



2024-2025 Texas Education for Homeless Children and Youth

Competitive Grant Application: Due 11:59 p.m. CT, April 23, 2024

NOGA ID

Application stamp-in date and time

TEA will only accept grant application documents by email, including competitive grant applications and amendments. Submit grant applications and amendments as follows:

Competitive grant applications and amendments to competitivegrants@tea.texas.gov

McKinney Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX, Part A of the ESSA (42 U.S.C. 11431 et seq.)

Authorizing legislation:

Grant period: From 09/01/2024 to 08/31/2025 Pre-award costs: ARE NOT permitted for this grant

Required attachments: Refer to the program guidelines for a description of any required attachments.

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

1. Applicant Information

Name of organization Galveston Independent School District

CDN 084-902 Vendor ID 1746000921 ESC 4 UEI HLPJMW7AWLG4CCR

Address P. O. Box 660 City Galveston ZIP 77552 Phone 409-766-5100

Primary Contact Mary Patrick Email MaryPatrick@gisd.org Phone 409-766-5177

Secondary Contact Jeffrey Martello Email JeffreyMartello@gisd.org Phone 409-766-5151

2. Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the grant application, as applicable, and that these documents are incorporated by reference as part of the grant application and Notice of Grant Award (NOGA):

- Grant application, guidelines, and instructions
- Debarment and Suspension Certification
- General Provisions and Assurances
- Lobbying Certification
- Application-Specific Provisions and Assurances
- ESSA Provisions and Assurances requirements

Authorized Official Name Matthew Neighbors Title Supt. Email MatthewNeighbors@gisd.org

Phone 409-766-5121 Signature M. Neighbors Date 4/23/2024

Grant Writer Name Mary Patrick Signature mary Patrick Date 4/23/24

Grant writer is an employee of the applicant organization. Grant writer is not an employee of the applicant organization.

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3. Shared Services Arrangements

Shared services arrangements (SSAs) are permitted for this grant.
Check the box below if applying as fiscal agent. See Program Guidelines for SSA limitations for this grant.

The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. Complete the attached **TEHCY ESC SSA Member Chart**, see the Program Guidelines for further guidance on completing the attachment.

4. Identify/Address Needs

List up to three quantifiable needs, as identified in your needs assessment, that these program funds will address. Describe your plan for addressing each need.

Quantifiable Need	Plan for Addressing Need
Create a level planning field by providing the basic needs for students (uniforms, school supplies, hygiene, medical, dental and housing assistance).	Partner with local agencies, local stores, philanthropic organizations and the community to provide the necessary needs for our students. Seek out other resources for the student and their families. Continue to be more visible and be on different community boards.
Improve student academic progress and attendance in moving them to the next level (grade or graduation).	Monitoring students' grades every 4 1/2 weeks (elementary and middle) and three (secondary) weeks. Seek different resources to assist the students. Advocate school and community resources to assist the students. Monitor attendance daily when receiving the District Attendance Log.
Creating an on-going support system for the students and parents or guardian of available services to assist them in moving toward being self sufficient.	Monitor students and their families and making monthly contact with the student and the families as to their status and provide necessary resources to meet their needs. Also, all available services will be sent out through Parent Square on a monthly basis and sooner if resources are available to all students and families.

5. SMART Goal

Describe the summative SMART goal you have identified for this program (a goal that is Specific, Measurable, Achievable, Relevant, and Timely), either related to student outcome or consistent with the purpose of the grant.

By May 2025, 90% of students who are identified as McKinney-Vento (homeless) will be on target to advance to the next level (grade or graduation) as evident by grades, attendance and their result on local and state assessments.

6. Measurable Progress

Identify the benchmarks that you will use at the end of the first three grant quarters to measure progress toward meeting the process and implementation goals defined for the grant.

First-Quarter Benchmark

By the end of the first six weeks (elementary and middle) or nine weeks (high school), 70% of the students labeled McKinney Vento (homeless) students will be on track to the next grade level or graduation as evident by receiving a grade of C or better with no more than 3 absences.

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6. Measurable Progress (Cont.)**Second-Quarter Benchmark**

By the end of the first semester, 80% of the students labeled McKinney Vento (homeless) students will be on track to the next grade level or graduation as evident by receiving a grade of C or better with no more than 6 absences.

Third-Quarter Benchmark

By the end of the year, 90% of the students labeled McKinney- Vento (homeless) students will be on track to the next grade level or graduation as evident by receiving a grade of C or better with no more than 10 absences.

7. Project Evaluation and Modification

Describe how you will use project evaluation data to determine when and how to modify your program. If your benchmarks or summative SMART goals do not show progress, describe how you will use evaluation data to modify your program for sustainability.

