

Lonoke School District

Guidelines and Procedures

for

McKinney Vento Homeless Program

Families in Transition

2024-2025

School District Board Reviewed and Approved: Date June 17, 2024

STATEMENT OF PHILOSOPHY

The Lonoke School District believes that all students can and will learn. The McKinney-Vento Homeless program removes barriers to learning for all homeless or displaced children and youth. All homeless or displaced children and youth will be served using all resources available to the district.

DEFINITION

The term “homeless children and youths” as defined by the McKinney-Vento Act means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship. It includes children and youth who:

- Are temporarily sharing the housing of other persons due to the loss of housing, economic hardship, or similar reasons.
- Are living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations.
- Are living in emergency shelters.
- Are abandoned in hospitals
- Have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Are living in cars, parks, public places, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Are runaway children or children who are abandoned

Migratory and/or unaccompanied youth (youth not in the physical custody of a parent or guardian) will be considered homeless if they meet the above definition.

Homeless/displaced status is determined in cooperation with parents, or in the case of unaccompanied youth, by the school or district homeless/displaced liaison. Homeless status may be documented through a variety of forms such as the residency form, consent form, services form, and/or certification by the McKinney Vento Liaison.

Enrollment

The terms “enroll” and “enrollment” are defined as attending school and participating fully in school activities.

The school shall immediately enroll youth, even if they lack the records normally required for enrollment. Records will immediately be requested from the previous school.

Guardianship

Homeless or displaced students who do not live with their parents or guardians may enroll themselves in school. The district liaison will discuss the possibility of assigning an adult to act as a “surrogate parent”.

Residency

A homeless or displaced child or youth is a resident if the child is personally present somewhere in the district with a purpose to remain but not necessarily to remain permanently.

A homeless or displaced child or youth shall be considered a resident when living with the parent, guardian, or adult surrogate parent not solely for school purposes or participation in extracurricular activities.

1. Homeless or displaced children, youth, and unaccompanied youth will be enrolled immediately, even if they lack the immunizations and/or records ordinarily required for enrollment. Documents and records that cannot be used to delay enrollment include but are not limited to:
 - a. Transcripts or school records
 - b. Immunization, health, medical records
 - c. Birth certificates
 - d. Proof of residency
 - e. Proof of guardianship
2. Once the student is enrolled it is the responsibility of the school to request records from the previous school.
3. The program liaison should be contacted as soon as possible to assist the family with supplies and other needs.

School Selection

Placement in a school will be according to the child's best interest.

- Continue the child's or youth's education in the school of origin for the duration of the homelessness or displacement, in any case in which a family becomes homeless or displaced between academic years or during an academic year, even if the child or youth becomes permanently housed during an academic year.
- Enroll the child or youth in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
- Parents or guardians may request their child attend any school in the area to the extent feasible. The district will try to comply with these requests

In determining the best interest of the child or youth, to the extent feasible the child or youth will be kept in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian for the duration of the homelessness or displacement. In the case of unaccompanied youth, the program liaison or designee will assist in the placement or enrollment decisions concerning the youth's request.

The school of origin means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. The choice regarding placements shall be made regardless of whether the youth lives with the homeless parents or guardian or has been temporarily placed elsewhere.

Meal Waiver

When a student is identified as homeless or displaced the student is automatically approved for free meals. The district liaison or designee will notify the director of food services in writing.

Fee Waiver

To encourage homeless or displaced students to participate in school activities, payment of all student fees will be waived for students identified as homeless or displaced.

Student fees include but are not limited to:

- Fees for field trips
- Fees for projects
- Fees for yearly classes
- Fees for courses such as art, music or technical education

The school liaison will work with community resources to provide reimbursement for out-of-pocket fee expenses for homeless or displaced students. If no other resources are available, the school liaison will identify additional funding sources including the use of Title I funding as allowable by the McKinney-Vento Act. This will be decided on a case-by-case basis by the district liaison and is dependent on a number of factors including the availability of funds.

Transportation

At the request of the homeless or displaced child's parent or guardian or the district liaison in the case of unaccompanied youth, transportation to the school of origin will be provided following the best interest practices as outlined in the McKinney Vento Act. The district liaison and parents will use the School Selection Checklist to guide the decision-making process.

