MSD of Wayne Township

McKinney-Vento District Plan

2026

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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 reauthorized on 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 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 of homeless children and youths in school.

Definition of Homeless (McKinney-Vento Act Sec. 725(2); 42 U.S.C 11435(2)):

Children who lack a fixed, regular, and adequate nighttime 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, or camping grounds due to a lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place that is not designed for humans to live.
- Migratory children living in the above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, 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 MSD of Wayne Township:

- 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 as students in other living situations, without fear of being separated or treated differently because of their housing situation.

Procedures for the Dissemination of Educational Rights:

All schools within the **MSD of Wayne Township** shall ensure that public notice of students' and families' educational rights in homeless situations is disseminated to children and youth receiving services under the McKinney-Vento Act. Information in both English and Spanish will be available at all school buildings, local shelters, local hotels, the local post office building, local library, area apartment complexes, and local food banks.

SECTION 2: IDENTIFICATION AND ELIGIBILITY

Title 1 Services and Funding:

In **MSD of Wayne Township**, 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 Wayne Township children and youth who qualify for McKinney-Vento services and 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 Wayne Township will keep students in homeless situations in their school of origin, defined as the school attended when housing instability occurred or the school in which they were last enrolled, if 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 remainder of the enrolled academic year if it is determined to be in the student's best educational interest. 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:

Currently enrolled MSD of Wayne Township students living in the MSD of Wayne Township enrollment area will automatically be re-enrolled for the following school year. This change will take place in our Skyward system during the summer months. New students enrolling in an MSD of Wayne Township school will complete the enrollment process through a combination of online and in-person steps. Schools must provide the enrolling family with an enrollment packet that includes a copy of the McKinney-Vento Information Questionnaire. Once a preliminary determination of McKinney-Vento eligibility is made, the McKinney-Vento Educational Liaison will use the McKinney-Vento Residency Form to verify eligibility.

SECTION 3: SERVICES AND STANDARDS

Transportation:

Each **MSD of Wayne Township** 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 Wayne Township 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 Wayne Township** will provide transportation to and from the school of origin upon request from the McKinney-Vento Educational Liaison. If the student's temporary residence and the school of origin are in the same district, **MSD of Wayne Township** will provide and/or arrange transportation to and from school. If the student is living outside the MSD of Wayne Township, Wayne Township Schools will assume responsibility and pay the cost of providing transportation to and from school, if it is determined that remaining in the district is in the student's best interest..

Food Services:

Each child or youth receiving McKinney-Vento services within the **MSD of Wayne Township** 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 of their receipt of McKinney-Vento services.

Textbooks and Technology:

Each child or youth receiving McKinney-Vento services within the **MSD of Wayne Township** 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 offered by each school for the entire duration of their McKinney-Vento services.

Academic Services & Standards:

Each child or youth receiving McKinney-Vento services within the **MSD of Wayne Township** shall be provided services comparable to services offered to other students in the school selected including educational services for which the child or youth meets the eligibility criteria (Title I services, pre-school services, educational programs for children with disabilities or 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 the MSD of Wayne Township, even if they do not have all the required enrollment document,s such as
    - school records
    - medical records
    - proof of residency
    - guardianship papers or other documents.
- Schools must provide the enrolling family with an enrollment packet that includes a copy of the McKinney-Vento Information Questionnaire.
- Once the enrollment packet is completed, the front office staff responsible for reviewing the enrollment packet information shall review the McKinney-Vento Information Questionnaire form to confirm that the family has indicated that they are currently residing in one of the following:
    - Motel, car, or campsite
    - With friends or family members
    - Shelter or other temporary housing
- If the family has indicated that one of these three conditions best describes their current residence, the Information Questionnaire form shall be provided to the appropriate school personnel (parent liaison, guidance counselor, building administrator).
- The appropriate school personnel (parent liaison, guidance counselor, building administrator) shall assist the parent/guardian in completing the McKinney-Vento Residency Form. The completed McKinney-Vento Residency Form shall be scanned and emailed to the McKinney-Vento Educational Liaison.
- The McKinney-Vento Educational Liaison will notify the appropriate school personnel (parent liaison, guidance counselor, building administrator), as well as the front office staff, of the student's qualification status (approved/denied). If a student approved for McKinney-Vento services requires transportation, the McKinney-Vento Educational Liaison will contact the appropriate transportation support staff and the transportation department administrator.
- The McKinney-Vento Educational Liaison OR the appropriate school personnel (parent liaison, guidance counselor, building administrator) will communicate the qualification status (approved/denied) along with transportation information (if needed) to the parent/guardian/youth who signed the McKinney-Vento Residency Form.

Unaccompanied Youth

- The McKinney-Vento Educational 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, assisting the youth in accessing transportation, and informing the youth of their right to appeal school or school district decisions. The McKinney-Vento Educational Liaison must ensure that unaccompanied youth are immediately enrolled in school pending resolution of any disputes that may arise regarding 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 the 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 Wayne Township 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.

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 Assistant Superintendent for Exceptional Learners' office, who shall carry out the dispute resolution process as expeditiously as possible per the enrollment disputes section of the McKinney-Vento Act, as follows.