All students who are identified as MV students will be monitored every three or four weeks depending on their grade level. Students who may not be on track for meeting their targets will receive additional support once the team meets to determine the appropriate support that is needed. The supports may include counseling, tutoring, conferences with teachers, additional testing to determine intervention needs, medical appointment, visual screening, and other services determined to be needed. The MV Liaison/Case Managers will meet with the campus staff Intervention Teams to discuss and determine the appropriate actions that need to be taken to ensure student success. The MV Liaison will ensure that the students have no barriers when it comes to school resources. The MV Liaison will meet with Campus Administration on a six or nine week basis to get input and provide input to the campus team to ensure that barriers do not exist for the students in receiving services to meet their needs. If barriers exist or potential barriers exist, the MV Liaison will work directly with the campus to immediately eliminate those barriers. If additional training is needed, the training will take place during a faculty meeting. If it is an individual or two, the MV/Case Manager will meet with them. Constant feedback will be requested from the DEC (District Education Committee) to review the goals and support services for MV identified students. The DEC is made up of a representative from each campus, a parent from each campus, District Level Directors and the Superintendent Cabinet Level Staff. Each campus will go back to their campus report and provide feedback on recommended changes or supports that are needed for support to the campuses for students who are identified as McKinney-Vento. Those changes will be reviewed and recommended changes may occur. The MV/Case Managers will continue to monitor grades, attendance, behavior and the family status. As a MV team, we will meet every two weeks and sometimes weekly if needed to discuss issues and resolve those issues immediately. In the fall, we meet weekly and sometimes daily to make sure the students are all on target. If changes are made the communication will be provided to the campus. This process is constant and on-going.

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8. Statutory/Program Assurances

The following assurances apply to this grant program. In order to meet the requirements of the grant, the grantee must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- 3. The applicant provides assurance that they accept and will comply with [Every Student Succeeds Act Provisions and Assurances](#) requirements
- 4. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2024-2025 Texas Education for Homeless Children and Youth Program Guidelines.
- 5. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2024-2025 Texas Education for Homeless Children and Youth Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 6. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.
- 7. The applicant provides assurance that all data requests from TEA and any entity acting on the behalf of TEA are accurately and promptly reported.
- 8. The applicant provides assurance that performance evaluation reports are submitted for each year grant funds are received.
- 9. The applicant provides assurance that fiscal monitoring reports are submitted for each year grant funds are received.
- 10. The applicant provides assurance that the use of subgrant funds will comply with section 11432(g)(3) through (7) of the McKinney-Vento Homeless Assistance Act.
- 11. The applicant provides assurance that all homeless children and unaccompanied youth have equal access to the same free, appropriate public education, including public prekindergarten programs in accordance with TEC 29.153, as provided to other children and youth.
- 12. The applicant provides assurance that it will review and revise any policies that may act as barriers to the identification, enrollment, and retention of homeless children and unaccompanied youth; including policies related to outstanding fees, fines, absences, proof of residency, immunizations, birth certificates, guardianships, school records, transportation and other documentation.
- 13. The applicant provides assurance that it will provide access to educational and other services needed for homeless children and unaccompanied youth, to ensure that such children and youth have an opportunity to meet the same challenging state academic standards to which all students are held.

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8. Statutory/Program Assurances (Cont.)

14. The applicant provides assurance that all homeless children and unaccompanied youth receive prompt and appropriate placement in programs such as: Special Education, Career and Technical Education, Gifted and Talented, and English Learner.
15. The applicant provides assurance that it will collaborate with district stakeholders to implement and monitor early warning academic interventions, to ensure on time promotion and graduation for homeless children and unaccompanied youth.
16. The applicant provides assurance that collaboration will occur with the McKinney-Vento Liaison and district stakeholders for proper identification and coding of homeless children and unaccompanied youth.
17. The applicant provides assurance that services provided by grant funds will not replace regular academic programs.
18. The applicant provides assurance that all identified and enrolled are accurately reported in Texas Student Data System (TSDS) Public Education Information Management System (PEIMS) in a timely manner.
19. The applicant provides assurance of collaboration with local social service agencies to provide support services and community resources for homeless children, unaccompanied youth and their families.
20. The applicant provides assurance that all homeless children and unaccompanied youth receive free meals and transportation to the school of origin, when requested by the parent, guardian, or unaccompanied youth, if it is deemed in the best interest of the student.
21. The applicant provides assurance that it will remove barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs.
22. The applicant provides assurance that at least one person affiliated with the management of this grant will attend required trainings
23. The applicant provides assurance to submit a detailed report that includes all grant activities and usage of funds for the 2024-2025 Texas Education for Homeless Children and Youth (TEHCY) grant.
24. The applicant provides assurance that if services are provided on school grounds, the schools can use funds to provide the same services to other children and youth who are determined by the LEA to be at risk of failing in or dropping out of school. If programming does not occur on school grounds, the applicant cannot use McKinney Vento grant funds to pay for services to at-risk housed students [42 U.S.C. Section 11433\(a\)\(2\)\(B\)\(i\)](#).
25. Utilize [TEA Other Special Populations Self-Assessment](#) to review and analyze McKinney-Vento program implementation. This self-assessment activity must be completed by November 1, 2024, and used to inform program implementation and enhancements throughout the grant period.
26. Ensure program has a data informed plan and strategy in place to support program implementation across all campuses. Including the following data indicators: a. Review district level data to provide intensive support and targeted training and technical assistance to campuses who historically have had low or zero identification of students experiencing homelessness. b. Provide intensive support and targeted training and technical assistance to campuses who utilize the same identifier code for all students experiencing homelessness (e.g., 100% doubled-up, 100% unaccompanied homeless youth, etc.). c. Provide intensive support and targeted training and technical assistance to campuses who historically have had low or zero identification of students experiencing homelessness with a focus on campuses that have a poverty level of 30% or higher.

