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# McKinney- Vento District Plan

# 2026

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## **SECTION 1: OVERVIEW/GENERAL INFORMATION:**

### **McKinney-Vento Homeless Assistance Act:**

The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized under Title I, Part A of the Every Student Succeeds Act (ESSA).

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 11434a(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 Homeless Youth (UHY)- 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 **Lebanon Community School Corporation:**

- ✓ Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- ✓ Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- ✓ Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

## **Procedures for the Dissemination of Educational Rights:**

All schools within the Lebanon Community School Corporation shall ensure that public notice of the educational rights of students and families experiencing homelessness is disseminated where children and youth receive services under the McKinney-Vento Act. Posters in both English and Spanish will be posted in all school buildings, local shelters, local hotels, the local post office building, city hall, local library, and local food banks.

## **SECTION 2: IDENTIFICATION AND ELIGIBILITY**

### **Title 1 Services and Funding:**

In Lebanon Community School Corporation, all children and youth who qualify for McKinney-Vento services are automatically eligible for Title I, Part A services, whether or not they attend a Title I, Part A school or meet the academic standards required of other students for eligibility (Title I of the Elementary and Secondary Education Act, Sec. 1115(b)(2)(E); 20 U.S.C. 6315(b)(2)(E)). This automatic eligibility acknowledges that the experience of homelessness puts children and youth at significant risk of academic failure, regardless of their previous academic standing. Additionally, all City School 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:**

Lebanon Community School Corporation will keep students experiencing homelessness in their school of origin defined as the school attended when permanently housed or the school in which they were last enrolled, unless it is against the parent or guardian's wishes or unless it is determined to be in the student's best educational interest. Students and youth who qualify for McKinney-Vento Services are eligible to remain in their school of origin for the entire duration in which they are homeless and until the end of any academic year in which they move into permanent housing. Students and youth who qualify for McKinney-Vento Services may also choose to enroll in any public school that students living in the same attendance area are eligible to attend.

### **Procedures to Identify and Verify Eligibility of McKinney-Vento Students:**

Every current, returning, and new student in the Lebanon Community School Corporation must complete online enrollment via the district's School Management System known as Skyward. One of the forms to be completed online is the Lebanon Community School Corporation McKinney-Vento Residency Questionnaire and Form (Appendix A). This Lebanon Community School Corporation McKinney-Vento Residency Questionnaire and Form will be utilized to determine if the student is experiencing homelessness. Follow-up contact to verify the information provided on the Lebanon Community School Corporation McKinney-Vento Residency Questionnaire and Form will be conducted within 5 days of the completion of online enrollment by either the district or a building level McKinney-Vento liaison.

## SECTION 3: SERVICES AND STANDARDS

### Transportation:

Transportation to and from the school of origin shall be provided when continued attendance at the school of origin is determined to be in the student's best interest, taking into consideration factors such as educational stability, continuity of instruction, safety, commute time, and the preference of the parent, guardian, or unaccompanied youth. The preference of the parent, guardian, or unaccompanied youth shall be given priority unless it is contrary to the student's best interest.

Lebanon Community School Corporation shall provide transportation to and from the school of origin upon request of the parent or guardian, or, in the case of an unaccompanied youth, upon request of the District McKinney-Vento Liaison. When the student's temporary residence and the school of origin are within LCSC boundaries, LCSC shall provide or arrange transportation directly.

When a student experiencing homelessness resides outside the boundaries of LCSC but attends an LCSC school as the school of origin, LCSC shall coordinate transportation with the receiving or neighboring local educational agency, and transportation costs shall be shared between districts in accordance with applicable law and inter-district agreements, as appropriate.

