



***Manchester Community Schools***

*404 West 9<sup>th</sup> Street*

*North Manchester, IN 46962*

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# McKinney-Vento District Plan

# 2019-2020

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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 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 **MANCHESTER 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 **Manchester Community 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. Posters in both English and Spanish will be posted in all school buildings, local shelters, local hotels, the local post office building, city hall, local library, and local food banks.

## **SECTION 2: IDENTIFICATION AND ELIGIBILITY**

### **Title 1 Services and Funding:**

In **Manchester 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 **Manchester Community Schools'** 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:**

**Manchester 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 **Manchester Community School District** must complete enrollment at the office of the school in which they will be enrolling. One of the forms to be completed online is the **Manchester Community Schools** McKinney-Vento Residency Questionnaire and Form (Appendix A). This **Manchester Community Schools** McKinney-Vento 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 **Manchester Community Schools'** McKinney-Vento Residency Questionnaire and Form will be conducted within 5 days of the completion of enrollment by either the district or a building level McKinney-Vento liaison.

## SECTION 3: SERVICES AND STANDARDS

### **Transportation:**

Each **Manchester 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.

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

**Manchester 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:
  - 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, Building Level Liaisons, Assistant Superintendent of Curriculum and Instruction, Assistant Superintendent of Finances and Human Resources, Director of Elementary Education, and Director of Secondary Education.\*\*\**

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

- ELearning Lesson Suites
- Quarterly McKinney-Vento District Level Team Meetings
- 1 Professional Development Meeting per semester at each school building
- School Board Presentations



## **District Website:**

The **Manchester 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 **Manchester Community Schools** Schools' 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
- Transportation Rights
- Link to McKinney-Vento Resources

## **SECTION 6: EDUCATIONAL STAFFING AND SUPPORT**

### **McKinney-Vento District Liaison's Roles and Responsibilities:**

The EL District Coordinator serves as the District McKinney-Vento Liaison for **Manchester Community Schools** 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, city hall, 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: Nicole Screeton**
- **Email: [Nicole\\_Sceeton@mcs.k12.in.us](mailto:Nicole_Sceeton@mcs.k12.in.us)**
- Phone: 260-982-7541

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

Each school in the Manchester Community Schools 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 notices 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:**

Manchester Elementary School

Ben McLaughlin

[Ben\\_McLaughlin@mcs.k12.in.us](mailto:Ben_McLaughlin@mcs.k12.in.us)

260-982-7541 ext. 246

Manchester Intermediate School

Brenda Yocum

[Brenda\\_yocum@mcs.k12.in.us](mailto:Brenda_yocum@mcs.k12.in.us)

260-982-8685

Squire Academy

Dorey Mobley

[Dory\\_Mobley@mcs.k12.in.us](mailto:Dory_Mobley@mcs.k12.in.us)

260-982-7518

Manchester Junior-Senior High School

Jodi Metzger & Lacey Wise

260-982-8602

[Jodi\\_metzger@mcs.k12.in.us](mailto:Jodi_metzger@mcs.k12.in.us) [lacey\\_wise@mcs.k12.in.us](mailto:lacey_wise@mcs.k12.in.us)

# McKinney-Vento Act Residency & Educational Rights Information

(Questionnaire must be completed for each student)

## McKinney-Vento Assistance Act Residency Information for School Enrollment

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Grade: \_\_\_\_\_ School: MES MIS MJSHS (choose 1)  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number(s): \_\_\_\_\_  
*(Please list all telephone numbers you may be reached at--cell phone, home, work)*

### Confidential Information

Please check on of the following statements

- Doubled up - **Temporarily** living with family of others due to lack of housing or economic hardship.
- Parent/Guardian is: Military Deployment \_\_\_ Incarcerated \_\_\_ Hospitalized \_\_\_
- Hotel/Motel for lack of other suitable housing
- Living on the streets, abandoned buildings, in cars, temporary trailers, public places, and housing not fit for habitation;  
*Please provide information regarding area in which student is living: \_\_\_\_\_*

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

What is/are the reason(s) the student is living at the above temporary address?  
 \_\_\_\_\_

Are you seeking permanent housing? Yes \_\_\_ No \_\_\_

If no, why not? \_\_\_\_\_

Is a parent living at the same address as the student? Yes \_\_\_ No \_\_\_

In no, with whom is student living? \_\_\_\_\_ Relationship: \_\_\_\_\_

Siblings in the home with student: \_\_\_\_\_ (0-5) \_\_\_\_\_ (6-13) \_\_\_\_\_ (14-17) \_\_\_\_\_ (18+)

- Does not apply; student is **NOT** homeless

**(The School Guidance Counselor or McKinney-Vento Liaison may contact you if clarification is needed.)**

### 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 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 the fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the MCS Administration Building at (260) 982-7518

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

\_\_\_\_\_  
Signature of Parent/Guardian/Unaccompanied Youth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of McKinney - Vento Liaison

\_\_\_\_\_  
Date

**Acto de Asistencia de McKinney-Vento  
Información de Residencia para Inscripción en la Escuela**

Nombre de Estudiante: \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_  
 Grado: \_\_\_\_\_ Escuela: MES MIS MJSHS (Escoger 1 por favor)  
 Dirección: \_\_\_\_\_  
 Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código: \_\_\_\_\_  
 Numero(s) de teléfono: \_\_\_\_\_  
*(Por favor de listar todos los números de teléfono que nos podemos comunicar con usted—celular, casa, trabajo)*