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9. Statutory Requirements

1. Provide a description of the proposed grant activities, programs, and services. This description should include how they address the identified needs and promote equitable access to program services needed to improve academic outcomes for homeless children and unaccompanied youth. Include the resources, strategies and/or systems that will be implemented to support target goals and outcomes, document progress and milestones, and observable results of the proposed grant activities, programs, and services. (*Complete the attached TEHCY Grant Activity Chart, see the Program Guidelines for further guidance on completing the attachment)

The overall goal of serving students is to assist them in providing a pathway for placing MV students on a level playing field with their peers and assist families to being self-sufficient. An initial Intake and a follow up is done with each family that is identified MV by the SRQ through Skyward during enrollment. The MV student’s records from the present school or a previous district will be reviewed and discussed with campus staff in making sure seamless services are provided for the student. Once the student is enrolled in our district, the Case Manager/MV Liaison receives a daily electronic copy through Skyward of the student absences. The district sends out a daily call to parents if a student is absent. The MV/Case Managers make weekly contacts if absences reach two or more or they show a pattern. Weekly visits are made to the campuses with the counselor, registrar, and teachers to discuss any concerns. The Case Manager is a part of the Attendance and Intervention Campus Meetings. Grades are checked every three and six weeks at the high school and every 4 ½ and 9 weeks at the elementary and middle school. If a student is not making satisfactory progress at that time, the Case Manager will begin the process of identifying the needs of the student along with the Counselor and Teacher to determine the next course of action whether its additional support services during the day or after school through the district’s ACE program or even a behavior plan/chart. 1. If a student continues to make little or no progress, the Case Manager/Liaison will investigate the possibility of a referral for possible RTI, 504, special education, Bilingual/ESL or other services within the school or the community. The student, parents or guardian are a part of the meeting. On going support will be provided to the parents either by meeting with the parents or by electronic means of services available to meet their needs. The goal is Providing the Pathway to Success for the student.

2. Provide a description of the extent to which: A) The application reflects coordination/collaboration with other local and state agencies that serve homeless children and unaccompanied youth. Include a list of agency, community, and LEA collaborators and a brief description of the proposed coactivities that will support implementation of the proposed grant activities, programs, and services; B) the proposed use of funds will facilitate the enrollment, identification, and educational outcomes of homeless children and unaccompanied youth; C) the extent to which the applicant will promote the meaningful involvements of parents or guardians of homeless children and youth in the education of their children; and D) The extent to which homeless children and unaccompanied youth will be integrated into the regular education program.

The MV Liaison serves on many Boards and meets monthly with the agencies and presents information about the MV Program and provide Posters for their agency. Homeless Coalition (all agencies serves Homeless Families) – meets monthly to discuss needs and how to facilitate students being identified. City of Galveston and Chosen One of Galveston County – Tenant Based Housing Program and the district is a referral agency. St. Vincent , Catholic Charities – Support for families – food, clothing, case management, utilities, short hotel stay until the family finds a place to live, and tenant-based housing program; Salvation Army and Resources and Crisis Center (domestic violence) –Shelter. Lion’s Club – We are a referral source for vision screening and glasses if needed; UTMB Teen Health Center which is located on four of our campuses and students may receive medical and psychological services. Communities and Schools – provide intervention services and case management for students and families; Head Start – provide educational support to students with wrap around services for birth to PK 4 students and families, District ACE Program and Boys and Girls Club- After school and summer programming for students; Galveston Food Bank – food, Snack Packs. Workforce Solutions – monthly meetings about different resources available such as different community services, employment, etc. In our district we have the following: Food and Nutrition – breakfast, lunch, and snacks. Teaching and Learning Department - General Ed.,Bilingual/ESL, Special Education/504, and CTE. We work collaboratively with all departments and campuses. The enrollment and identification, and educational outcomes of homeless children and unaccompanied youth are facilitated by the MV Liaison/Case Manager with Parent input. The Case Manager will conduct an intake process to seek the needs of the student and their families and then investigate resources and provides the avenues for parents to obtain the resources. The tools to communicate with the parents is Parent Square, a dedicated email that parents may address the Department - homelessliaison@gisd.org and the district website. Homeless or unaccompanied youth are provided access to all programs and services as any other student. If an issue arises, the MV staff will seek, monitor, and advocate for the student. Parents participate in all parent organizations. The MV/Case Manager will identify the needs during the Intake Process and on-going communication.

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9. Statutory Requirements (Cont.)

