

*West Lafayette Community
School Corporation*

*1130 N. Salisbury St. West
Lafayette, IN 47906*



McKinney-Vento District Plan

Table of Contents

Section 1: Overview/General Information

- McKinney-Vento Homeless Assistance Act
- Definition of Homelessness
- Residency and Educational Rights
- Procedures for the Dissemination of Educational Rights

Section 2: Identification and Eligibility

- Title I Services and Funding
- School Selection
- Procedures to Identify and Verify Eligibility of McKinney-Vento Students

Section 3: Services and Standards

- Transportation
- Food Services
- Textbooks and Technology
- Academic

Section 4: Enrollment

- Enrollment Procedures
 - Immediate Enrollment of Students
 - Enrollment of Unaccompanied Youth
- Appeal and Dispute Processes

Section 5: Professional Development

- McKinney-Vento Professional Development Opportunities
- District Website

Section 6: Educational Staffing and Support

- District Liaison's Roles and Responsibilities
- Building Level Liaison's Role and Responsibilities

Appendix A: McKinney-Vento Residency Questionnaire

Appendix B: Notice of Right to Appeal

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 the West Lafayette Community School Corporation:

- 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 West Lafayette Community School Corporation 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. Posted information will be available in all school buildings, central office, the local police station, and the local library.

SECTION 2: IDENTIFICATION AND ELIGIBILITY

Title 1 Services and Funding:

In the West Lafayette Community School Corporation, 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 West Lafayette Community School Corporation 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:

The West Lafayette Community School Corporation 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 West Lafayette Community School Corporation must complete the enrollment process. One of the forms to be completed online is the West Lafayette Community School Corporation McKinney-Vento Residency Questionnaire (Appendix A). This the West Lafayette Community School Corporation McKinney-Vento Residency Questionnaire will be utilized to determine if the student is facing a homeless situation. If any responses on the form indicate a possible homeless or unaccompanied youth status, the School McKinney Vento liaison will contact the parent or guardian and/or student to verify the information provided on the Questionnaire within 5 school days of enrollment.

SECTION 3: SERVICES AND STANDARDS

Transportation:

Each West Lafayette Community School Corporation 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.

The West Lafayette Community School Corporation 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, the West Lafayette Community School Corporation will provide transportation to and from the school of origin. If the student's temporary residence and the school of origin are in the same district, the West Lafayette Community School Corporation will provide and/or arrange transportation to and from school. If the student is living outside of the West Lafayette Community School Corporation (WLCSC), the WLCSC Superintendent will coordinate with local school districts to determine the responsibility for 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, and for the entire school year if the student is rehoused and no longer qualifies as 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 West Lafayette Community School Corporation 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 West Lafayette Community School Corporation 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 West Lafayette Community School Corporation 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 the West Lafayette Community School Corporation 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 School and District Liaisons 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 School and District Liaisons 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.

The West Lafayette Community School Corporation 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:
 - 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 Level Team 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 Liaisons, and the Superintendent.****

If a dispute arises over qualification for McKinney-Vento services, the child or youth shall receive all McKinney-Vento rights and services provided by the West Lafayette Community School Corporation, 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 Level Team and school administrators 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 Level Team 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 the West Lafayette Community School Corporation via the following ways:

- Safe Schools Portal – Annual in-depth training for administrative/director team, school liaisons, school counselors, school resource officers, nurses, and office staff
- Safe Schools Portal – Annual awareness training for all other school corporation staff

District Website:

The West Lafayette Community School Corporation website will include a page that will be used to communicate McKinney-Vento information with students, parents, staff, and community members. Information on the West Lafayette Community School Corporation website will include:

- Contact information for the McKinney-Vento District Liaison
- Contact information for the McKinney-Vento State Coordinator
- Notice of Rights for McKinney-Vento Families
- McKinney-Vento District Plan

SECTION 6: EDUCATIONAL STAFFING AND SUPPORT

McKinney-Vento District Liaison's Roles and Responsibilities:

The Superintendent for the West Lafayette Community School Corporation and the Curriculum Administrative Assistant jointly serve as the District McKinney-Vento Liaisons, 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 as stated previously in this document.
- Ensure that school/district records are maintained to document the McKinney-Vento process for each child and youth who qualifies for McKinney-Vento services.
- Plan and facilitate training/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.
- Collaborate with community agencies 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:** Mrs. Libby Sheffield
- **Email:** sheffieldl@wl.k12.in.us
- **Phone:** 765-746-0400

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

Each school in the West Lafayette Community School Corporation 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 for students who may be experiencing homelessness.
- Ensure training occurs for all staff 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: West Lafayette Elementary School, 600 Cumberland Ave., West Lafayette, IN 47906
Liaison Name: Alicia DeWitt
Email: dewitta@wl.k12.in.us
Phone number: 765-269-4104

