



McKinney-Vento District Plan

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

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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 **the Metropolitan School District of Steuben County:**

- 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.

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Procedures for the Dissemination of Educational Rights:

All schools within the **Metropolitan School District of Steuben County** 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, Turning Point Shelter, local hotels, the local post office building, local library, and Project Help

SECTION 2: IDENTIFICATION AND ELIGIBILITY

Title 1 Services and Funding:

In **MSD of Steuben County**, 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 MSD of Steuben County 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:

MSD of Steuben County 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:

Students in the **MSD of Steuben County** must complete the enrollment process. One of the forms to be completed is the **MSD of Steuben County** an enrollment demographics sheet including the McKinney-Vento Residency Questionnaire. This **MSD of Steuben County** McKinney-Vento Residency Questionnaire will be utilized to determine if the student is facing a homeless situation. Follow-up contact to verify the information provided on the McKinney-Vento Residency Questionnaire will be conducted within 5 days of the completion of enrollment by either the district or a building level McKinney-Vento liaison.

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SECTION 3: SERVICES AND STANDARDS

Transportation:

Each **MSD of Steuben County** 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.

MSD of Steuben County 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, **MSD of Steuben County** 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, **MSD of Steuben County** will provide and/or arrange transportation to and from school. If the student is living outside of the **MSD of Steuben County**, the district will assume the responsibility and cost of providing transportation to and from school.

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

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

Food Services:

Each of the **MSD of Steuben County 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 **MSD of Steuben County** 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 **MSD of Steuben County** 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.

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SECTION 4: ENROLLMENT

Enrollment Procedures: Any child or youth who claims to be homeless will be immediately enrolled in **MSD of Steuben County** 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.

MSD of Steuben County 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;

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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, and Building Level Counselors.*

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

- District Shared Google Folders
- Quarterly McKinney-Vento District Level Team Meetings
 - Building level staff meetings
- Informational Presentations

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District Website:

The **MSD of Steuben County** Website will include a page that will be used to communicate McKinney-Vento information with students, parents, staff, and community members. Information on the district 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 Secondary Education for **SCHOOL Corporation NAME** 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 Turning Point Shelter, local hotels, the local post office building, local library, and Project Help food bank.
- 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:

- Cyndi Nusbaum
- cnusbaum@msdsc.us**
- 260-665-2854

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

Each school in **MSD of Steuben County** will identify one staff member (social worker, counselor, administrator, etc.) who will serve as a representation on the McKinney-Vento District Level Team and will:

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

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

Angola High School

350 S. John McBride Ave
Angola, IN 46703:
Liaison Name: Jack Vrana
Email: jvrana@msdsc.us
Phone number: 260-665-2186

Angola Middle School

1350 E Maumee
Angola, IN 46703:
Liaison Name: Marlene Ewen
Email: mewen@msdsc.us
Phone number: 260-665-9581

Carlin Park Elementary

800 N. Williams St.
Angola, IN 46703:
Liaison Name: Amy Perkins
Email: aperkins@msdsc.us
Phone number: 260-665-2014

Hendry Park Elementary

805 S. Washington St.
Angola, IN 46703
Liaison Name: Lisa Bauer
Email: [@lbauer@msdsc.us](mailto:lbauer@msdsc.us)
Phone number: 260-665-3215

Ryan Park Elementary

1000 S John McBride Ave.
Angola, IN 46703:
Liaison Name: Rosie Brandt
Email: rbrandt@msdsc.us
Phone number: 260-668-8873

Pleasant Lake Elementary

1205 W Main St
Pleasant Lake, IN 46779
Liaison Name: Carol Atha
Email: catha@msdsc.us
Phone number: 260-475-5055

McKinney-Vento Act Residency & Educational Rights Information (questionnaire must be completed for each student)

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

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

When families and students find themselves in transition due to their housing situation, it is important that they know their rights regarding education. If students meet the requirements as stated in the McKinney-Vento Act (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

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

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McKinney-Vento Residency Form

Student Name _____
Date of Birth _____ - _____ Grade Level _____

The McKinney-Vento Homeless Assistance Act (Title X, Part C, of the No Child Left Behind 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."

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 you 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

NOTICE OF RIGHT TO APPEAL

Dear Parent:

Be advised that you have the right to appeal the decisions made by **MSD of Steuben County** 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 **Cyndi Nusbaum** in writing within 10 business days of receipt of this letter if you want to appeal the district's decision outlined above.

Attached you will find an appeal form that you can use for this notification. 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. State Coordinator, Deepali Jani can be reached by phone at 317-233-3372 or 317- 460-1340 via email at: djani@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.

Indiana Department of Education Weblink:

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

Sincerely,

Cyndi Nusbaum

cnusbaum@msdsc.us

260-665-2854

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

[insert date]

[insert parent(s) or guardian(s) name]

[insert parent(s) or guardian(s) address]

Re: [insert student(s) name]

Dear [insert parent/guardian/unaccompanied youth's name]:

This letter is sent to inform you of the district's decision regarding your request under the McKinney-Vento Homeless Assistance Act (MV). The specific details of the decision are provided in the paragraph below. You have the right to appeal this decision under MV. The instructions for submitting an appeal, which is known as the dispute resolution process, can be found at the end of this letter. If you file such an appeal, _____ [insert student(s) name] has the right to immediate enrollment or to remain enrolled at _____ [insert campus name] until a final decision in the dispute resolution process is made.