3. Identify the types, intensity, and coordination of services to be provided in coordination with Title I, Part A, Homeless Reservations including: A) The process to review and develop the LEA's plan for coordinating services to support eligible homeless children and unaccompanied youth using Title I, Part A Homeless Reservations. Include the actual reservation for 2022 -2023 and the planned reservation for 2023 -2024 (Complete the attached Title I, Part A and McKinney-Vento Program Coordination Chart), and B) How the LEA determine its reservation amount for services to support homeless children and unaccompanied youth. Include how the LEA assists staff in understanding the LEA's policy or procedure to support homeless children and unaccompanied youth on all campuses regardless of the Title I status, use of these funds, and how the LEA addresses the needs of homeless children and youth in their district or campus improvement plan.

Galveston ISD engages the District Education Committee in reviewing and developing the district's plan for coordinating services for all students and Title set aside funds, including students who are homeless and who are identified as unaccompanied youth. The MV Liaison provides an overview to the District Education Committee and all staff in the district about McKinney Vento and the district's responsibility in meeting the needs of the students. The Assistant Superintendent for Student Support reviews the Title I Budget and gets input from the DEC committee, MV staff, parents and students to make sure that the district's set aside for the Homeless reservation is an amount that is reasonable and necessary to support the needs of the students. The DEC committee, and MV staff provides input on Title funding based on the needs of the program. The MV students are a part of the Title 1 budget for services like all other students, but the set aside is specifically for MV students. The MV Liaison/Case Managers provides in person or virtual professional development to all campuses to ensure that all staff understands the McKinney-Vento Program guidelines and the district's expectations when serving homeless students. The training is mandatory for all employees in the district. Galveston ISD is committed to meeting the needs of all students. The MV Liaison/Case Manager works with each campus in meeting the needs of identified MV students. The District Liaison/Case Managers ensures the students are enrolled immediately, have full access to all services that are needed to be successful and works closely with the campus counselors and nurses to ensure that the students and their families receive referrals for their needs. Confidentiality (FERPA) is stressed to the staff on each campus . MV Liaison reviews the procedures and processes used at the campuses and at the district level. Those procedures and processes are refined with the guidance of the MV Liaison, the Assistant Superintendent for Student Support and the District Education Committee to ensure that roadblocks are eliminated when it comes to services for students and families. If additional funds are needed, the answer is we will find the funds.

4. Provide a description of established LEA processes to develop, review and revise current LEA policies and procedures to ensure that its proposed grant activities, programs, and services will not isolate or stigmatize homeless children and unaccompanied youth. (Complete the attached McKinney-Vento Policies and Procedures Chart)

The school district has an agreement with TASB (Texas Association of School Boards). As new policies are produced by TASB, the district has a Policy Committee Meeting which is chaired by School Board Members and the Assistant Superintendent of Student Support. This is a School Board Committee. I receive all communication and I am a part of the process when we meet to discuss any policy and/or procedure. I will gather input from MV staff, agencies that I work with and students. The DEC is allowed input on the policies and procedures. I am also allowed to provide input to any and all changes and how it may affect students who are Mckinney Vento. That input is provided to the Policy Committee. We typically meet every three months or more often if needed. Once the Policy Committee meets and discusses the updated changes, it goes to the School Board as an agenda item(s) at the next School Board Meeting. Once it has been adopted, the information is provided to the Principals and the DEC (District Education Committee). If changes are made that will affect the MV students, the MV Liaison will meet and review the information with the staff.

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10. Program Requirements

Note to Applicants: Refer to the TEHCY Program Implementation Levels of Service and Support when addressing the four program requirements listed below.

1. Provide a description of the process and procedures that are utilized to enroll, identify, and provide all three levels of TEHCY program services and support for homeless children and unaccompanied youth who are: A) Entering and/or returning to their schools from summer or holiday break, B) Experiencing homelessness after the school year has started, C) Are not currently enrolled or attending school, and D) Are eligible for early childhood and/or prekindergarten programs.

The TEHCY posters and PK enrollment with contact information are posted in all areas in Galveston including stores, churches and daycares. All students who enroll in the district at any time during the school year, even during the summer must complete a Student Residency Questionnaire. These forms are immediately pulled from Skyward for review. The MV Liaison/Case Managers will receive a notification if the parent responds with a Yes. Based on the information from the SRQ an intake meeting is held with the student and parent. The information from the intake determines if a student either qualifies or do not qualify. This process happens all year. Our department has access to all the records. After all the Yes are completed, the staff reviews the No's to see if any of the No's may qualify. We review current and future needs for the student such as graduation needs for a senior. Once the needs are identified, a plan is put in place for the student and family immediately to receive the resources or refer the family to the resources that were identified through the intake process. Because of a GREAT community support and the TEHCY grant, the students are provided uniforms, supplies and transportation. Once a student transfers from another district during the year, the MV Liaison/Case Manager is contacted immediately to review the records of the student to ensure a continuity of services will be provided to the student. Arrangements are made to begin services immediately. If records are missing, services are based on the information given and the MV/Liaison/Case Manager contacts the previous school to obtain information. Once records are obtained, the MV/Liaison/Case Manager will meet with the campus and make the necessary adjustments to the scope of services. For secondary students, the team reviews the transcript to ensure the students receive compatible service from the previous district to ensure transfer of grades and credits are done as per the previous district. The MV Liaison/ MV Secretary/ Case Managers assist parents who qualify for MV services with the enrollment process for the PK Program.

