Plainfield Community School Corporation
985 Longfellow Lane
Plainfield, IN 46168
317-839-2578

McKinney-Vento District Plan

2025-2026

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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 re-authorized 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 a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. SEAs and local educational agencies (LEAs) are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

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

Children who lack a fixed, regular, and adequate night time residence:

- ✔ "Double up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- ✔ Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- ✔ Living in emergency or transitional shelters.
- ✔ Living in a public or private place not designed for humans to live.
- ✔ Migratory children living in above circumstances
- ✔ Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- ✔ Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights in Plainfield 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 **Plainfield Community School Corporation** shall ensure that public notice of the educational rights of students and families in homeless situations is disseminated where children and youth receive services under the McKinney-Vento Act. Posters in both English and Spanish will be posted in all school buildings, 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 **Plainfield 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:

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

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

Every current, returning, and new student in the **Plainfield 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 **Plainfield Community School Corporation** McKinney-Vento Residency Questionnaire and Form (Appendix A). This **Plainfield Community School Corporation** McKinney-Vento Residency Questionnaire and Form will be utilized to determine if the student is facing a homeless situation. Follow-up contact to verify the information provided on the **Plainfield 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:

Each **Plainfield Community School Corporation** 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.

Plainfield Community School Corporation 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, **Plainfield Community School Corporation** will provide transportation to and from the school of origin at the request of the District McKinney-Vento Liaison. If the student's temporary residence and the school of origin are in the same district, **Plainfield Community School Corporation** will provide and/or arrange transportation to and from school. If the student is living outside of the **Plainfield Community School Corporation**, **Plainfield Community School Corporation (abbreviate the school name)** will assume the responsibility and cost of providing transportation to and from school.

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

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

Food Services:

Each **Plainfield Community School Corporation schools** child or youth facing a McKinney-Vento situation shall be provided services comparable to services offered to other students in the school selected including school nutrition programs. Students and youth who qualify for McKinney-Vento Services are eligible to receive free breakfast and lunch as offered by each school for the entire duration in which they are homeless.

Textbooks and Technology:

Each **Plainfield Community School Corporation** child or youth facing a McKinney-Vento situation shall be provided services comparable to services offered to other students in the school selected including access to instructional materials, assessments, and technology. Students and youth who qualify for McKinney-Vento Services are eligible to receive free textbooks and technology fees as offered by each school for the entire duration in which they are homeless.

Academic Services & Standards:

Each **Plainfield Community School Corporation** child or youth facing a McKinney-Vento situation shall be provided services comparable to services offered to other students in the school selected including educational services for which the child or youth meet the eligibility criteria (Title I services, pre- school, educational programs for children with disabilities or for students with limited English proficiency), programs in vocational and technical education, and programs for gifted and talented students as available.

SECTION 4: ENROLLMENT

Enrollment Procedures:

Any child or youth who claims to be homeless will be immediately enrolled in **Plainfield 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.

Plainfield Community School Corporation Schools shall remove any /all barriers to the enrollment and retention of children and youth in homeless situations. Students in homeless situations shall be free from segregation, isolation, and stigmatization.

****The term "enroll" is defined as attending classes and participating fully in school activities.****

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

Appeal and Dispute Processes:

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the dispute resolution process as expeditiously as possible in accordance with the enrollment disputes section of the McKinney-Vento Act as follows.

- Work with the McKinney-Vento District and Building Level Liaisons to ensure that enrollment disputes are mediated in accordance with the enrollment disputes section of the McKinney-Vento Act as follows:
    I. the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;

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 Curriculum and Instruction, Assistant Superintendent of Finances 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 **Plainfield 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 **Plainfield Community School Corporation** Schools via the following ways:

- Safe Schools Portal
- Quarterly McKinney-Vento District Level Team Meetings
- 1 Professional Development Meeting per semester at each school building
- School Board Presentations

District Website:

The **Plainfield 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 **Plainfield Community School Corporation** Schools' Website will include:

- Contact information for the McKinney-Vento District Liaison
- Contact information for the McKinney-Vento Building Level Liaisons
- Notice of Rights for McKinney-Vento Families
- Dispute Resolution Documents
- Link to McKinney-Vento Resources

SECTION 6: EDUCATIONAL STAFFING AND SUPPORT

McKinney-Vento District Liaison's Roles and Responsibilities:

The Director of Student Learning for **Plainfield 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 in homeless situations to all schools.
- Post information regarding the availability of school programs and services for students facing homeless situations 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 facing homeless situations.
- Work with building level staff and administration to facilitate success of the McKinney-Vento program and each student facing a homeless situation.
- Meet with community agencies and volunteers to share resources and information and to evaluate impact of services.
- Monitor all district data collection and reporting requirements on each child and youth who qualifies for McKinney-Vento services.
- Attend state level professional development opportunities.