[To district staff: Complete the following items, including the relevant and specific details. Be clear about the timeframe and outcome. • The MV category of this dispute: (Eligibility, School Selection, or Enrollment) • Description of the situation that is being disputed: • Explanation of the decision by the district to dispute this claim: • Outcome based on the district's decision.]

The form should be submitted as soon as possible in order to resolve the dispute quickly. If you need assistance in completing the form, have any questions, or need assistance with the dispute resolution process, contact the district's homeless liaison. Once the dispute resolution process has begun, _____ [insert student(s) name] has the right to immediate enrollment or to remain enrolled at [insert campus name] until the final decision in the dispute resolution process is reached. This right includes participation in all school activities and services for which the student[s] is[are] eligible, including school of origin transportation.

Sincerely,

Cyndi Nusbaum

MV District Liaison

The School Board of Trustees declares it the policy of the Metropolitan School District of Steuben County to provide equal educational and employment opportunities regardless of race, creed, color, religion, national origin, age, gender, and where applicable marital status, familial status, parental status, domicile, disability, genetic information, veteran status, sexual orientation, political beliefs, reprisal, or any legally protected characteristic.

For inquiries of: Title IX, Section 504, American With Disabilities Act
Contact: Director of Curriculum & Instruction
400 S. Martha Street, Angola, IN 46703

(260) 665-2854

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DISPUTE OF ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT UNDER THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

To file a formal dispute under the McKinney-Vento Homeless Act, please fill out this form completely and submit it by hand-delivery, e-mail, or US Mail to the principal or the School District's liaison for homeless students. Policy typically requires dispute forms to be filed within 15 District business days of receiving the written explanation of the District's decision. However, because the Act's dispute process should be expedited whenever possible, MSD Steuben County recommends that you submit the form as soon as possible. If a dispute arises over school selection or enrollment in a school, the child shall be immediately admitted to the school in which enrollment is sought, during resolution of the dispute.

If you need assistance filling out this form or if you have other questions, please contact the liaison for homeless students.

Principal

Name: _____

Address: _____

Phone: _____

E-mail: _____

Liaison for Homeless Students

Name: Cyndi Nusbaum

Address: 400 S. Martha St, Angola

Phone: 260-665-2854

E-mail: cnusbaum@msdsc.us

1. Student Name: _____

2. Address: _____

Phone: _____

Email: _____

School: _____

3. Will the Liason for Homeless Students be presenting your dispute? _____

If no, please identify the person representing you.

Name: _____

Address: _____

Phone: _____

Email: _____

4. Please describe the McKinney-Vento eligibility, school selection, or enrollment decision that has prompted this dispute resolution process. Attach any documentation you have received from the school regarding this dispute.

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5. What was the date you received written notice of the School's/District decision causing the dispute? _____

6. Please explain why you are dissatisfied with the eligibility, school selection, or enrollment decision.

7. Please describe the outcome you seek from this dispute and why you believe this outcome to be in the student's best interest. Please attaché any documents and or any information you believe supports your desired outcome.

Student or Parent's Name

Student or Parent's Signature

Liaison or Representative Name

Liaison or Representative Signature

Name & Title of District personnel receiving this form.

Date the form was received

Attach to this form any documents that you believe will support the dispute resolution process; if unavailable when you submit this form please submit them prior to the resolution conference. Please keep a copy of the completed form and any supporting documentation for your records.

The District's homeless liaison is available to assist the parent, guardian, or unaccompanied you in completing and submitting this form.

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METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

400 SOUTH MARTHA STREET ♦ ANGOLA, INDIANA 46703 ♦ 260.665.2854 ♦ FAX: 260.665.9155 ♦ www.msdssteuben.k12.in.us

NOTICE OF PARENT AND STUDENT RIGHTS IN THE MCKINNEY-VENTO ENROLLMENT DISPUTE RESOLUTION PROCESS

This document provides school district personnel with information regarding McKinney-Vento Dispute Resolution procedures, including local and state expectations for processing a dispute. It should be used in conjunction with the MSD of Steuben County School Board Policy 6137 on homeless students, the Dispute of Eligibility, School Selection, or Enrollment Form and parent letter. The district has the responsibility to ensure that local timelines in the district's policy are expedited whenever possible.

The McKinney-Vento Homeless Assistance Act provides important protections and rights for homeless children and unaccompanied homeless youth. The document provides information when disputes occur regarding student eligibility, school selection, or enrollment since these are the only issues subject to the dispute resolution provisions in the Act.

This document provides information about the dispute resolution process should the parent, guardian, or an unaccompanied youth disagree with a district's determination of eligibility, school selection, or enrollment. Upon dispute, a school district must immediately enroll a homeless child in the school of origin, unless the parent, guardian, or unaccompanied youth selects the school located in the attendance area where the student temporarily resides. In determining the best interest of the child, the district shall presume that keeping the student in his or her school of origin is in the student's best interest, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth. The district shall also consider the impact of moving schools on achievement, education, health, and safety. In addition, the district must provide transportation to and from the school of origin. The student shall remain attending the school in which enrollment is sought, pending final resolution, including all available appeals.