- In order to arrange transportation, the district liaison will determine with the family the best means of transportation
- If it is determined that school bussing is the best option, an alternative form of transportation is immediately arranged until school bussing can be arranged through the transportation department.
- Once a bus is arranged, the transportation department will contact the liaison. The school and family will be informed of the new arrangements. If there is no bus available, an economical and appropriate option can be worked out between the liaison and the family.
- When the youth or unaccompanied homeless student's temporary residence and school of origin are two different school districts, the districts will collaborate on the method and cost of transportation and will share the transportation cost.

Comparable Services

Each homeless or displaced child or youth shall be provided services comparable to services offered to other students in the school selected. These services include but are not limited to:

- Preschool programs
- School supplies
- Transportation services
- Education services for which the child or youth meets eligibility criteria such as ELL or special education programs
- Programs for “At Risk” students
- Programs for gifted and talented students
- School nutrition programs
- Title I services

Educational Rights

Under the McKinney-Vento Act, children in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled
- Receive transportation to and from the school of origin
- Enroll in school immediately, even if missing records and documents normally required for enrollment such as birth certificate, proof of residence, previous school records, or immunization/medical records
- Enroll, attend classes, and participate fully in all school activities while the school arranges for the transfer of records
- Have access to the same programs and services that are available to all other students including transportation and supplemental education services
- Attend school with children not experiencing homelessness; segregation based on a student’s status as homeless is prohibited.

Complaint/Dispute Resolution Process

Federal Regulations require that the Public Schools adopt procedures for receiving and resolving disputes about the transition of children or youth experiencing homelessness as identified under the McKinney-Vento Act.

If the dispute arises over school selection or enrollment, the child or youth must be immediately enrolled in the school in which he or she is seeking enrollment, pending resolution of the dispute.

Enrollment is defined as “attending classes and participating fully in school activities.”

The school must refer the student and parent or guardian to the district's homeless liaison to carry out the dispute resolution process as quickly as possible. The homeless liaison must ensure that the dispute resolution process is also applicable to unaccompanied youth.

Any individual who believes that the Public Schools has violated the regulation or law governing the McKinney-Vento Act should submit a detailed statement of facts supporting the allegation to the Public School district superintendent. The Superintendent shall investigate the complaint and provide the individual with the school's decision regarding school selection or enrollment within 30 days. This response must include information on their right to appeal the school's decision. The written explanation shall be complete, as brief as possible, simply stated, and provided in a language that the parent, guardian or unaccompanied youth can understand.

If the dispute remains unresolved at the district level or is appealed, then the district's homeless liaison shall forward all written documentation and related paperwork to the state homeless coordinator:

Arkansas Department of Education
Public School Program Advisor
Four Capitol Mall, Slot #26
Little Rock, AR 72201

All complaints must include the following:

- ✓ The date
- ✓ The name of the school district, unit, or individual the complaint is against
- ✓ The name, address, and telephone number of the individual filing the complaint
- ✓ A detailed description of the complaint, including specific facts
- ✓ The signature of the person making the complaint

When a written complaint is filed, the Department of Education will investigate and issue a written response within 60 calendar days from the date the complaint is received. The state coordinator will notify the LEA, school, and parent of the final school selection or enrollment decision.

If the complaint is not resolved to the satisfaction of the individual, the individual may forward a complaint to:

The Secretary of Education
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208

Responsibilities of the Homeless Liaison

1. Coordinate with school and local agencies to identify families who meet the criteria for homelessness.
2. Maintain and monitor documentation of identified families, collaboration with local resources, specialized transportation, and expenditures for identified families

3. Coordinate with other districts and the district transportation department to provide transportation to the selected schools
4. Order posters or provide signs to post in public places to notify the public of services.
5. Provide professional development for school liaisons and other staff
6. Collaborate and coordinate with the state coordinator and school liaisons to provide educational and related support services to identified families
7. Contact identified families before the start of each school year to determine eligibility for the new year
8. Notify data systems manager and director of food services when a family meets the criteria for homeless or displaced status
9. Notify families of rights under the McKinney-Vento Act including the process for resolving disputes
10. Notify the superintendent if an identified family is living out of the district
11. Provide educational and related services to identified families
12. Help identified families obtain immunization records or medical records
13. Connect families to resources and services
14. Coordinate with community groups to provide needed resources and services
15. Document collaboration with community groups

Procedures for Identifying Homeless Students

- If you believe a student may qualify for McKinney Vento services, you may contact your building counselor or the McKinney Vento Liaison.
- The McKinney Vento Liaison will make the eligibility determination.
- The McKinney Vento Liaison will contact the student's caregiver concerning the services available and their rights under the McKinney Vento law.