McKinney-Vento District Liaison:

- **Name: Dr. Laura DelVecchio**
- **Email: ldelvecchio@plainfield.k12.in.us**
- Phone:317-839-2578

McKinney-Vento Building Level Liaison's Roles and Responsibilities:
Each school in **Plainfield Community School Corporation** District will identify one staff member (social worker, counselor, administrator, etc.) who will serve as a representation on the McKinney- Vento District Level Team and will:

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

Building Level McKinney-Vento Liaisons for each school are as follows: (Here you will need to provide contact information for each school.)

School Name &Address: Plainfield High School, 1 Red Pride Dr., Plainfield, IN 46168

Liaison Name: Bridget Luce

Email: bluce@plainfield.k12.in.us

Phone number: 317-839-7711

School Name & Address: Plainfield Community Middle School, 709 Stafford Rd, Plainfield, IN 46168 Liaison Name: Emily Hayhurst

Email: ehayhurst@plainfield.k12.in.us

Phone number: 317-838-3672

School Name & Address: Brentwood Elementary School, 1630 Oliver Ave, Plainfield, IN 46168 Liaison Name: Michelle Bergman

Email: mbergman@plainfield.k12.in.us

Phone number: 317-839-4802

School Name & Address: Central Elementary School, 110 Wabash St, Plainfield, IN 46168

Liaison Name: Mindy Slavens

Email: mslavens@plainfield.k12.in.us

Phone number: 317-839-7707

School Name & Address: Clarks Creek Elementary School, 401 Elm Dr., Plainfield, IN 46168

Liaison Name: Jennifer Whitfield

Email: jwhitfield@plainfield.k12.in.us

Phone number: 317-839-0120

School Name & Address: Guilford Elementary School, 6440 South CR 600E, Plainfield, IN 46168

Liaison Name: Dominique Coleman

Email: dcoleman@plainfield.k12.in.us

Phone number: 317-839-2698

School Name & Address: Van Buren Elementary School, 225 Shaw St, Plainfield, IN 46168

Liaison Name: Breanna Bowling

Email: bbowling@plainfield.k12.in.us

Phone number: 317-839-2575

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 with the goal of ensuring the enrollment, attendance, and success of homeless children and youth in school.

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

When families and students find themselves in transition due to their housing situation, it is important that they know their rights regarding education. If students meet the requirements as stated in the McKinney- Vento Act (42 U.S.C11431) (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 to your school office. Questions may be directed to your Principal, Social Worker/School Counselor, or: School Corporation Liaison contact information.

APPENDIX A

Plainfield 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:*
  - *o 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

APPENDIX

NOTICE OF RIGHT TO APPEAL

Dear Parent:

Be advised that you have the right to appeal the decisions made by **Plainfield Community School Corporation** regarding your student's eligibility and enrollment under Title X, Part C of the McKinney-Vento Homeless Assistance Act. Students involved in a McKinney-Vento dispute process have the right to enroll immediately in the school of choice pending resolution of the dispute. Immediate enrollment includes full participation in all school activities.

As the district's McKinney-Vento Homeless Education Liaison designee, notification should be made to **Dr. Laura DelVecchio** in writing within 10 business days of receipt of this letter if you want to appeal the district's decision outlined above.

Below you will find an appeal form that you can use for this notification. If we cannot reach a resolution at the district-level; As required by Indiana Code 20-26-11-15, the Indiana State Board of Education will hear all appeals on an order expelling a child under IC 20-8.1-5.1-11 (legal settlement), in addition to all disputes on (A) legal settlement; (B) right to transfer; (C) right to attend school in any school corporation; (D) amount of transfer tuition; and (E) any under matter arising under IC 20-26-11-15 (Transfers and Transfer Tuition).

A. 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. State Board Appeal Memo.pdf
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, Deepali Jani can be reached by phone at 317-233-3372 or 317-460-1340 via email at: djani@doe.in.gov.

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

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

Attachments:

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

Sincerely,
District Liaisons contact information