsibilities of the school, and local policies and procedures.
- Provide outreach to community service providers through presentations, announcements, and dissemination of relevant resources.
- Provide training for parents and/or guardians.
- Distribute school supplies, clothing, and other useful resources to schools.
- Conduct a needs assessment to find out what needs to be improved in the district's efforts to serve homeless students.
- Conduct an evaluation of the district's homeless education program.