Contact Information

Melissa Edwards
McKinney Vento Liaison
melissa.edwards@lonokeschools.org
501-676-2042

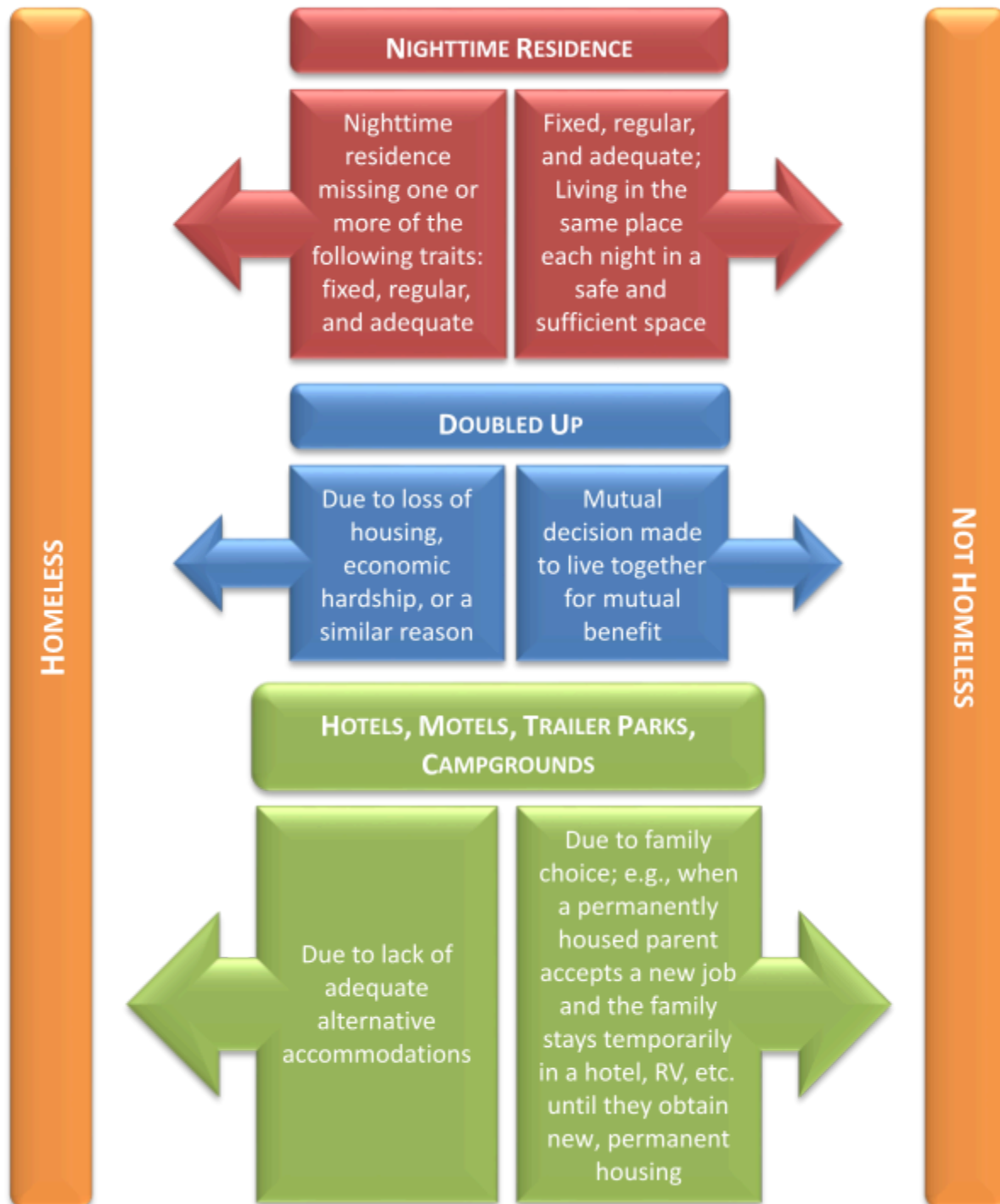
