



McKinney-Vento Homeless Program Guidelines and Procedures

November 2018

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STATEMENT OF PHILOSOPHY

It is the mission of the Glendale-River Hills School District to lead in creating a supportive learning environment to inspire all students to strive for excellence in pursuing a strong academic foundation to succeed in and contribute to the global community. Please reference our website at www.glendale.k12.wi.us to review our "Commitment to Learning."

The McKinney-Vento Homeless program removes barriers to learning for homeless children and youth. All homeless children and youth will be served using all resources available to the district.

DEFINITION OF HOMELESS CHILDREN AND YOUTH

The term "homeless children and youths" 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 loss of housing, economic hardship, or a similar reason;
- are living in motels, hotels, or camping grounds due to the 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 spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- are runaway children or children who are abandoned.

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

Homeless status is determined in cooperation with parents or in the case of unaccompanied youth by the school counselor, principal and/or district program liaison.

ENROLLMENT

The terms 'enroll' and 'enrollment' are defined to mean attending school and participating fully in school activities.

The school selected shall immediately enroll the child/youth, even if the child or youth lacks records normally required for enrollment. Records will immediately be requested from the previous school.

Homeless students who do not live with their parents or guardians may enroll themselves in school. For emergency contact, if possible, complete a Caregiver form.

RESIDENCY

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

The child or youth shall be considered a resident when living with a parent, guardian, or person or other adult not solely for school purposes or for participation in extracurricular activities. "In the place of a parent"

1. Homeless children, youth and unaccompanied youth will be enrolled immediately, even if they lack immunizations and/or records ordinarily required for enrollment. Documents and records that can not be used for enrollment delays include but are not limited to:
 - A. transcripts/school records
 - B. immunization, health, medical records and birth certificates
 - C. proof of residency
 - D. proof of guardianship
2. Once the student is enrolled it is the responsibility of the school to contact the previous school and request records.
3. The building level school counselor and/or principal should be contacted as soon as possible to assist the family with supplies and other needs.



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Student / Family Residence Questionnaire

Your child may be eligible for additional educational services through Title 1 Part A, Title 1 Part C -Migrant, and/or Federal McKinney-Vento Assistance Act. Eligibility can be determined by completing this questionnaire.

1. Presently, are you and/or your family living in any of the following situations? *Check all that apply.*

- Staying in a shelter (family shelter, domestic violence shelter, youth shelter) or FEMA trailer.
- Waiting for foster care placement.
- Sharing the housing of others due to loss of housing, economic hardship or similar reason.
- Living in a car, park, campground, abandoned building, or other inadequate accommodation.
- Temporarily living in a motel or hotel due to loss of housing, economic hardship or similar reason.
- Living alone as a minor student(s) without an adult (unaccompanied youth).

If you checked any box above please complete the remainder of this form and submit it to school personnel. If you did not check any box above, you do not need to complete or submit this form.

2. Please list all children currently living with you.

First	Middle	Last	M/F	Birth date	Grade	School Name

The undersigned parent/guardian certifies that the information provided above is accurate.

PRINT PARENT/GUARDIAN NAME SIGNATURE DATE

 (AREA CODE) PHONE NUMBER STREET ADDRESS CITY STATE ZIP

Your children have the right to:

- Continue to attend school in the school attended before you became homeless (school of origin).
- Receive transportation to the school of origin.
- Enroll in school without giving a permanent address and attend classes while the school arranges for a school transfer, immunization records or other documents required for enrollment.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Have enrollment disputes quickly addressed.

The McKinney Vento Homeless Education Assistance Act and the G-RH Board of Education ensure the educational rights above for students who are homeless. If you wish to have a copy of this document, please ask the staff person helping you today to make one.

G-RH staff assisting with this process:

 NAME SIGNATURE DATE

Glendale-River Hills School District

2600 W. Mill Road, Glendale, WI 53209 • (414)351-7170 ext. 2121 • (414)434-0109 fax
 www.glendale.k12.wi.us • E-mail: brenda.humphrey@glendale.k12.wi.us

Caregiver Authorization Form

This form is intended to address the McKinney-Vento Homeless Assistance Act (P.L. 107-110) requirement that homeless children have access to education and other services for which they are eligible. The McKinney-Vento Homeless Assistance Act states specifically that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian; however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education.

Instructions: Complete this form for a child/youth presenting himself/herself for enrollment while not in the physical custody of a parent or guardian.

- To authorize the enrollment in school of a minor, complete items 1 through 4 and sign the form.
- To authorize the enrollment and school-related medical care of a minor, complete all items and sign the form.

