

School Board Policy Northern Rush County McKinney-Vento District Plan

(Updated Annually)

INDIANA EDUCATION FOR HOMELESS CHILDREN & YOUTH

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SECTION 1: OVERVIEW/GENERAL INFORMATION:

McKinney-Vento Homeless Assistance Act:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 10th, 2016 by the Every Student Succeeds Act (ESSA). The McKinney-Vento Act is designed to

address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, State educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. SEAs and local educational agencies (LEAs) are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

Definition of Homeless (McKinney-Vento Act Sec. 725(2); 42 U.S.C 11435(2)): Children who lack a fixed, regular, and adequate nighttime residence:

- "Double up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights in School District:

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

Procedures for the Dissemination of Educational Rights:

NRCS School District shall ensure that public notice of the educational rights of students and families in homeless situations is disseminated where children and youth receive services under the McKinney Vento Act.

SECTION 2: IDENTIFICATION AND ELIGIBILITY

Title 1 Services and Funding:

In NRCS School District, all children and youth who qualify for McKinney-Vento services are automatically eligible for Title I, Part A services, whether or not they attend a Title I, Part A school or

meet the academic standards required of other students for eligibility (Title I of the Elementary and Secondary Education Act, Sec. 1115(b)(2)(E); 20 U.S.C. 6315(b)(2)(E)). This automatic eligibility acknowledges that the experience of homelessness puts children and youth at significant risk of academic failure, regardless of their previous academic standing. Additionally, all children and youth who qualify for McKinney-Vento services who are doing well academically are entitled to receive additional non-instructional education related support services needed to succeed in school.

School Selection:

NRCS School District will keep students in homeless situations in their school of origin defined as the school attended when permanently housed or the school in which they were last enrolled, unless it is against the parent or guardian's wishes or unless it is determined to be in the student's best educational interest. Students and youth who qualify for McKinney-Vento Services are eligible to remain in their school of origin for the entire duration in which they are homeless and until the end of any academic year in which they move into permanent housing. Students and youth who qualify for McKinney-Vento Services may also choose to enroll in any public school that students living in the same attendance area are eligible to attend.

Procedures to Identify and Verify Eligibility of McKinney-Vento Students:

Every current, returning, and new student in the NRCS School District must complete online enrollment via the district's School Management System known as PowerSchool or complete all forms. One of the forms to be completed is the NRCS School District McKinney-Vento Residency Questionnaire and Form (Appendix A). This NRCS School District McKinney-Vento Residency Questionnaire and Form will be utilized to determine if the student is facing a homeless situation. Follow-up contact to verify the information provided on the School District McKinney-Vento Residency Questionnaire and Form will be conducted within the completion of enrollment by either the district or a building level McKinney-Vento liaison.

SECTION 3: SERVICES AND STANDARDS

Transportation:

Each NRCS School District child or youth facing a McKinney-Vento situation shall be provided services comparable to services offered to other students in the school selected including transportation services.

NRCS School District will provide students and youth who qualify for McKinney-Vento Services with transportation to and from their school of origin, at a parent or guardian's request. For unaccompanied youth, NRCS School District will provide transportation to and from the school of origin at the request of the District McKinney-Vento Liaison. If the student's temporary residence and the school of origin are in the same district, School District will provide and/or arrange transportation to and from school. If the student is living outside of the School District, the District will assume the responsibility and cost of providing transportation to and from school.

Students and youth who qualify for McKinney-Vento Services are eligible to receive these transportation services for the entire duration in which they are homeless.

****"School of Origin" is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.****

Food Services:

Each School District child or youth facing a McKinney-Vento situation shall be provided services comparable to services offered to other students in the school selected including school nutrition programs. Students and youth who qualify for McKinney-Vento Services are eligible to receive free breakfast and lunch as offered by each school for the entire duration in which they are homeless.

Textbooks and Technology:

Each School District child or youth facing a McKinney-Vento situation shall be provided services comparable to services offered to other students in the school selected including access to instructional materials, assessments, and technology. Students and youth who qualify for McKinney-Vento Services are eligible to receive free textbooks and technology fees as offered by each school for the entire duration in which they are homeless.