School Name & Address: West Lafayette Intermediate School, 1838 N. Salisbury St., West Lafayette, IN 47906
Liaison Name: Courtney Murtaugh
Email: murtaughc@wl.k12.in.us
Phone number: 765-269-4305

School Name & Address: West Lafayette Jr./Sr. High School, 1105 N. Grant St., West Lafayette, IN 47906
Liaison Name: Libby Sheffield
Email: sheffieldl@wl.k12.in.us
Phone number: 765-746-0400

Student Residency Questionnaire

PLEASE PRINT

Student Name: _____
Last
First
Middle

Birth Date: ____/____/____ Gender: Male Female Grade: _____
Month / Day / Year

Name of Parent/Guardian _____

Student's Current Residential Address _____

City _____ Zip _____

Is this address Temporary or Permanent? (circle one)
 Does the parent/guardian reside at the same address as the student? (circle one) **Yes No**

This form is intended to address the requirements of the McKinney-Vento Act (Title X, Part C of the No Child Left Behind Act). Your answers will help determine if the student meets eligibility criteria for services provided under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school. Any questions about the rights of homeless or unaccompanied youth can be directed to the McKinney-Vento Liaison at 765-269-4003.

Please check (✓) which of these situations describes the student's current living situation.

- | | |
|--|--|
| <input type="checkbox"/> House or apartment with parent or guardian
<input type="checkbox"/> Shelter or other temporary housing
<input type="checkbox"/> Car, on the street, or in abandoned building
<input type="checkbox"/> Living with friends or family members (other than OR in addition to parent/guardian)
<input type="checkbox"/> Student under the age of 18 and living apart from parent or guardian | <input type="checkbox"/> Foster care
<input type="checkbox"/> Motel or campsite |
|--|--|

If living in shared housing, please check (✓) all of the reasons that apply.

- Loss of housing
- Economic situation
- Temporarily waiting for house or apartment
- Loss of Employment
- Living with boyfriend/girlfriend
- Providing care for a family member
- Other (Please explain) _____

Presenting false information, false records or falsifying records is an offense punishable by federal and state law. By signing below, you attest that all information provided on this form is true and accurate.

Parent/Legal Guardian Signature: _____ **Date:** _____

For School Use Only:

School Name: _____ School Year: _____
 I certify the above named student is eligible to receive services under the McKinney-Vento Act including participation in the Child Nutrition Program.
 Date _____ McKinney-Vento Liaison Signature _____

McKinney-Vento Act Residency & Educational Rights Information

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 (42 U.S.C 11431 et seq., Title VII, Subtitle B), their rights are as 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. *Educational services for which the homeless student meets eligibility criteria including services provided under Title 1 of the Elementary and Secondary Education Act or similar State or local programs, educational programs for students with limited English proficiency.*

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

Questions may be directed to a School Counselor or building administrator.

NOTICE OF RIGHT TO APPEAL

Dear Parent or Guardian:

This letter is sent to inform you of the West Lafayette Community School Corporation's decision regarding your request under the McKinney-Vento Homeless Assistance Act (MV). After reviewing your request regarding McKinney Vento eligibility, school selection, or enrollment, the following decision has been made concerning *[student's name]*:

[In this section, School McKinney Vento Liaisons will provide the following:

- *A description of the proposed or refused action by the school*
- *An explanation of why the action is proposed or refused*
- *A description of other options the school considered and why those options were not selected*
- *A description of any other relevant factors to the decision or student's best interest*
- *An appropriate timeline to ensure deadlines are not missed*

Be advised that you have the right to appeal the decision made by the West Lafayette Community School Corporation regarding your student's eligibility and enrollment under Title X, Part C of the McKinney-Vento Homeless Assistance Act. Students involved in a McKinney-Vento dispute process have the right to enroll immediately in the school of choice pending resolution of the dispute. Immediate enrollment includes full participation in all school activities.

Written notification of a decision to appeal this decision should be delivered to Dr. Killion, Superintendent of WLCSC, within 10 business days of receipt of this letter if you want to appeal the district's decision outlined above. Written notification should be sent to Dr. Killion's attention at West Lafayette Community School Corporation, 1130 N. Salisbury St., West Lafayette, IN 47906.

If we cannot reach a resolution at the district-level, the dispute will be moved to the state level for final resolution, facilitated by the Indiana Department of Education's (IDOE) State Coordinator for the McKinney-Vento Act. The state coordinator, Deepali Jani, can be reached by phone at 317-233-3372 or via email at djani@doe.in.gov.

The link below provides information about of Indiana's McKinney-Vento Dispute Resolution Process that provides additional details on the state's McKinney-Vento dispute and appeals process, including key timelines. <http://www.doe.in.gov/student-services/dispute-resolution>

Feel free to contact our school if you have questions on this decision or the McKinney-Vento dispute or appeal process.

Sincerely,

[Name and contact information for School McKinney Vento Liaison]