Forms

All forms should be the same throughout the district/LEA

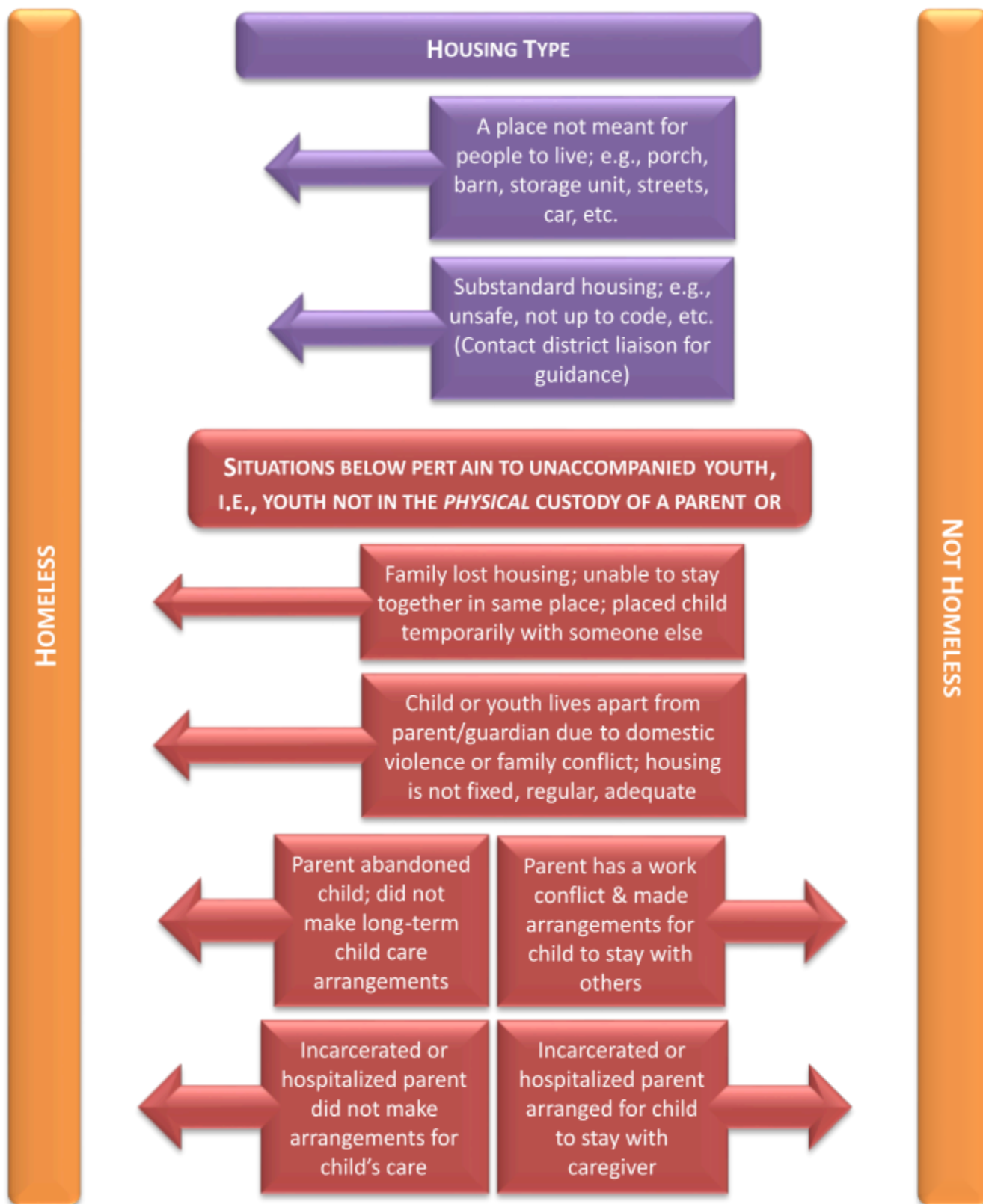
Who Is Homeless?