2. Provide a description of the annual McKinney-Vento professional development plan that is currently in place to increase awareness, support enrollment and identification, and increase staff capacity to respond to the unique educational needs of homeless children and unaccompanied youth. Include training dates, duration of training, who was trained/will be trained, and a summary of the training content and evaluation process. Include both external and internal professional development activities.

McKinney Vento training is mandatory and provided for ALL employees of the school district annually through a virtual platform with all other required training in the district. Every employee receives the training in the district. As new employees enter the district, they are required to complete the required training as a part of the hiring process. Updates are provided through the DEC (District Education Committee). Additional training is provided to the campus during the weekly Staff Meetings by the MV Liaison when requested or a pattern of concerns shows a need on the campus. We also provide a written copy if changes occur during the year to the Campus Administrators to be added to the Campus Newsletter. Training or Informational meetings will be held with each of the high school classes (grade level) at the high school. A one sheet summary is provided to each student with the MV Liaison, The Case Managers contact and the email address Homelessliaison@gisd.org. A mailbox with forms on the campus are provided for students to self-identify for MV services. Additional training is held during the Registrar's monthly meeting with PEIMS by the MV Liaison and one on one at the Campus by the MV Liaison and the Case Managers. The TEHCY website is used to assist in the presentations. Training is also done with the Assistant Principals, Behavior Support Specialists on the campus, Counselors, and the Transportation Department during their monthly meeting. We meet with the Food and Nutrition staff when needed. The MV Liaison provides information to the agencies and Boards in the city. As a part of all the training, the TEHCY website along with posters are provided to the Agencies and posted around town in different locations where they are visible. After the beginning of the year training, training is provided on-going with staff as the need arises. Each professional development, the MV provides an activity with the audience to check for understanding. Gift cards are provided to individuals who successful completes the activity donated by donors. This is a means of checking for understanding. Training is held before one is hired and throughout the year. MV Training is on-going.

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10. Program Requirements (Cont.)

3. Provide a description of how the proposed grant activities, programs, and services will address the unique academic needs and support equitable outcomes for elementary homeless children and unaccompanied youth. Include a timeline, milestones, strategies, and/or systems that will be utilized to implement academic progress monitoring, interventions, and services to support: A) Attendance and engagement, B) On-time promotion, C) Coordination of targeted services for homeless children and unaccompanied youth who have been identified and are receiving other special program services (e.g. Special Education, English Learners, and Gifted and Talented), D) Bridging program support services, E) Assessment interventions and scores, F) Discipline interventions, G) Tutoring services, H) Supplemental academic programs, and I) Other programs or services.

Case Managers while on the campus daily meets with Campus Team (Counselors, Registrar, Administrators and staff) to provide coordinated services and interventions for students. The number one goal is to provide immediate enrollment and access to all services. The next step is providing basic needs for the students. This takes place from the day that they are enrolled in school and on-going support during the school year and the summer. Another goal is improving student academic progress and attendance by monitoring student academic achievement, behavior and attendance. A review of the student's programming is consistently done throughout the year. Case Managers and Campus staff monitor student academic achievement every 3, 4 ½ weeks, 6 and 9 weeks. When the scores are below expectations or they drop lower than expected, an immediate meeting (within the week) is held with campus staff and the parents to discuss next steps for the students. Prior to the campus meeting, the Case Manager will communicate with the parents, guardians and/or students to see if there are issues that need to be addressed. Then the campus team will meet to discuss a plan of action which may be referral to a program, mentoring, interventions, enrichment, attendance, home school communication system, tutoring in school and after school are referred and monitored by the MV Liaison/Case Manager. This information is a part of the weekly campus discussion. Discipline is tracked by an electronic version in Skyward and sent to the MV Liaison each week. A letter T is on the homepage for the student in Skyward to assist staff in knowing who is identified as MV. The campus will contact the MV Liaison/Case Managers to assist them with discipline. If the Administration places a student in OSS(out of school suspension), the MV Liaison sends a gentle reminder and discuss other options for the student with the Administrator other than OSS. The MV/Liaison attends the discipline meeting and assist with behavior plans.