I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor named below.

1. Name of minor: _____
2. Minor's date of birth: _____
3. My name (adult giving authorization): _____

4. My home address: _____

5. Check one or both (for example, if one parent was advised and the other could not be located):
 - I have advised the parent(s) or other person(s) having legal custody of the minor as to my intent to authorize medical care and have received no objection.
 - I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization.
6. My date of birth: _____
7. My state driver's license or identification card number: _____

I declare under penalty of perjury under the laws of this state that the foregoing information is true and correct.

Signature: _____ Date: _____

Adapted from materials produced by the California Department of Education.

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SCHOOL SELECTION

Placement in a school shall, according to the child's best interest,

- For an elementary students (including 4K), continue the child's or youth's education in the school of origin for the duration of homelessness, in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, 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.

In determining the best interests 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 homelessness.

In the case of unaccompanied youth, the district's homeless liaison will assist in placement or enrollment decisions considering the requests of such unaccompanied youth.

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 school of origin also includes the designated receiving school at the next level.

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or guardian or has been temporarily placed elsewhere.

LUNCH WAIVER

1. When a student is identified as homeless they are automatically waived with or without paperwork. This is at the INITIAL point of identification.
2. The free status stays with that student the entire school year until the student is "permanently" housed. Then they must complete the paperwork/application.
3. The homeless liaison will send necessary documentation to the staff member in the Business Office who coordinates free and reduced lunch in order to facilitate this process.
4. Staff in the Business Office will be responsible for communicating with food service in order to process the waiver.
5. The homeless liaison will notify the school contact to confirm that the free lunch paperwork and waiver has been processed by the food service provider.

FEE WAIVER

Student fees for the purposes of serving homeless children include but are not limited to: fees for field trips, extra-curriculars, YAC (Youth Activity Center) and yearly student fees. These fees are to be automatically waived. The waiving of fees will be done directly by the Homeless Liaison and/or the secretarial, enrollment staff.

To encourage all homeless students to participate in all school activities, payment of all student fees will be waived if the student is identified as homeless.

COMPARABLE SERVICES

Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, such as

1. School supplies
2. Transportation services
3. Educational services for which the child or youth meets eligibility criteria such as ELL or special education programs
4. Programs for "At Risk" students
5. Programs for gifted and talented students
6. School nutrition programs
7. Title I services

TRANSPORTATION

1. At the request of a homeless child's parent/guardian or the homeless liaison in the cases of unaccompanied youth, transportation to the school of origin will be provided to homeless children and youth, following best interest provisions (outlined in the McKinney-Vento Homeless Assistance Act under Local Education Agency Requirements).

- In order for transportation to be set up, the homeless liaison will determine with the family the best means of transportation.
- The homeless liaison's secretary will arrange for transportation.
- When a student obtains permanent housing, transportation to the school of origin can be provided until the end of the academic year. Parents/guardians can choose to enroll the child in the school in the attendance area in which they live.

2. When the child, 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. The districts will share the cost of transportation.

3. Refugee students who are not independently housed may be considered homeless unless families choose to not be considered so. The homeless liaison/interpreters will discuss McKinney-Vento with families to determine if they are homeless. It will be determined based on where the student resides and where the program is for the refugee students if transportation is necessary.

COMPLAINT/DISPUTE RESOLUTION PROCESS

** See attached Chapter PI 1 - DPI Complaint Resolution and Appeals Process
Register, January 2018, No. 745
January 2018, No. 745*

This process is referenced in the Glendale-River Hills Board Policies and has been approved by the Glendale-River Hills School District



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Cross-District Transportation Requests

The following Glendale-River Hills School District student has been identified as homeless and is eligible for McKinney-Vento services. He/she is temporarily living in the _____ and the parent has requested that he/she continue attending the school of origin. Transportation is needed. Both districts will determine what transportation arrangements are available and the cost per day. The districts will agree upon the most cost effective mode of transportation.

STUDENT NAME: _____ BIRTH DATE: _____ GRADE: _____

ADDRESS: _____

PARENT'S NAME: _____ PHONE: _____

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

START TIME: _____ END TIME: _____

BEGINNING DATE: _____

TRANSPORTATION ARRANGEMENTS:

Cost per day (to be divided evenly by each district):

PARENT CONTRACT FOR MILEAGE

(ex: 17.56 miles x 2 round trip x .565 rate + 19.84 per day)

DISTRICT OF RESIDENCE:

District of Attendance: Glendale-River Hills School District

Representative: Brenda Humphrey, 414-351-7160 ext. 2121, brenda.humphrey@glendale.k12.wi.us

Glendale-River Hills School District

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Sample Student Transportation Form

The following model Transportation Plan for a specific child should serve as a supplement to the Sample Transportation Procedures designed to implement those Procedures for a particular child in out-of-home care. The use of this model form is not required.