1. Who at the district makes the eligibility, school selection, or enrollment decision?

A district's enrollment staff will gather and analyze information from the parent, guardian, or unaccompanied youth and make a determination.

2. What type of notice will the parent, guardian, or unaccompanied youth receive about a district's enrollment decision if the district determines that the student is not eligible for school selection, or enrollment.

The district must provide the parent, guardian, or unaccompanied youth with a written notice that includes an explanation of the decision regarding eligibility, school selection, or enrollment and right to appeal or dispute the decision.

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Once the decision is made the district's liaison or designee will complete the parent notice and hand-deliver, e-mail, or US Mail the notice to the parent, guardian, or unaccompanied youth.

3. What are the responsibilities of the District's McKinney- Vento liaison for homeless students regarding disputes?

The district liaison is responsible for ensuring that the dispute resolution process is conducted as expeditiously as possible, ensure that decisions are communicated in writing the parent, guardian, or unaccompanied youth, and include information about the right to appeal. The liaison is available to provide assistance to the parent, guardian, or unaccompanied youth through the entire dispute process.

4. How and when does a parent, guardian, or unaccompanied youth begin the appeal process?

MSD of Steuben County policy requires the parent, guardian, or unaccompanied youth be referred to the District Liaison for assistance in beginning the dispute process. Step 1 of the process is for the parent, guardian, or unaccompanied youth to file the Dispute Form within 15 days of enrollment or sooner. The school board policy, the dispute form, and Parents and Students Rights are available at the district's website <http://www.msdsteuben.k12.in.us/> or from the district's homeless liaison at central office.

5. What information will the guardian, or unaccompanied youth need to complete the dispute form?

- ✓ Contact information for the parent, guardian, or unaccompanied youth and anyone representing them in the dispute;
- ✓ The factual details regarding the decision or circumstances that caused the dispute;
- ✓ The harm caused by the decision or circumstances;
- ✓ The outcome that the guardian, or unaccompanied youth seeks.
- ✓ All documents regarding the dispute to attach to the form.

6. Where does the parent, guardian, or unaccompanied youth file the dispute form?

The form may be;

Mailed: Superintendent , MSD Steuben County 400 S. Martha Street, Angola, IN 46703

Faxed: 260-665-9155 Attention: Superintendent Or Homeless Liaison

Email: cnusbaum@msdsc.us or Superintendent

Hand: The district liaison or building principal who will forward to the Superintendent or his designee.

6. What are the next steps after the parent, guardian, or unaccompanied youth files the dispute form?

Once the dispute form is received, the appropriate district administrator will make reasonable efforts to schedule the conference as quickly as possible. The administrator has up to 15 district business days to notify and hold the conference. The process will be expedited when possible. The Superintendent or his designee will hold the conference. The district liaison may attend only as the

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

representative of the parent, guardian, or unaccompanied youth. At the conference, the parent, guardian, or unaccompanied youth will have an opportunity to explain the dispute and present any other relevant information. The parent, guardian, or unaccompanied youth will receive a written response within ten district business days following the dispute resolution conference. Documentation of the conference will be kept by the district.

7. What if the parent, guardian, or unaccompanied youth disagrees with the outcome of the conference?

They may appeal the decision to the school board by submitting a written appeal notice. The parent, guardian, or unaccompanied youth has 10 district business days to appeal after receiving the written conference outcome notice. The parent, guardian, or unaccompanied youth does not need to provide any additional documents to appeal to the school board.

The homeless liaison will inform the parent, guardian, or unaccompanied youth of the date, time, and place of the board meeting at which the appeal will be heard. The appeal should be heard at the next regularly scheduled board meeting. The district liaison should attend the board meeting.

8. How long does the entire dispute resolution process take?

The entire local dispute process should not exceed more than 31 district business days. The dispute will be resolved as quickly as possible. A parent, guardian, or unaccompanied youth can expedite the process by promptly filing appeal forms.

9. What is the next step in the process if the parent, guardian, or unaccompanied youth disagrees with the school board's decision?

Within 10 business days of receiving the school board's decision, the parent, guardian, or unaccompanied youth may appeal to the State Coordinator of Homeless Education at the Indiana Department of Education. Please visit <https://www.doe.in.gov/student-services/dispute-resolution> complaints page for guidance. Only disputes that have gone through all levels of the local dispute resolution process will be reviewed by the Indiana Department of Education (IDOE).

10. What happens in the next steps of the complaint?

- The district will submit related documentation and information the school board used in its decision within 5 business days.
- The IDOE will along with the State Coordinator of Homeless Education will make a final decision within 20 business days upon receipt of the requested documentation.
- The IDOE's written decision will be sent by letter electronically and in hard copy to the parent, guardian, or unaccompanied youth who filed the complaint; the local school district's liaison and the Superintendent.
- The IDOE's decision regarding McKinney-Vento disputes is final.