A Flowchart for Making Determinations for Education Services

This flowchart is meant to aid you in making decisions about a student's eligibility as homeless under the education subtitle of the McKinney-Vento Act (42 U.S.C. 11431 *et seq.*), but it may not capture every housing situation. For the complete definition of *homeless*, visit <https://nche.ed.gov/legis/mv-def.php>. For more information on making determinations, see the related issue brief from the National Center for Homeless Education: https://nche.ed.gov/downloads/briefs/det_elig.pdf.



*Note: Children and families who qualify for education services based on this definition may or may not qualify for housing and related assistance. Contact your local housing programs for more information.



RESIDENCY FORM

Your answers will help determine if the child/youth meets eligibility requirements for services under the McKinney-Vento Act.

List all of your children birth through age 21.

Name of Child/Youth	School/Program	Age	Grade/ Early Childhood Level	Date of Birth

Parent/Guardian _____

Address _____

City _____

Zip Code _____ Phone Number: _____

Are you a child or youth living apart from your parents or guardians?

Yes No

Is this address temporary or permanent? (circle one)

Please choose which of the following situations the child or youth currently lives in (you can choose more than one):

- _____ House or apartment with parent
- _____ Foster or Open Arms Shelter
- _____ House or apartment with legal or court-appointed guardian (signed by a judge)
- _____ Motel, car, or campsite
- _____ Shelter or other temporary housing (except Open Arms Shelter)
- _____ With friends or family members (other than or in addition to parent/guardian)
- _____ Living in inadequate housing (no heat, no water, mold-infested, etc.)

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

- _____ Loss of housing
- _____ Economic situation
- _____ Temporarily waiting for house or apartment
- _____ Provide care for a family member
- _____ Living with boyfriend/girlfriend
- _____ Loss of employment
- _____ Parent/Guardian is deployed
- _____ Other (Please explain)

Housing and Educational Rights

Students without fixed, regular, and adequate nighttime residences have the following rights:

- 1) Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all of the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations;
- 2) Transportation to the school of origin for the regular school day;
- 3) Access to free meals, Title I and other educational programs, and transportation to extra-curricular activities to the same extent that it is offered to other students.

Any questions about these rights can be directed to the local McKinney-Vento liaison at _____, or the State Coordinator at 501-683-5428.

Arkansas law provides that anyone who knowingly gives a false residential address for purposes of public school enrollment is guilty of a violation and subject to a fine of up to \$1,000 (Ark. Code Ann. § 6-18-202(f)).

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

Signature of Parent/Guardian/Unattached Youth

Date

Signature of McKinney-Vento Liaison

Date

Services for McKinney-Vento Identified Students

Student: _____

School: _____

Grade _____

Please check the services needed or desired:

☐ Early Head Start or Head Start

☐ Transportation to the school of origin

☐ Clothing/Uniform

☐ School supplies

☐ Counseling

☐ Medical/dental referral

☐ Vision referral

☐ Medicaid/DSHS services – food stamps

☐ Preschool Enrollment records

☐ Missing enrollment records

☐ Birth certificate

☐ Immunization/medical records

☐ Tutoring

☐ After-school programs

☐ Teen Center

☐ Mentoring

☐ Special Education

☐ Gifted/talented

☐ Vocational/technical

☐ Community resource

☐ Prior academic records

☐ LEP/Bilingual program

☐ Guardianship issues

Signature of Parent/Guardian/Unattached Youth

Date

Signature of McKinney-Vento Liaison

Date

FORMATO DE RESIDENCIA

Sus respuestas ayudarán a determinar si el estudiante cumple con los requisitos de elegibilidad para recibir servicios bajo la Ley McKinney-Vento.

Anote los datos de todos sus hijos menores de 21 años.

Nombre del menor	Escuela	Edad	Grado	Fecha de nacimiento

Padre/Tutor _____

Dirección _____

Ciudad _____

Código Postal _____ Teléfono _____

¿Esta dirección es temporal o permanente? (circule una)

Por favor elija la opción u opciones sobre el lugar en donde vive el estudiante (puede elegir más de una):

- ☐ Motel, coche, o campamento
- ☐ Refugio u otro tipo de albergue temporal
- ☐ Con amigos o familiares (además del padre o tutor)
- ☐ Vivienda inadecuada (sin calefacción, sin agua corriente, infestada con moho, etc.)
- ☐ Casa o departamento con padre/madre
- ☐ Casa o departamento con tutor legal o tutor designado por la corte

Si están viviendo con alguien más, marque todas las razones que apliquen:

- ☐ Perdió su casa
- ☐ Situación económica
- ☐ En espera de una casa o departamento
- ☐ Están brindando cuidados a un miembro de la familia
- ☐ Están viviendo con su novio/novia
- ☐ Pérdida de empleo
- ☐ El padre o tutor se encuentra en una misión militar en otro estado o país
- ☐ Otro (Por favor explique)

¿Es usted un estudiante que no vive con sus padres o tutores?