CHILD'S NAME: _____ BIRTH DATE: _____ GRADE: _____

NAME OF OUT-OF-HOME CARE PLACEMENT (ie. Smith Foster Home, XYZ Group Home)

ADDRESS PLACEMENT:

OUT-OF-HOME CARE PROVIDER NAME (ie. name of foster parent(s) or group of home manager)

PHONE NUMBER: _____ E-MAIL _____

CHILD WELFARE AGENCY: _____

EDUCATIONAL POINT OF CONTACT: _____

PHONE NUMBER: _____ E-MAIL _____

CHILD'S CASEWORKER: _____

PHONE NUMBER: _____ E-MAIL _____

LEA (RESIDENTIAL SCHOOL DISTRICT): _____

FOSTER CARE POINT OF CONTACT: _____

PHONE NUMBER: _____ E-MAIL _____

SCHOOL CONTACT PERSON: _____ TITLE: _____

PHONE NUMBER: _____ E-MAIL _____

LEA (SCHOOL DISTRICT OF ORIGIN): _____

FOSTER CARE POINT OF CONTACT: _____

PHONE NUMBER: _____ E-MAIL _____

SCHOOL CONTACT PERSON: _____ TITLE: _____

PHONE NUMBER: _____ E-MAIL _____

LEA DETERMINATIONS

1. The following efforts were undertaken to identify a cost-effective transportation option.

2. There is an existing transportation option that ensures educational stability for the student following the change in his or her living arrangement:

YES

NO

If "Yes," that option is:

The CWA and the LEA(s) agree that the most cost effective transportation option for this student will be:

and this option will be funded in the following manner:

The student's transportation plan will be implemented on the following date: _____

If the transportation plan will not be implemented immediately, the Child Welfare Agency and the LEA agree that while the permanent transportation plan is pending, the interim and immediate transportation arrangements (*including funding*) will be:

AUTHORIZED SIGNATURE FOR CHILD WELFARE AGENCY

DATE

AUTHORIZED SIGNATURE FOR LOCAL EDUCATION AGENCY (RESIDENT SCHOOL)

DATE

AUTHORIZED SIGNATURE FOR LOCAL EDUCATION AGENCY (SCHOOL OF ORIGIN)

DATE

Glendale-River Hills School District

Student Placement Dispute Process

A homeless child or youth has the right to remain at his or her school of origin (public school that the child or youth attended when permanently housed, or the public school in which the child or youth was last enrolled) or to attend any public school that other students who live in the attendance area are eligible to attend.

When a dispute arises over school placement the Homeless Liaison in consultation with the parent/caregiver or unaccompanied youth, will complete a student placement dispute form. The Homeless Liaison can be contacted at 414-351-7160 ext. 2121. The Homeless Liaison will make a determination and send the disputant a copy of the *Written Notification of Dispute Resolution* form. The student has the right to attend the school of choice until the dispute is resolved.

Student Placement Dispute Form

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When a dispute arises over school placement, this form is to be completed by the parent/caregiver or unaccompanied youth. The Homeless Liaison, in consultation with the parent/caregiver or unaccompanied youth, can also complete the form. The Homeless Liaison can be contacted at (414) 351-7160 ext. 2121.

STUDENT

DATE OF BIRTH

PERSON FILING DISPUTE

RELATIONSHIP TO STUDENT

I MAY BE CONTACTED AT:

PHONE

EMAIL

Glendale-River Hills School District



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Written Notification of Dispute Resolution

Date: _____

To: Parent/caregiver or unaccompanied youth _____
STUDENT NAME HERE

In reference to: Section 722(g)(3)(E) of the McKinney-Vento Homeless Assistance Act of 2001.
Amended October 1, 2016, ESSA (Every Student Succeeds Act) Title IX, Part A

After reviewing your request to enroll the student listed above at:

REQUESTED SCHOOL

School, the enrollment request is: *Check one.* Denied Accepted

This determination was based upon: _____

Student is assigned to _____ Start Date _____

You have the right to appeal this decision to the Wisconsin Department of Public Instruction (the procedure is attached). You may contact the State Coordinator for Homeless Education at the Wisconsin Department of Public Instruction at (608) 267-7338. You may also seek the assistance of an advocate or attorney.

Sincerely,

McKinney-Vento Homeless Liaison
Glendale-River Hills School District
414-351-7160 ext. 2121

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