**Información Confidencial**

Por favor marque una de las siguientes afirmaciones:

- Viviendo Adjunto - **Temporalmente** viviendo con familia o amigos debido a la falta de una vivienda adecuada o condiciones financieras
- Padre/Tutor está: Despliegue Militar \_\_\_ Encarcelado \_\_\_ Hospitalizado \_\_\_
- Viviendo en un hotel/motel por falta de vivienda adecuada
- Viviendo en las calles, edificios abandonados, en automóviles, remolques, campamentos, lugares públicos, alojamiento no apto para vivienda

*Por favor de proporcionar información sobre la área en que el estudiante está viviendo: \_\_\_\_\_*

**Por favor de llenar estas respuestas si usted marcó unas de las opciones arriba:**

¿Cual es/son las razón(es) que el estudiante está viviendo en la dirección temporalmente?  
 \_\_\_\_\_

¿Usted esta buscando vivienda permanente? Si \_\_\_ No \_\_\_

Si no, por que? \_\_\_\_\_

¿Ay un padre viviendo con el estudiante en la misma dirección? Si \_\_\_ No \_\_\_

Si no, con quien esta viviendo el estudiante? \_\_\_\_\_ Relación: \_\_\_\_\_

Hermanos en el hogar con estudiante: \_\_\_\_\_ (0-5) \_\_\_\_\_ (6-13) \_\_\_\_\_ (14-17) \_\_\_\_\_ (18+)

- No es aplicable; El estudiante sí tiene hogar  
**(Si se necesita clarificación, el Consejero Escolar o Coordinador puede contactarlo)**

**Derechos de Residencia y Educación**

Estudiantes que se encuentran en transición debido a su situación de vivienda, es importante que conozcan sus derechos con respecto a la educación. Sus derechos son los siguientes:

1. Los estudiantes pueden inscribirse sin registros escolares, médicos u otros similares y pueden asistir a su escuela de origen o la escuela donde están residiendo temporalmente.
2. Los estudiantes son automáticamente elegibles para servicios de Título I y otros servicios educativos incluyendo transportación.
3. Los estudiantes tienen derecho de atender clases y actividades igualmente con los estudiantes en otras situaciones de vivienda sin preocupación de estar separado o mal tratado por la situación de vivienda.

Si usted tiene preguntas de estos derechos, se puede llamar a las oficinas Administrativas de MCS al (260) 982-7518

Firmando este formulario, usted a recibido y entiende los derechos arriba.

\_\_\_\_\_  
Firma de Padre/Tutor/Jóvenes no acompañados

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma de Cordinador de McKinney-Vento

\_\_\_\_\_  
Fecha

**NOTICE OF RIGHT TO  
APPEAL**

Dear Parent:

Be advised that you have the right to appeal the decisions made by **Manchester Community Schools** 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.

As the district's McKinney-Vento Homeless Education Liaison designee, notification should be made to **Nicole Screeton** in writing within 10 business days of receipt of this letter if you want to appeal the district's decision outlined above.

Below you will find an appeal form that you can use for this notification. If we cannot reach a resolution at the district-level; As required by Indiana Code 20-26-11-15, the Indiana State Board of Education will hear all appeals on an order expelling a child under IC 20-8.1- 5.1-11 (legal settlement), in addition to all disputes on (A) legal settlement; (B) right to transfer; (C) right to attend school in any school corporation; (D) amount of transfer tuition; and (E) any under matter arising under IC 20-26-11-15 (Transfers and Transfer Tuition).

- A. The party requesting an appeal or resolution of a dispute by the State Board of Education will submit a request in writing to the State Board Liaison at the Indiana Department of Education. [State Board Appeal Memo.pdf](#)
- B. The Board shall hold a hearing on the timely written application of the interested party.
- C. The Board shall make its determination under the following procedure:
  - A hearing shall be held on each matter presented.
  - Each interested party, including (where appropriate) the parents, student, transferor corporation, transferee corporation, or the state, shall be given at least ten (10) days' notice of the hearing by certified mail or personal delivery. The date of giving the notice is the date of mailing or delivery.
  - Any interested party may appear at the hearing in person or by counsel, present evidence, cross-examine witnesses, and present in writing or orally summary statements of position, and a written or recorded transcript of the hearing shall be made.
  - The hearing may be held by the Indiana State Board of Education or by a hearing examiner appointed by it who must be a state employee. The hearing, at the option of the State Board of Education or hearing examiner, may be held at any place in Indiana.

The Indiana Department of Education's (IDOE) State Coordinator for the McKinney-Vento Act. State Coordinator, Gina Woodward can be reached by phone at 317-233-3372 or 317-460-1340 via email at [gwoodward@doe.in.gov](mailto:gwoodward@doe.in.gov)

Attached you will find a copy 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.

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

Attachments:

<http://www.doe.in.gov/student-services/dispute-resolution>

Sincerely,

Nicole Screeton  
MCS McKinney-Vento District Liaison  
Nicole\_Screeton@mcs.k12.in.us  
260-982-7541 ext. 247