4. A description of how the proposed grant activities, programs, and services will address the unique academic needs and support equitable outcomes for secondary homeless children and unaccompanied youth. Include a timeline, milestones, strategies, and/or systems that will be utilized to implement academic progress monitoring, interventions, and services to support: A) Attendance, engagement, and truancy interventions, B) On-time promotion, C) Coordination of targeted services for homeless children and unaccompanied youth who have been identified and are receiving other special program services (e.g., Special Education, English Learners, and Gifted and Talented), D) Advanced placement and dual credit course work, E) Transcript review for appropriate full or partial credit, F) Credit recovery or credit repairs services, G) Assessment interventions and scores, H) Discipline interventions, I) Four-year cohort graduation, J) Graduation of all homeless students (e.g., current cohort, continuers and early graduates), K) College and career readiness programs and support services, L) Post-secondary transition plan, and M) Other programs or services.

To assist and provide a level playing field for secondary and unaccompanied youths, frequent meetings are held with the student and the parent to assist in course selection, AP/dual courses, credit recovery, specialized services and additional services to assist the student in being successful. The MV Liaison/Case Manager will document, collaborate, discuss and monitor the student to ensure that the student is getting all he or she needs to be successful. A review of the transcript is done each semester to ensure the student is on target to meet their goal. If additional services are needed, the MV staff will serve as the advocate for the student. MV staff attends the graduation meetings, ARD, attendance and discipline meetings to assist the next steps and assure the student remains on target to move to the next grade level or graduate. MV Liaison/Case Managers works with the high school seniors on completing the FAFSA, college visits, college enrollment, testing for college, MV letter, scholarships and any other needs they have to assist them for post - secondary plans. A Campus Team meeting is held monthly to discuss grades, attendance, discipline of any student who is in jeopardy of dropping out of school or failing including the secondary and unaccompanied youth especially seniors. The MV Liaison/Case Manager will monitor the intervention plan for MV students and report back each week as to the progress of the student. Skyward provides daily attendance. A daily automated system notifies the parents. MV staff calls parents weekly on any area of concern. The Campus Committee meets and review any student of concern and will assist in resources on the campus or in the community. If a MV student withdraws from school the MV Liaison/Case Manager attempts to work with them and assist them in getting in school, enroll in a GED Program, or job related skill courses.

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11. Equitable Access and Participation

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this grant.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this grant.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>

For TEA Use Only:
Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

12. Request for Grant Funds

List all of the allowable grant-related activities for which you are requesting grant funds. Include the amounts budgeted for each activity. Group similar activities and costs together under the appropriate heading. During negotiation, you will be required to budget your planned expenditures on a separate attachment provided by TEA.

Payroll Costs

1.	Case Manager	\$25,715
2.	Project Manager	\$4,500
3.		
4.		
5.		

Professional and Contracted Services

6.		
7.		
8.		
9.		
10.		

Supplies and Materials

11.		
12.		
13.		
14.		

Other Operating Costs

15.		
16.		
17.		

Capital Outlay

18.		
19.		
20.		

Direct and indirect administrative costs:

TOTAL GRANT AWARD REQUESTED:

For TEA Use Only:

Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

Appendix I: Negotiation and Amendments

Leave this section blank when completing the initial application for funding.

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page of the TEA website and may be emailed to competitivegrants@tea.texas.gov Include all sections pertinent to the amendment (including budget attachments), along with a completed and signed copy of page 1 of the application. More detailed amendment instructions can be found on the last page of the budget template.

You may duplicate this page.

For amendments, choose the section you wish to amend from the drop down menu on the left. In the text box on the right, describe the changes you are making and the reason for them.

Always work with the most recent negotiated or amended application. If you are requesting a revised budget, please include the budget attachments with your amendment.

Section Being Negotiated or Amended	Negotiated Change or Amendment
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

For TEA Use Only:
Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

Statutory Requirement #1 - TEHCY Grant Activity Chart

Describe the grant activities, programs, and services that will be provided to address the unique identified needs of students experiencing homelessness. Indicate which quantifiable identified needs these grant funds will address. The information in this chart should align with your SMART Goal you have identified for this application and related to student outcomes consistent with the grant's purpose. Limit to 10 Activities.

Activity Description and Targeted Student Outcomes	Estimated # of Participants	Position Responsible for Completing Activity	Related Identified Need	Budget Allocation
Intake of all students who qualify, develop a plan based on their needs.	350	MV Liaison/Case Manager	Basic Needs #1	Salary of the Case Manager
Provide referrals and assistance to parents for outside sources to assist with shelter.	100	MV Liaison/Case Manager	Basic Needs #1	Salary of the Case Manager
Provide referrals and assistance to parents for sources to assist with medical, dental, and mental health issues.	25	MV Liaison/Case Manager/Nurse	Basic Needs #1	Salary of the Case Manager
Monitor students' attendance weekly and provide communication to the parents, guardian, or unaccompanied youth.	350	MV Liaison/Case Manager	Academic Progress #2	Salary of the Case Manager
Monitor students' academic performance every 3, 4 ½, 6 and 9 weeks to assure students are meeting their academic goal.	350	MV Liaison/Case Manager	Academic Progress #2	Salary of the Case Manager
Monitor and provide on-going support to seniors and support to be eligible for graduation and reaching the next step (FAFSA, MV letter, scholarship, enrollment in college, applications and etc.	15	MV Liaison/Case Manager	Academic Progress #2	Salary of the Case Manager
Collaborate and coordinate needed services such as interventions and any other program such as Emergent Bilingual, Special Education, Section 504, GT etc.	20	MV Liaison/Case Manager	Academic Progress #2	Salary of the Case Manager
Monitor discipline to provide interventions and support, referral to other programs and assure appropriate discipline is being given	20	MV Liaison	Academic Progress #2	Salary of the Case Manager
Monitor and provide parents with on-going needed resources to become self-sufficient.	100	MV Liaison/Case Manager	Basic Needs #1 Self Sufficient	Salary of the Case Manager
Provide uniforms or clothing and school supplies for students to attend school.	300	MV Liaison/Case Manager	Basic Needs #1	Salary of the Case Manager