In circumstances where district-provided transportation is not immediately available or is temporarily unable to be provided, Lebanon Community School Corporation may, as an interim measure and consistent with district procedures, offer parent or guardian mileage reimbursement at the applicable federal mileage rate, or other reasonable transportation arrangements, to ensure the student's continued access to the school of origin. Any such reimbursement shall be subject to district documentation, approval, and fiscal procedures. When a parent or guardian is unable to provide transportation due to work obligations, lack of a vehicle, disability, or other documented barriers, Lebanon Community School Corporation may authorize reimbursement for reasonable rideshare or comparable transportation service fees used to transport the student to and from the school of origin. Such reimbursement shall be authorized only when district transportation and mileage reimbursement are not feasible and shall require appropriate documentation and approval in accordance with district fiscal procedures and applicable law.

Students and youth who qualify for McKinney-Vento services shall remain eligible for transportation services while Lebanon Community School Corporation is serving as the student's school of origin during the period of homelessness and, consistent with federal law, through the end of the academic year in which permanent housing is secured, provided that continued attendance at the school of origin remains in the student's best interest.

*\*\*\*"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 Lebanon Community School Corporation's child or youth experiencing homelessness 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 experiencing homelessness.

**Textbooks and Technology:**

Each Lebanon Community School Corporation child or youth experiencing homelessness 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 experiencing homelessness.

**Academic Services & Standards:**

Each Lebanon Community School Corporation child or youth experiencing homelessness 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.

## SECTION 4: ENROLLMENT

### Enrollment Procedures:

Any child or youth who claims to be homeless will be immediately enrolled in Lebanon Community School Corporation even if they do not have required documents such as:

- ✓ school records
- ✓ medical records
- ✓ proof of residency
- ✓ Guardianship papers or other documents.

Enrolling schools must obtain school records from the previous school, and students must be enrolled in school while records are obtained.

The McKinney-Vento District Liaison will assist unaccompanied youth in choosing and enrolling in a school after considering the youth's wishes, informing the youth of their rights to transportation and assisting the youth in accessing transportation, and informing the youth of their right to appeal school or school district decisions. The McKinney-Vento District Liaison must ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that may arise over school enrollment or placement.

Unaccompanied youth have the right to:

- Remain in their school of origin
- Transportation to and from the school of origin
- Immediately enroll in a new school serving the area in which they are currently living even if they 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
- May enroll, request transportation, and dispute decisions independently

Lebanon Community School Corporation Schools shall remove any /all barriers to the enrollment and retention of children and youth experiencing homelessness. Students experiencing homelessness 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;

- 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 of Business and Human Resources, Director of Elementary Education, and Director of Secondary Education.\*\*\**

If a dispute arises over qualification for McKinney-Vento services, the child or youth shall receive all McKinney-Vento rights and services provided by Lebanon Community School Corporation 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 Lebanon Community School Corporation Schools via the following ways:

- Safe Schools Portal
- McKinney-Vento District Level Team Meetings as needed
- Professional Development Meetings at school buildings as updates demand
- School Board Presentations

## **District Website:**

The Lebanon Community School Corporation Website will include a page that will be used to communicate McKinney-Vento information with students, parents, staff, and community members. Information on the Lebanon Community School Corporation Schools' Website will include:

- Contact information for the McKinney-Vento District Liaison
- 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 Curriculum for Lebanon Community School Corporation 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 experiencing homelessness to all schools.
- Post information regarding the availability of school programs and services for students experiencing homelessness in local shelters, local hotels, the local post office building, city hall, local library, and local food banks.
- Maintain a McKinney-Vento District Liaison Log to document the McKinney-Vento process for each child and youth who qualifies for McKinney-Vento services.
- Plan and facilitate professional development regarding the McKinney-Vento Homeless Assistance Act to all staff responsible for identifying and working with students experiencing homelessness.
- Work with building level staff and administration to facilitate 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 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: Chad Martin
- Email: [martinc@leb.k12.in.us](mailto:martinc@leb.k12.in.us)
- Phone: 765-482-0380 Ext. #31812

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

Each school in Lebanon Community School Corporation 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 experiencing homelessness.
- 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 experiencing homelessness 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:**