Si No

Derechos Educativos y de Vivienda

Los estudiantes que no cuentan con un lugar de residencia que sea fijo y adecuado, tienen los siguientes derechos:

- 4) Inscripción inmediata en la última escuela a la que asistieron o en la escuela local que corresponde al lugar en donde viven actualmente, aunque no tengan todos los documentos que normalmente se requieren para la inscripción y sin temor a recibir un trato diferente por su situación de vivienda;
- 5) Transporte a la escuela de origen para asistir regularmente a clases;

- 6) Alimentos gratuitos, servicios en virtud del Título I y otros programas educativos, así como
transportación a actividades extracurriculares en la misma medida que se ofrecen a los demás
estudiantes.

Pueden hacer todas las preguntas que tenga sobre estos derechos al enlace local de McKinney-Vento al _____, o al Coordinador Estatal al 501-683-5428.

La ley de Arkansas establece que cualquier persona que intencionalmente proporcione una dirección falsa con fines de inscripción en escuelas públicas es culpable de una violación y será sujeta a una multa de hasta \$1,000 (Ark. Code Ann. § 6-18-202(f)).

Al firmar este documento, confirmo que recibí copia y que comprendo los derechos mencionados anteriormente.

Firma del Padre/Tutor/Menor no acompañado

Fecha

Firma del enlace de McKinney-Vento

Fecha

Servicios para los estudiantes identificados bajo la Ley McKinney-Vento

Estudiante: _____

Escuela: _____

Grado: _____

Por favor marque los servicios que necesita:

☐ Lunch Gratuito

☐ Transporte a la escuela de origen

☐ Ropa/Uniformes

☐ Útiles escolares

☐ Orientación educativa/Terapia psicológica

☐ Remisión médica/dental

☐ Remisión de visión

☐ Medicaid/Servicios de DSHS – Estampillas de comida

☐ Expedientes para la inscripción a preescolar

☐ Expedientes faltantes para la inscripción

☐ Acta de nacimiento

☐ Expedientes médicos/Registro de vacunas

☐ Tutorías

☐ Programas extraescolares

☐ Centro para adolescentes

☐ Acompañamiento

☐ Educación especial

☐ Alumnos dotados y talentosos

☐ Educación Vocacional/técnica

☐ Recursos en la comunidad

☐ Expedientes académicos anteriores

☐ Programa bilingüe

☐ Problemas de custodia legal

Firma del padre/Tutor/Menor no acompañado

Fecha

Firma del enlace de McKinney-Vento

Fecha

Missing Documents

Student Name: _____

Name of Person Completing Form: _____

Relationship to Student: _____

School District/Building: _____

Indicate which documents are missing:

☐ Proof of residency

☐ Proof of guardianship

☐ Proof of identity

☐ Birth certificate

☐ Immunization records

☐ School physical/health records

☐ School records

☐ Other (please describe): _____

You are being asked to answer the following questions because you are unable to provide the enrollment documents checked above that are required for enrollment. In accordance with the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.) states and localities are required to address barriers to the enrollment of students meeting the definition of homeless. Your completion of this information will facilitate the enrollment of your child (or of your own enrollment if you are an unaccompanied homeless youth).

1. Please list the age, date of birth, and birthplace of the students being enrolled.

2. If the person completing this form is someone other than the parents, legal guardians, or other persons with legal custody of the student(s) being enrolled, please list the names of the parents, legal guardians, or custodians. (If you are an unaccompanied youth, please list your parents, legal guardians, or other adults who help take care of you, such as relatives, caregivers, social workers, etc.)

3. Do you have legal custody imposed by a court order or have you been designated as a court-appointed guardian for the student(s) being enrolled?
What court entered such order and what type of case was it (e.g., custody hearing, etc.?)

