

*North Adams
Community
Schools*

625 Stadium Drive
Decatur, IN 46733



McKinney-Vento District Plan

2018

Table of Contents

Section 1: Overview/General Information	3-4
<ul style="list-style-type: none">• McKinney-Vento Homeless Assistance Act• Definition of Homelessness• Residency and Educational Rights• Procedures for the Dissemination of Educational Rights	
Section 2: Identification and Eligibility	4
<ul style="list-style-type: none">• Title I Services and Funding• School Selection• Procedures to Identify and Verify Eligibility of McKinney-Vento Students	
Section 3: Services and Standards	5
<ul style="list-style-type: none">• Transportation• Food Services• Textbooks and Technology• Academic	
Section 4: Enrollment	6-7
<ul style="list-style-type: none">• Enrollment Procedures<ul style="list-style-type: none">○ Immediate Enrollment of Students○ Enrollment of Unaccompanied Youth• Appeal and Dispute Processes	
Section 5: Professional Development	7-8
<ul style="list-style-type: none">• McKinney-Vento Professional Development Opportunities• District Website	
Section 6: Educational Staffing and Support	8-9
<ul style="list-style-type: none">• District Liaison’s Roles and Responsibilities• Building Level Liaison’s Role and Responsibilities	
Appendix A: McKinney-Vento Residency Questionnaire and Form	10-12
Appendix B: Notification of Decision and Appeal	13

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 night time 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 **North Adams Community Schools**:

- 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:

All schools within the **North Adams Community Schools** 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. Posters in both English and Spanish will be posted in all school buildings, local shelters, local hotels, the local post office building, Adams Wells Crisis Center, local library, and local food banks.

SECTION 2: IDENTIFICATION AND ELIGIBILITY

Title 1 Services and Funding:

In **North Adams Community Schools**, 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 North Adams Community School 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:

North Adams Community Schools 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 **North Adams Community Schools** must complete online enrollment via the district’s School Management System known as Power School. One of the forms to be completed online is the **North Adams Community Schools** McKinney-Vento Residency Questionnaire and Form (Appendix A). This **North Adams Community Schools** McKinney-Vento Residency Questionnaire and Form will be utilized to determine if the student is facing a homeless situation and will be part of the online registration process. After signing the form and determining eligibility, a letter will be sent that indicates eligibility, which includes a Right to Know form and a student needs assessment form that will need to be signed and returned in order to provide services.

SECTION 3: SERVICES AND STANDARDS

Transportation:

Each **North Adams Community Schools** 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.

North Adams Community Schools 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, **North Adams Community Schools** 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, **North Adams Community Schools** will provide and/or arrange transportation to and from school. If the student is living outside of the **North Adams Community Schools**, **North Adams Community Schools** 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 **North Adams Community Schools** 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 **North Adams Community Schools** 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:

Each **North Adams Community Schools** 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 **North Adams Community Schools** 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, vocational education, and English Language Learner services.

North Adams Community Schools 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 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:
 - l. 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, Building Level Liaison, and principals.****

If a dispute arises over qualification for McKinney-Vento services, the child or youth shall receive all McKinney-Vento rights and services provided by **North Adams Community Schools**, 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 **North Adams Community Schools** via the following ways:

- McKinney-Vento District Level Team Meetings
- Professional Development Meeting at each school building
- School Board Presentations

District Website:

The **North Adams Community Schools** Website will include a page that will be used to communicate McKinney-Vento information with students, parents, staff, and community members. Information on the North Adams Community School Website will include:

- Contact information for the McKinney-Vento District Liaison
- Contact information for the McKinney-Vento Building Level Liaisons
- 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:

The Director of Learning for **North Adams Community Schools** 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, 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: Dr. Olivia V. Valencic-Miller**
- **Email: valencicmillero@nadams.k12.in.us**
- Phone: (260)728-3302

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

Mrs. Christina McKay 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.

Building Level McKinney-Vento Liaisons for each school are as follows:

School Name & Address:

Bellmont Middle School

1200 E. North Adams

Drive

Liaison Name:

Mrs. Christina McKay

Email: mckayc@nadams.k12.in.us

Phone number: (260) 724-7146



North Adams Community Schools Residency Questionnaire



Your child may be eligible for additional educational and/or support services through Title I Part A, Title I Part C- Migrant, and or Title X, Part C, Federal McKinney-Vento Assistance Act. Please complete this form so that we can determine your child's eligibility for any of these educational services.

1. Where are you and your family currently living?

Section A

- Rent/own my own home or apartment.

STOP: If you rent/own your own home, sign under item 4 and submit form to school personnel.

Section B

Please indicate any of the following circumstances that your child/student may be facing related to housing:

- Currently does not have a fixed, regular, adequate nighttime residence
- Temporarily living with another family or friends because:
 - cannot find affordable housing
 - recent loss of housing/eviction
 - economic hardship
 - other similar reasons: _____
- Temporarily living in a hotel or motel
- Currently staying at an emergency shelter
- Currently living in substandard housing (does not meet health and safety codes)
- Currently living in a vehicle, trailer park or campground without running water or electricity.
- Currently living in a public or private place not designed for or ordinarily used as regular sleeping accommodations.
- Displaced due to natural disaster (flood, hurricane, tornado, fire, etc.)
- Other: _____
- Since (date) _____, I/we have not had a permanent home.
-

Section C:

If student is seeking enrollment without an accompanying adult (not in the physical custody of a parent or guardian), please check one of the following:

- Student is with an adult that is not a parent or legal guardian
- Student is alone without an adult

CONTINUE: If you checked a box in Section B, please complete the remainder of this form.