Central Elementary School  
 515 E. Williams Street  
 Lebanon, IN 46052  
 Liaison Name: Phyllis Leach  
[Leachp@leb.k12.in.us](mailto:Leachp@leb.k12.in.us)  
 765-482-3000

Harney Elementary School  
 1500 Garfield Street  
 Lebanon, IN 46052  
 Liaison: James Hollenbeck  
[Hollenbeckj@leb.k12.in.us](mailto:Hollenbeckj@leb.k12.in.us)  
 765-482-5940

Hattie B. Stokes Elementary School  
 1005 Hendricks Drive  
 Lebanon, IN 46052  
 Liaison: Amber Walters  
[Waltersa@leb.k12.in.us](mailto:Waltersa@leb.k12.in.us)  
 Or Principal  
 765-482-5950

Perry-Worth Elementary School  
 3900 E 300 S  
 Lebanon, IN 46052  
 Liaison: Lindsey Flynn  
[flynnl@leb.k12.in.us](mailto:flynnl@leb.k12.in.us)  
 317-769-3287

Lebanon Middle School  
 1800 N. Grant Street  
 Lebanon, IN 46052  
 Liaison: Laura Romack  
[Romackl@leb.k12.in.us](mailto:Romackl@leb.k12.in.us)  
 765-482-3400

Lebanon High School  
 510 Tiger Way  
 Lebanon, IN 46052  
 Liaison: Skye Warrick  
[warricks@leb.k12.in.us](mailto:warricks@leb.k12.in.us)  
 765-482-0400

## 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 Homeless Assistance Act (42 U.S.C. § 11431 et seq.), reauthorized under Title I, Part A of ESSA 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.

**Lebanon Community School Corporation McKinney-Vento Residency Form**

**Student Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_ **Grade Level** \_\_\_\_\_

The McKinney-Vento Homeless Assistance 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.”

✓ *Does not apply; student is not homeless*

**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 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 Lebanon Community School Corporation regarding your student's eligibility and enrollment under the McKinney-Vento Homeless Assistance Act, as amended and reauthorized under Title I, Part A of the Every Student Succeeds Act (ESSA). 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 Chad Martin, in writing within 10 business days of receipt of this letter if you want to appeal the district's decision outlined above.

- A. Below you will find an appeal form that may be used to submit your notification. If the dispute cannot be resolved at the district level, the appeal may be referred to the Indiana Department of Education for review through the state's McKinney-Vento dispute resolution process, in accordance with applicable federal and state guidance. Information regarding the state-level appeal process, including timelines and procedures, will be provided upon request. The party requesting an appeal or resolution of a dispute by the State Board of Education will submit a request in writing to the State Board Liaison at the Indiana Department of Education based on instructions available at: [McKinney Vento Dispute Resolution Procedure](#).
- B. The Board shall hold a hearing on the timely written application of the interested party.
- C. The Board shall make its determination under the following procedure:
  - A hearing shall be held on each matter presented.
  - Each interested party, including (where appropriate) the parents, student, transferor corporation, transferee corporation, or the state, shall be given at least ten (10) days' notice of the hearing by certified mail or personal delivery. The date of giving the notice is the date of mailing or delivery.
  - Any interested party may appear at the hearing in person or by counsel, present evidence, cross-examine witnesses, and present in writing or orally summary statements of position, and a written or recorded transcript of the hearing shall be made.
  - The hearing may be held by the Indiana State Board of Education or by a hearing examiner appointed by it who must be a state employee. The hearing, at the option of the State Board of Education or hearing examiner, may be held at any place in Indiana.

The Indiana Department of Education's (IDOE) State Coordinator for the McKinney-Vento Act. State Coordinator can be reached by phone at 317-232-0957 or via email at: [McKinneyVentoPOC@doe.in.gov](mailto: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:

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

Sincerely,

Chad Martin

LCSC McKinney-Vento Liaison

[martinc@leb.k12.in.us](mailto:martinc@leb.k12.in.us)

765-482-0380 Ext. #31812