4. Why are you unable to present a copy of the checked items?

5. In order to help the school district locate missing information for each of the students enrolling, please give the following information:

Last school attended (name of school, city or county, and state):

Clinic or medical facility where immunizations or medical treatment was received (name of facility, city or county, and state):

Date

Signature of Person Completing Form

McKinney-Vento Collaboration Form

Collaborator Name (Organization and Department Name):			
Mailing Address:			
City:			Zip:
Office Phone:	Cell Phone:	Fax:	E-mail:

Type of collaboration (check one):

- ☐ In-District Collaboration (examples: Music Department, PTA, Special Education, Migrant Department, etc.)
- ☐ Other Organization/Agency Collaboration (examples: Girl Scouts, Boys and Girls Club, Baptist Church, Lion's Club, YMCA Family Shelter, Safe Place Domestic Violence Shelter, etc.)

List the specific services and/or items this collaborator will provide to support the McKinney-Vento program.

Collaborator's Signature:	
Chief Executive Officer	
Title or Position:	
Date:	

This document must be signed as evidence of the collaboration between the district and the entity/entities with which the district has and will collaborate in the planning and implementation of the ***Education of Homeless Children and Youth Program***.

[District's] Written Notification of Eligibility, School Selection or Enrollment Decision

In compliance with 42 U.S.C. § 11432(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, [DISTRICT] is providing its written decision to:

Parent/Guardian: _____

Student(s): _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

Please have parent/guardian sign and date below to indicate that they have received a copy of this form.

Parent/Guardian Signature

Date

- You have the right to appeal this decision by completing the attached Dispute Resolution Form or provide your explanation verbally to the district's Homeless Liaison:
- _____
Resolution by the Homeless Liaison will be made within 5 business days of receipt of the Dispute Resolution Form.
- If the matter is not resolved at that level, the Superintendent shall issue the District's decision within 7 business days of the second dispute by the parent/guardian.
- If the matter is not resolved at that level, the parent/guardian may appeal this decision by contacting the Arkansas Department of Education Homeless Education Coordinator (see contact information below).
- The student listed above has the right to enroll immediately in the requested school, including full participation in all school activities pending the resolution of the dispute.
- You may contact the state coordinator if further help is needed:
State Coordinator for Homeless Education
Arkansas Department of Education
Office – 501-683-5428
FAX – 501-682-5136
- You may seek the assistance of advocates or attorneys.

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

Date: _____ **School:** _____

Name and Title of Person Completing Form: _____

DISPUTE RESOLUTION FORM

This form is to be completed by the parent/guardian or unaccompanied youth when a dispute arises over school enrollment. The information may be shared verbally with the Homeless Liaison instead of completing this form. The Homeless Liaison can be contacted at melissa.edwards@lonokeschools.org or 501-545-6811.

Date submitted: _____

Student(s): _____

Person completing form:

Relation to student(s):

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

I wish to appeal the enrollment decision made by:

School: _____

I have been provided with a written explanation of the school's decision (check one): ☐ Yes ☐ No

You may include a written explanation to support your appeal in this space, or you may provide your explanation verbally.

Parents, guardians and youth have the following rights:

- You have the right to appeal this decision by completing the appeal form or by contacting your school district's local homeless education liaison.
- The student listed above has the right to enroll immediately or remain enrolled in the requested school pending the resolution of this dispute.
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment in the requested school.
- You may seek the assistance of advocates or an attorney.

- You may contact the state coordinator for Homeless Education if further help is needed or desired.

A copy of our state's dispute resolution process for students in transition is attached. The state coordinator is: **Jessica Hickman**

Please check the boxes below to confirm that you understand that you are entitled to the following:

- ☐ I know that I may contact the Division of Elementary & Secondary Education's Homeless Education Coordinator: Dana Davis, State Homeless Education Coordinator Phone: (501) 683-5428 Fax: (501) 682-5136 Email: dana.davis@ade.arkansas.gov
- ☐ I know that I may seek the assistance of advocates or attorneys.
- ☐ I want a copy of this written notice of appeal of school enrollment forwarded to: State Homeless Education Coordinator: Dana Davis, State Homeless Education Coordinator Phone: (501) 683-5428 Fax: (501) 682-5136 Email: dana.davis@ade.arkansas.gov

Name: _____

Signature: _____

Date: ____/____/____

Relationship to student (if applicable)