- Work with the McKinney-Vento Educational Liaison to ensure that enrollment disputes are mediated per 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; 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
    II. the child, youth, parent, or guardian shall be referred to the Assistant Superintendent for Exceptional Learners, who shall carry out the Dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
    III. in the case of an unaccompanied youth, the McKinney-Vento Educational Liaison shall ensure that the youth is immediately enrolled in school 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 staff members of **MSD of Wayne Township** Schools via the following ways:

- Safe Schools Portal

- Individual, Small Group, and Large Group Presentations (As Needed)

District Website:

The **MSD of Wayne Township's** website will include a page to communicate McKinney-Vento information to students, parents, staff, and community members. Information on the MSD of Wayne Township's website will include:

- Contact information for the McKinney-Vento Educational Liaison
- Contact information for building-level contacts (Parent Liaisons, Counselors, Office of Student Support Services)
- 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 Social Worker, Stephen M. Jackson, for **MSD of Wayne Township,** serves as the McKinney- Vento Educational 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 tuition-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 about students' rights in homeless situations to all schools.
- Provide information on the availability of school programs and services for students experiencing homelessness at local shelters, hotels, the local post office, area apartment complexes, libraries, and food banks.
- Document and provide oversight of 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 for all staff
- Work with building-level staff and administration to support the success of the McKinney-Vento program and each student experiencing homelessness.
- Meet with community agencies and volunteers to share resources and information and to evaluate the 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: Stephen M. Jackson**
- **Email: stephen.jackson@wayne.k12.in.us**
- Phone: 317.988-8631

Building contacts for each school is as follows:

Achieve Virtual Point of Contact: *Stephen Jackson* Phone: *317-988-8631*	**North Wayne Elementary** Parent Liaison: *Donnell Upchurch* Phone: *317-988-6182*	**Lynhurst 7/8 Grade Center** Parent Liaison: *Domonique Johnson-Smith* Phone: *317-988-8230*
Bridgeport Elementary Parent Liaison: *Francine Gary* Phone: *317-988-6288*	**Rhoades Elementary** Parent Liaison: *Cynthia Pratcher* Phone: *317-988-6782*	**Ben Davis 9th Grade Center** Point of Contact: *Your child's counselor* Phone: *317-988-7600*
Chapel Glen Elementary Parent Liaison: *Milan Stubblefield* Phone: *317-988-6582*	**Robey Elementary** Parent Liaison: *Danyale Jones* Phone: *317-988-6082*	**Ben Davis High School** Point of Contact: *Your child's counselor* Phone: *317-988-7000*
Chapelwood Elementary Parent Liaison: *Michelle Stohler* Phone: *317-988-6482*	**Stout Field Elementary** Parent Liaison: *Casey Foust* Phone: *317-988-6882*	**Ben Davis University** Point of Contact: *Your child's counselor* Phone: *317-988-7800*
Garden City Elementary Parent Liaison: *Erika Rodriguez* Phone: *317-988-8367*	**Westlake Elementary** Parent Liaison: *Jamie Akin* Phone: *317-988-6982*	**Wayne Prep Academy** Guidance Counselor: *Your child's counselor* Phone: *317-988-6306*
Maplewood Elementary Parent Liaison: *John Mutz* Phone: *317-988-6677*	**Sanders School** School Social Worker: *Becky Kirkham* Phone: *317-988-8562*	**Wayne Township Preschool** School Social Worker: *Christine Morris* Phone: *317-988-7935*
McClelland Elementary Parent Liaison: *Jeana Jones* Phone: *317-988-8067*	**Chapel Hill 7/8 Grade Center** Parent Liaison: *Lakeshia Hardy* Phone: *317-988-8928*	

Appendix A

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 to ensure 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) (TitleVII, 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 it to your school office. Questions may be directed to your Building Administrator, Parent Liaison, or School Counselor.

Appendix B

MSD Wayne Township McKinney-Vento Residency Form

Please indicate one of the following statements if your family is experiencing temporary homelessness:

☐ *Living in a shelter, including transitional housing shelters. Please provide the shelter name and address:*

_____

☐ *Living on the streets, abandoned buildings, in cars, trailers, campgrounds, public places, and housing not fit for habitation—Please provide information regarding the area in which the 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 the address of where the student is living:

Address: _____

Please answer the following if you indicated one of the four situations 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 the student living? _____ Relationship:_____

Parent/Guardian Phone Number: _____

We have read the information provided & indicated our living circumstances above specific to the McKinney-Vento Act:

_____ _____

Parent/Guardian/Unaccompanied Youth Signature Date

Name of Student	School Name	Date of Birth	Grade Level	Gender	Race
1.					
2.					
3.					
4.					

Office Use Only:_____

- Does Qualify under McKinney-Vento Act
- Does NOT Qualify

McKinney-Vento Liaison/Appointee Signature Date

_____ _____

Appendix C

NOTICE OF RIGHT TO APPEAL

Dear Parent:

Be advised that you have the right to appeal the decisions made by **MSD of Wayne Township** 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 Educational Liaison designee, notification should be made to **Stephen M. Jackson** 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 resolve the dispute 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. IDOE McKinney-Vento State Coordinator, Mandi Bielanski can be reached at 317-232-9189 or via email at: mbielanski@doe.in.gov OR MckinneyVentoPoc@doe.in.gov

Attached you will find a copy of Indiana's McKinney-Vento Dispute Resolution Process that provides additional details on the state's McKinney-Vento dispute and appeals process, including key timelines.

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

Attachments:
https://www.in.gov/doe/home/mckinney-vento-homeless-children-and-youth-program/

Sincerely,
Stephen M. Jackson

Email: stephen.jackson@wayne.k12.in.us
Phone: 317.988-8631