Statutory Requirement 3a - Title I, Part A and McKinney-Vento Program Coordination:

Complete the following table regarding the use of Title I, Part A Homeless Reservation funds. For applicants applying as a SSA, complete a separate table and set of questions for each LEA.

	Homeless Reservation Amount	Use/Activities/Staffing
Actual Title I, Part A Homeless Reservation for FY23 (2022-2023)	\$5,000.00	Additional tutoring to address the students who failed the STAAR test and were a part of our RDA in Mathematics and Science
Actual Title I, Part A Homeless Reservation for FY24 (2023-2024)	\$5,000.00	Uniforms

Statutory Requirement #4: Indicate if current LEA McKinney-Vento policies and procedures are current and their applicable revision date. If you indicated yes for “ Dispute Resolution ” “ Transition Assistance ” “ Truancy and Discipline ”: provide the additional information requested below.	
McKinney-Vento Policies and Procedures	Current Policy/Procedure (Indicate Yes or No)
McKinney-Vento Liaison Designation and Duties: The LEA, in collaboration with the McKinney-Vento Liaison, has established policies and procedures to inform LEA and campus staff annually LEA McKinney-Vento Liaison duties and contact information 42 US Code §11432(g)(6)(A).	Yes 5/18/23
Public Notice of Educational Rights: The LEA in collaboration with the McKinney-Vento Liaison has established policies and procedures to ensure the public notice of the educational rights of homeless children and unaccompanied youth 42 US Code §11432(g)(6)(A)(vi).	Yes 5/18/23
Immediate Enrollment: The LEA in collaboration with the McKinney-Vento Liaison has established policies and procedures to review and revise any LEA or campus enrollment policies or practices that may act as a barrier to the enrollment of homeless children and unaccompanied youth. 42 US Code §11432(g)(3)(C).	Yes 5/18/23
Identification: The LEA in collaboration with the McKinney-Vento Liaison has established policies and procedures to ensure that homeless children and unaccompanied youth are identified by LEA and campus personnel. 42 US Code §11432(g)(7)(A).	Yes 5/18/23
School Selection: The LEA, with the McKinney-Vento Liaison, has established policies and procedures to ensure homeless children and unaccompanied can attend their zoned school in their attendance area or remain in their school. State law also permits homeless children and unaccompanied youth to attend any LEA in Texas TEC § 25.001(b)(5).	Yes 5/18/23
Dispute Resolution Process: The LEA in collaboration with the McKinney-Vento Liaison has developed and implemented local policies and procedures to address McKinney-Vento disputes over eligibility, school selection, or enrollment in school and ensures that they are mediated and resolved in a timely manner. 42 US Code §11432(g)(3)(E).	Yes adopted 2/22/23 Attached
Do you have a local Dispute Resolution Policy? If you indicated yes, provide an attachment of the local board policy and any attachments that support this process.	
School of Origin Transportation: The LEA in collaboration with the McKinney-Vento Liaison has established policies and procedures to ensure School of Origin transportation services are provided in a timely manner when requested by the parent, guardian, or unaccompanied youth 42 US Code §11432(g)(6)(A)(viii).	Yes 5/18/23
Free meals: The LEA in collaboration with the McKinney-Vento Liaison has established policies and procedures to implement enrollment in school nutrition programs for homeless children and unaccompanied youth 42 US Code §11432(3)(C)(cc).	Yes 5/18/23
Comparable Services: The LEA in collaboration with the McKinney-Vento Liaison has established policies and procedures to support equitable access and continuity of comparable services to: Head Start and LEA preschool programs, Special Education, English Learners, Career and Technical Education, and Gifted and Talented programs for homeless children and unaccompanied youth 42 US Code §11432(g)(4).	Yes 5/18/23

