



Culver Community Schools Corporation  
McKinney-Vento District Plan  
2020

# Table of Contents

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

## **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, and/or similar settings
- Unaccompanied Youth - Children or youth who meet the definition of homeless, and are 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 Culver Community Schools 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 Culver Community Schools 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. 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 Culver Community Schools 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 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:**

Culver Community Schools 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 Culver Community Schools Corporation must complete online enrollment via the district's School Management System known as Harmony. One of the forms to be completed online is the Culver Community Schools Corporation McKinney-Vento Residency Questionnaire and Form (Appendix A). This Culver Community Schools Corporation 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 Culver Community Schools Corporation McKinney-Vento Residency Questionnaire and Form will be conducted within 5 days of the completion of online enrollment by either the district, or a building level, McKinney-Vento liaison.

## SECTION 3: SERVICES AND STANDARDS

### **Transportation:**

Each Culver Community Schools 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.

Culver Community Schools 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, Culver Community Schools Corporation 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, Culver Community Schools Corporation will provide and/or arrange transportation to and from school. If the student is living outside of the Culver Community Schools Corporation, Culver 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 Culver Community Schools 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 free lunch as offered by each school for the entire duration during which they are homeless.

### **Textbooks and Technology:**

Each Culver Community Schools 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 free technology fees as offered by each school for the entire duration during which they are homeless.

### **Academic Services & Standards:**

Each Culver Community Schools 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, preschool, 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 Culver Community Schools 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 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 typically don't have 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.

Culver Community Schools 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:
  - the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;

- 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
- 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
- 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 Culver Community Schools Corporation Schools, pending resolution of the dispute. The child, youth's parent, or guardian shall be referred to the McKinneyVento 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 McKinneyVento Act as follows:
  - the child or youth shall receive all McKinney-Vento rights and services, pending resolution of the dispute;
  - 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)
  - 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
  - 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 Culver Community Schools Corporation Schools via the following ways:

- Safe Schools Portal
- Quarterly McKinney-Vento District Level Team Meetings
- 1 Professional Development Meeting per semester at each school building
- School Board Presentations

### **District Website:**

The Culver Community Schools 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 Culver Community Schools Corporation 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
- Link to McKinney-Vento Resources

## SECTION 6: EDUCATIONAL STAFFING AND SUPPORT

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

The District McKinney-Vento Liaison 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 personnel, 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: Erika James
- Email: ejames@culver.k12.in.us
- Phone: (574) 842-3389

**Culver Community Schools Corporation  
Residency Information Form**

This questionnaire is in compliance with the McKinney-Vento Act, U.S.C.A. 42 11302 (a). Your answers will help the administrator determine residency documents necessary for enrollment of your student(s).

Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

School \_\_\_\_\_ Phone \_\_\_\_\_

Age \_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

Zip Code: \_\_\_\_\_ Is this a Temporary address \_\_\_\_ or Permanent \_\_\_\_\_

Please choose which of the following situations the student currently resides in (you can choose more than one):

- House or apartments with parent or guardian
- Motel, care, or campsite
- With friends or family members (other than parent/guardian)
- Shelter or other temporary housing

If you are living in shared housing, please check all of the following reasons that apply:

- Economic situation
- Temporary waiting for house or apartment
- Provide care for a family member
- Living with boyfriend/girlfriend
- To enable child to attend Culver Community Schools
- Loss of employment
- Other (please explain \_\_\_\_\_)

Are you a student under the age of 18 and living without your parents or guardians?

Yes \_\_\_\_ No \_\_\_\_

**Residency and Education Rights:**

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

- Immediate enrollment in the school they last attended or the school in whose attendance they are currently staying even if they do not have all 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.
- 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 local McKinney-Vento Liaison, Erika James, at (574)842-3389 or the State Coordinator (800)833-2199

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Erika James, McKinney-Vento Liaison

**NOTICE RIGHT TO APPEAL**

Dear Parent/Guardian:

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

As the district's McKinney-Vento Homeless Education Liaison designee, notification should be made to Erika James in writing within 10 business days of the 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.
- B. The Board shall hold a hearing on the timely writing 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, Gina Woodward, can be reached at [gwoodward1@doe.in.gov](mailto:gwoodward1@doe.in.gov) or phone at (317)232-9189.

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: <https://www.doe.in.gov/sites/default/files/elme/ehcy-guidance-dispute-resolution.pdf>

Sincerely,  
Erika James  
[ejames@culver.k12.in.us](mailto:ejames@culver.k12.in.us)