2. Have you moved in the past three years to seek work as a paid laborer in any type of farming (sod, dairy, chicken, vegetable, citrus, or other) or fishing?

- Yes
- No

(Please continue on back)

3. If you checked a box in Section B or C, children/youth may be eligible for additional education and or support services including the Federal Free Lunch program. Please complete the

information below for each of your children enrolled/enrolling in North Adams Community Schools.

Student's Name		S.S. #	M/F	D.O.B.	Grade	School Name
First	Last					

4. The undersigned certifies that the information provided above is accurate.

Printed Name of Parent/Guardian/Adult Caring for Student

Last 4 digits of S.S. #

Signature

Date

Current Address: _____

Phone # _____ Work Phone# _____ Cell Phone# _____

Emergency contact Phone # _____

Parent(s), Guardian(s), or Student

- Please notify school if your living status changes.
- Please contact Christina McKay, North Adams Community Schools, McKinney-Vento Education Liaison at (260) 724-3137 x2437, if you have questions or concerns or would like to receive additional information or assistance.

School Personnel

- Please Scan & Email (mckayc@nadams.k12.in.us), FAX (260-724-4495) or return forms that indicate temporary residence to Christina McKay, North Adams Community Schools, McKinney-Vento Educational Liaison (Bellmont Middle School, 1200 North Adams Dr. Decatur IN 46733).
- Immediately notify food service personnel of any student who meets the M-V criteria for Homelessness as they will automatically qualify for the Federal Free Lunch Program.

Authorized School Signature: _____ Date: _____

Approved _____ Denied _____ M-V. Liaison Signature _____ Date ___/___/___

North Adams Community Schools McKinney-Vento Residency Form

Student Name _____ Date of Birth _____ Grade Level _____

The McKinney-Vento Homeless Assistance Act defines "homeless" as "individuals who lack a fixed, regular, and adequate nighttime residence." This includes children who "are temporarily sharing the housing of other persons due to the loss of housing or economic hardship."

Does not apply; student is not homeless

Please check one of the following statements if your family is experiencing temporary homelessness:

Living in a shelter, including transitional housing shelters. Please provide name of shelter and address _____

Living on the streets, abandoned buildings, in cars, trailers, campgrounds, public places, housing not fit for habitation--Please provide information regarding area in which student is living: _____

Living in hotels/motels for lack of other suitable housing – Please list name and address of hotel/motel: _____

Doubled-up; temporarily living with family or friends due to lack of adequate housing or financial conditions. Please provide address of where student is living: Address: _____

Please answer the following if you checked one of the four boxes above:

How long do you expect to be at this address? _____

Are you seeking permanent housing? _____ Date student moved to this address: _____

Is a parent living in the home with the student? _____

If no, with whom is student living? _____ Relationship: _____

A McKinney-Vento Liaison representing the district may be in contact with for clarification or bus transportation.

We have read the information provided & indicated our living circumstances above specific to the McKinney-Vento Act:

Parent/Guardian/Unaccompanied Youth Signature Date

Office Use Only: _____ Does Qualify under McKinney-Vento Act _____ Does NOT Qualify

McKinney-Vento Liaison/Appointee Signature Date

Written Notification of Decision

This form is to be completed by the school when a disagreement arises between the school and a parent, guardian, or unaccompanied youth over McKinney-Vento eligibility, school selection, or enrollment in a school.

Date: _____

Name of person completing form: _____

Title of person completing form: _____

Name of school: _____

In compliance with 42 U.S. C. § 11432(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Name of Parent(s)/Guardian(s): _____

Name of Student(s): _____

After reviewing your request regarding eligibility, or school selection or enrollment in a school for the student(s) listed above, the request is denied. This determination was based upon:

You have the right to appeal this decision by completing the second page of this form or by contacting the school district's local homeless education liaison.

Name of local liaison: Olivia Valencic-Miller

Phone number: 260-724-7146

Email: valencicmillero@nadams.k12.in.us

In addition:

- The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute.
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment in the requested school. You may use the form attached to this notification.
- You may contact the State Coordinator for Homeless Education if further help is needed or desired. Contact information for the State Coordinator: *You may seek the assistance of advocates or an attorney. A copy of our state's dispute resolution process for students experiencing homelessness is attached.*



North Adams Community Schools

625 Stadium Drive
Decatur IN 46733

Excellence: Teach it, Model it, Inspire it, Achieve it!

Written Notification of Appeal

To be completed by the parent, guardian, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison as an alternative to completing this form.

Date: _____

Student(s): _____

Person completing form: _____

Relation to student(s): _____

I may be contacted at (phone or e-mail): _____

I wish to the appeal the enrollment decision made by: _____

Name of School: _____

I have been provided with (please check all that apply):

_____ A written explanation of the school's decision.

_____ The contact information of the school district's local homeless education liaison.

_____ A copy of the state's dispute resolution process for students experiencing homelessness.

Optional: You may include a written explanation in the space below to support your appeal or you may provide your explanation verbally.

The school provided me with a copy of this form when I submitted it. _____ (Please initial).