Academic Services & Standards:

NRCS School District child or youth facing a McKinney-Vento situation shall be provided services comparable to services offered to other students in the school selected including educational services for which the child or youth meet the eligibility criteria (Title I services, pre- school, educational programs for children with disabilities or for students with limited English proficiency), programs in vocational and technical education, and programs for gifted and talented students as available.

SECTION 4: ENROLLMENT

Enrollment Procedures:

Any child or youth who claims to be homeless will be immediately enrolled in NRCS School District even if they do not have required documents such as:

- school records
- medical records
- proof of residency
- guardianship papers or other documents.

Enrolling schools must obtain school records from the previous school, and students must be enrolled in school while records are obtained.

The McKinney-Vento District Liaison will assist unaccompanied youth in choosing and enrolling in a school after considering the youth's wishes, informing the youth of their rights to transportation and assisting the youth in accessing transportation, and informing the youth of their right to appeal school or school district decisions. The McKinney-Vento District Liaison must ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that may arise over school enrollment or placement.

Unaccompanied youth have the right to:

- Remain in their school of origin
- Transportation to and from the school of origin
- Immediately enroll in a new school serving the area in which they are currently living even if they don't have typically required documents (e.g. proof of guardianship)
- Equal access to programs and services such as gifted and talented education, special education, career and technical education, and English Language Learner services.

NRCS School District shall remove any /all barriers to the enrollment and retention of children and youth in homeless situations. Students in homeless situations shall be free from segregation, isolation, and stigmatization.

****The term “enroll” is defined as attending classes and participating fully in school activities.***
****”School of Origin” is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.*****

Appeal and Dispute Processes:

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the dispute resolution process as expeditiously as possible in accordance with the enrollment disputes section of the McKinney-Vento Act as follows.

- Work with the NRCS McKinney-Vento District and Building Level Liaisons to ensure that enrollment disputes are mediated in accordance with the enrollment disputes section of the McKinney- Vento Act as follows:
 - I. the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
 - II. the parent or guardian of the child or youth shall be provided with a written explanation of the school’s decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal
 - III. the child, youth, parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the Dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
 - IV. in the case of an unaccompanied youth, the McKinney-Vento District Liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

****The McKinney-Vento District Level Team consists of McKinney-Vento District Liaison, Amy Hufford*

If a dispute arises over qualification for McKinney-Vento services, the child or youth shall receive all McKinney-Vento rights and services provided by NRCS School District, pending resolution of the dispute. The child, youth parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the dispute resolution process as expeditiously as possible in accordance with the McKinney-Vento Act as follows.

- Work with the McKinney-Vento District and Building Level Liaisons to ensure that enrollment disputes are mediated in accordance with the enrollment disputes section of the McKinney-Vento Act as follows:
 - V. the child or youth shall receive all McKinney-Vento rights and services, pending resolution of the dispute;
 - VI. the parent or guardian of the child or youth shall be provided with a written explanation of the school’s decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal (Appendix B)
 - VII. the child, youth, parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the Dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
 - VIII. in the case of an unaccompanied youth, the McKinney-Vento District Liaison shall ensure that the youth receives all McKinney-Vento rights and services pending resolution of the dispute.

SECTION 5: PROFESSIONAL DEVELOPMENT

McKinney-Vento Professional Development Opportunities:

Professional development for the McKinney-Vento Homeless Assistance Act will be provided to all staff members of School District via the following ways:

- Safe Schools Portal/Canvas Module
- Quarterly McKinney-Vento District Level Team Meetings
- 1 Professional Development Meeting per year

District Website:

The NRCS School District Website will include a page that will be used to communicate McKinney-Vento information with students, parents, staff, and community members. Information on the NRCS School District' Website will include:

- Contact information for the McKinney-Vento District Liaison
- Notice of Rights for McKinney-Vento Families
- Dispute Resolution Documents
- Link to McKinney-Vento Resources

SECTION 6: EDUCATIONAL STAFFING AND SUPPORT

McKinney-Vento District Liaison's Roles and Responsibilities:

Amy Hufford for NRCS School District serves as the District McKinney-Vento Liaison and will:

- Ensure that procedures are established and followed across the school district and provide each child or youth who qualifies for McKinney-Vento Services with a free and appropriate education.
- Work collaboratively with transportation and food services personnel to coordinate appropriate services for any child or youth who qualifies for McKinney-Vento Services.
- Disseminate critical information concerning the rights of students in homeless situations to all schools.
- Post information regarding the availability of school programs and services for students facing homeless situations in local shelters, local hotels, the local post office building, community buildings, local library, and local food banks.
- Maintain a McKinney-Vento District Liaison Log to document the McKinney-Vento process for each child and youth who qualifies for McKinney-Vento services.
- Plan and facilitate professional development regarding the McKinney-Vento Homeless Assistance Act to all staff responsible for identifying and working with students facing homeless situations.
- Work with building level staff and administration to facilitate success of the McKinney-Vento program and each student facing a homeless situation.
- Meet with community agencies and volunteers to share resources and information and to evaluate impact of services.
- Monitor all district data collection and reporting requirements on each child and youth who qualifies for McKinney-Vento services.
- Attend state level professional development opportunities.

McKinney-Vento District Liaison:

- Name: Amy Hufford
- Email: amyhufford@mays.k12.in.us

- Phone: (765) 645-5577

McKinney-Vento Building Level Liaison’s Roles and Responsibilities:

NRCS School District will identify one staff member (social worker, counselor, administrator, etc.) who will serve as a representation on the McKinney- Vento District Level Team and will:

- Identify students that may be facing homeless situations.
- Monitor school attendance.
- Facilitate training at the building level.
- Ensure that building level procedures are established and followed to provide each child and youth who qualifies for McKinney-Vento services with a free and appropriate education.
- Post public notice of the educational rights of students in homeless situations at the school.
- Make sure parents feel welcome and set the tone for further parental involvement.
- Establish a trusting relationship with students and parents.

McKinney-Vento Act Residency & Educational Rights Information

(Questionnaire must be completed for each student)

In Indiana over 29,000 children experience homelessness each year. The McKinney-Vento Homeless Assistance Act was created with the goal of ensuring the enrollment, attendance, and success of homeless children and youth in school.

The McKinney-Vento Act provides certain rights for homeless students. This includes waiving certain requirements such as proof of residency when students are enrolling and allowing eligibility for certain services, such as free textbooks.

When families and students find themselves in transition due to their housing situation, it is important that they know their rights regarding education. If students meet the requirements as stated in the McKinney-Vento Act(42U.S.C11431)(Title VII, Subtitle B), their rights areas follows:

- Students may attend their school of origin or the school where they are temporarily residing.
- Students must be provided a written statement of their rights when they enroll and at least two additional times per year.
- Students may enroll without school, medical or similar records. Students have a right to transportation to school.
- Students must be provided a statement explaining why they are denied enrollment or any other services.
- Students must receive services, such as transportation, while disputes are being settled. Students are automatically eligible for Title I services.

According to the U.S. Department of Education, people living in the following situations are considered homeless:

- Doubled up with family or friends due to loss of housing or economic hardship
- Living in motels and hotels for lack of other suitable housing
- Runaway and displaced children and youth—Unaccompanied Youth
- Homes for unwed or expectant mothers for lack of a place to live
- Homeless and domestic violence shelters
- Transitional housing programs
- The streets
- Abandoned buildings
- Public places not meant for housing
- Cars, trailers(does not include mobile homes intended for permanent housing),and campgrounds
- Migratory children staying in housing not fit for habitation

Please complete the form on the reverse side of this document and return to your school office. Questions may be directed to your Principal, Social Worker/School Counselor, or: DISTRICT MKV LIAISON,

Amy Hufford

929 East South St Mays, In 46155

amyhufford@mays.k12.in.us

(765) 645-55776

RESIDENCY INFORMATION FORM

This questionnaire is in compliance with the McKinney-Vento Act, U.S.C.A. 42 Section 11302(a). If applicable, your answers will help the administrator determine residency documents necessary for enrollment of your student(s). Please complete and return to the front office of your student's school.