Statutory Requirement #4: Indicate if current LEA McKinney-Vento policies and procedures are current and their applicable revision date. If you indicated yes for “ Dispute Resolution ” “ Transition Assistance ” “ Truancy and Discipline ”: provide the additional information requested below.	
Pre-School: The LEA in collaboration with the McKinney-Vento Liaison has established policies and procedures to support equitable access for homeless children and unaccompanied youth to enroll in LEA-based prekindergarten programs in accordance with TEC §29.153 .	Yes 5/18/23
Coordination of Resources: The LEA in collaboration with the McKinney-Vento Liaison has established policies and procedures to provide community resources to homeless students and families for health care, dental services, mental health, substance abuse, housing services, and other appropriate services 42 US Code §11432(g)(6)(A)(iv) .	Yes 5/18/23
Postsecondary Transition: The LEA in collaboration with the McKinney-Vento Liaison has established policies and procedures to assist homeless children and unaccompanied youth with post-secondary planning. Including but not limited to, development of a four-year plan that includes post-secondary college and career options, information on dual credit courses, assistance with career interest inventories, verification of independent status for homeless unaccompanied youth, etc., 42 US Code §11432(g)(6)(A)(x)(3) .	Yes 5/18/23
Training: The LEA in collaboration with the McKinney-Vento Liaison has established policies and procedures to provide McKinney-Vento professional development to increase awareness, support enrollment and identification, and increase staff capacity to respond to the unique educational needs of homeless children and unaccompanied youth 42 US Code §11432(d)(5) .	Yes 10/17/21
Transition Assistance: The LEA has policies and practices in place to align with requirements of Texas Administrative Code 89 Subchapter FF. Commissioner's Rules Concerning Transition Assistance for Highly Mobile Students Who Are Homeless or Substitute Care , specifically relating to students experiencing homelessness. Do you have a local Transition Assistance Policy? If you indicated yes, provide an attachment of the local board policy and any attachments that support this process.	5/18/23 Attached
Truancy and Discipline: The LEA has policies and practices in place in alignment with TEC § 37.001(4)(F); 37.005(d) to consult with the McKinney-Vento Liaison in regard to attendance/truancy matters and for disciplinary measures for students experiencing homelessness. The LEA has policies in place to support implementation of Commissioner Rules Concerning Truancy §129.1045. Best Practices for addressing the needs of students experiencing homelessness. Do you have a local Truancy and Discipline Policy? If you indicated yes, provide an attachment of the local board policy and any attachments that support this process.	Yes 11/7/23 Attached

Liaison for Homeless Students

The Superintendent shall designate an appropriate staff person as the District liaison for students who are homeless. [See FFC]

The liaison shall receive and provide to appropriate staff members professional development regarding services required by law to identify and meet the needs of students who are homeless. In addition, the liaison shall regularly review with campus admissions personnel the laws and administrative procedures applicable to students who are homeless.

Admissions

The District shall not stigmatize or segregate a student who is homeless.

The principal and campus admissions staff shall notify the liaison for homeless students within one school day of admission of a student who is homeless.

Enrollment in School of Origin

In determining the best interest of the student for the purpose of continuing the student's education in the school of origin, as defined by law, the District shall presume that keeping the student in his or her school of origin is in the student's best interest, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth. The District shall also consider the best interests of the student with regard to the impact of moving schools on the student's achievement, education, health, and safety, including such relevant factors as:

1. Continuity of instruction;
2. Age and grade placement of the student;
3. Distance of the commute and its impact on the student's education or special needs;
4. Personal safety of the student;
5. The student's eligibility and need for any specialized services and supports, such as Section 504, special education and related services, or bilingual or English as a second language services;
6. Length of anticipated stay in a temporary shelter or other temporary location, if applicable;
7. Likely area of the family's or youth's future housing;
8. Time remaining in the school year; and
9. School placement of siblings.

Services, including transportation, that the District is required to provide shall not be considered in determining the student's school of attendance.

**Continuation of
Transportation**

The District shall provide transportation to a student who is homeless to and from the school of origin, as provided by law. If such a student ceases to be homeless and if requested by the parent, guardian, or unaccompanied youth, the District shall continue to provide transportation to and from the school of origin through the end of the school year. [See CNA]

**Dispute Resolution
Process**

If the District determines that it is not in the student's best interest to attend the school of origin or the requested school, the District shall provide a written explanation, in a manner and form that is understandable to the parent, guardian, or unaccompanied youth, of the reasons for the decision, including the right to appeal.

If the student, parent, or guardian has a complaint about eligibility, school selection, or enrollment decisions made by the District, that person shall use the complaint resolution procedures set out in FNG(LOCAL), beginning at Level Two. The District shall expedite local timelines in the District's complaint process, when possible, for prompt dispute resolution.

Pending final resolution of the dispute, the District shall immediately enroll the homeless student in the school in which enrollment is sought and permit the student to attend classes, receive the requested services, and participate fully in school activities.

When the principal becomes aware of a complaint, he or she shall notify the liaison for homeless students within one school day. At all times during the dispute resolution process, the liaison for homeless students or designee shall accompany and assist the student, parent, or guardian.

[See FNG(LOCAL) for all other complaints.]

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint
Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

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11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
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General Provisions

Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.
Response	At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint. The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

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Untimely Filings All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

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written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

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ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

The District has designated the following employee as the liaison for homeless students:

Name: Mary Patrick
Position: Executive Director of Special Programs
Address: 1110 Moody Street, Galveston, TX 77550
Telephone: (409) 765-5177