Date: _____ School: _____ Information Received From: _____

Student's Name: _____ Grade: _____

(Last Name) (First Name)

Student's Date of Birth: _____ Student ID#: _____

(Month) (Day) (Year)

Parent/Guardian Name : _____ Unaccompanied Youth: Y N

(Last Name) (First Name)

Address: _____ Telephone #: () _____

Siblings/Grade/DOB/School: _____, _____, _____, _____

Siblings/Grade/DOB/School: _____, _____, _____, _____

Siblings/Grade/DOB/School: _____, _____, _____, _____

Please choose from the following to describe student's current living situation (choose all that apply): _____

_____ House or apartment with parent or guardian

_____ Motel, car, or campsite

_____ Living in a public place, streets, or abandoned buildings

_____ Shelter or other temporary housing

_____ Other (Please explain)

_____ Shared housing with friends or family members (not parent/guardian housing)

Are you a student under the age of 18 and living without your parents or guardians? _____ Yes _____ No

Residency and Educational Rights: Students who are in temporary, inadequate, and homeless living situations have the following rights:

1. Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying, even if they do not have all of the documents normally required at the time of enrollment;
2. Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation;
3. To attend the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the DISTRICT MKV McKinney-Vento Liaison, Amy Hufford (765) 645-5577, 929 East South Street Mays, In 46155, amyhufford@mays.k12.in.us

By signing below, I acknowledge that I have received and understand the above rights.

Signature of Parent/Guardian/Unaccompanied Youth

Date

APPENDIX B Notice of Dispute Resolution Procedure

Enrollment of Homeless or Unaccompanied Youth School District

These are the School District' procedures for receiving and resolving disputes pertaining to transition of children and youth experiencing homelessness as identified under the McKinney-Vento Homeless Assistance Act of 2001. The NRCS School District McKinney-Vento Liaison, AMY HUFFORD can be reached at (765) 645-5577

The McKinney-Vento Liaison oversees the NRCS School District' identification of homeless or unaccompanied youth, informs the parents/guardians of homeless youth and unaccompanied youth of their rights, assists in locating services for the youth, and coordinates resolution of disputes regarding enrollment.

How to Present a Dispute

If a dispute arises over school selection or enrollment, the McKinney-Vento Liaison needs to be advised of the dispute the same day that it occurs. The parent/guardian **may** advise the Liaison of the dispute. The School District representatives involved in enrolling the student **must** advise the Liaison of the dispute.

The McKinney-Vento Liaison will:

- Provide a copy of this procedure to the parent/guardian or unaccompanied youth;
- Assure that the child or youth is immediately enrolled (granted the opportunity fully to participate in school activities) or granted continued enrollment in the school in which he/she is seeking enrollment pending resolution of the dispute;
- Assist the parent/guardian in completing the Request for Dispute Resolution form;
- Inform the parent/guardian of the right to submit written or oral information to support a Request for Dispute Resolution;
- Assist the School District enrolling officials in completing the Response form;
- Gather other relevant information from both parties;
- Submit to the NRCS School District a report recommending resolution of the dispute, the basis for the recommendation, and provide copies to the parent/guardian; and
- Additionally, in the event of an inter-district dispute, the McKinney-Vento Liaison will represent School District in the resolution of the dispute by the Indiana Department of Education.

NRCS Board will:

- Review the Report of the McKinney-Vento Liaison;
- Gather any additional information that will assist in resolving the dispute; and
- Provide to the parent/guardian, the McKinney-Vento Liaison, and the School District enrolling officials a report of the final resolution.

How to Appeal the NRCS School District' Final Decision

If the parent/guardian is not satisfied with the RCS final resolution, the parent/guardian may challenge the decision by contacting the McKinney-Vento Education Coordinator at the Indiana Department of Education. The Coordinator can answer questions regarding the rights of a youth under the McKinney-Vento Act and will consider appeals of a school's final decision on an enrollment dispute involving a homeless or unaccompanied youth. The contact information for the McKinney-Vento Coordinator is listed below.

IDOE
State Coordinator
Phone: (317) 460-1340

APPENDIX C Northern Rush County School

**929 East South St
Mays, IN 46155**

McKinney-Vento Dispute Form

District Liaison Name and Contact Information: Amy Hufford (765) 645-5577

Student Name:

Person Completing form and relationship to the student: _____

Contact Information: (address, phone, email): _____

I am disputing the District's written decision because: (give detailed information): _____

Parent/Guardian or unaccompanied youth's signature: _____

Date: _____

For School Use

Date McKinney-Vento Dispute Form was received by the District Homeless Liaison: _____

Note: The district's written response and explanation of the decision regarding any dispute of a parent, guardian, or other person having legal and actual charge or control of a homeless child or youth or an unaccompanied homeless youth must be given within thirty (30) calendar days of the time such complaint or dispute is brought. Sincerely,

Amy Hufford
McKinney-Vento District Liaison