

*Paramount Schools of Excellence*

*1203 E. St. Clair Street, Indianapolis, IN 46202*

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# McKinney-Vento Network Plan

# 2023-2024

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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 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 schools 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 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, and 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 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:

- 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 Paramount Schools of Excellence (PSOE) schools 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, hotels, the post office building, city hall, the local library, and local food banks.

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

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

In PSOE schools, 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 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:**

PSOE 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 returning and new student at PSOE must complete online registration via the schools Student Information System known as PowerSchool. One of the forms to be completed online is the PSOE McKinney-Vento Housing Questionnaire (Appendix A). The PSOE Housing Questionnaire is used to determine if the student may be facing a homeless situation. Follow-up contact to verify the information provided on the PSOE Housing Questionnaire will be conducted by either the district or building level McKinney-Vento Liaison to determine eligibility for McKinney-Vento services as determined by the law.

## **SECTION 3: SERVICES AND STANDARDS**

### **Transportation:**

Each PSOE 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.

PSOE will provide students 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, PSOE will provide transportation to and from the school of origin at the request of the Network McKinney-Vento Liaison. If the student's temporary residence and the school of origin are in the same district, PSOE will provide and/or arrange 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 PSOE 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 the school for the entire duration in which they are homeless.

### **Textbooks and Technology:**

Each PSOE 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 PSOE 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 a PSOE school, even if they do not have required documents, such as:

- school records,
- medical records,
- proof of residency, or
- 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.

PSOE will provide enrolling families with a registration packet that includes copy of the PSOE Housing Questionnaire. Once the registration packet is completed, the school's registrar is responsible for reviewing the enrollment packet information to confirm if a family has indicated that they are currently residing with 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 conditions best describes their current residence, a copy of the Housing Questionnaire will be provided to the appropriate school personnel (parent liaison, guidance

counselor, building administrator). The appropriate school personnel (parent liaison, guidance counselor, building administrator) shall contact the parent/guardian about completing a McKinney-Vento qualification form (Appendix B). The completed qualification form shall be scanned and emailed to the Building-Level McKinney-Vento Liaison. The Building-Level McKinney-Vento Liaison will determine qualification status and will communicate this qualification status to the parent/guardian. If the student qualifies for McKinney-Vento services, an intake form (Appendix C) will be completed and transportation (if needed) will be provided.

The McKinney-Vento Network 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 network decisions. The McKinney-Vento Network 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.

All PSOE 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 Network 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 Network 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 Network 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 Network Liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

*\*\*\*The McKinney-Vento Network Level Team consists of McKinney-Vento Network Liaison, Building Level Liaisons, Chief Academic Officer, Chief Financial Officer, Chief Operating Officer, School Counselors, and Chief Executive Officer.\*\*\**

If a dispute arises over qualification for McKinney-Vento services, the child or youth shall receive all McKinney-Vento rights and services provided by all Paramount Schools of Excellence schools, pending resolution of the dispute. The child, youth parent, or guardian shall be referred to the McKinney-Vento Network 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 Network 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 receive all McKinney-Vento rights and services, 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 (Appendix B)
  - III. the child, youth, parent, or guardian shall be referred to the McKinney-Vento Network 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 Network 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 all Paramount Schools of Excellence schools via the following ways:

- 1 Professional Development Meeting per semester at each school building
- Individual, Small Group, or Large Group Presentations (as needed)

### **Network Website:**

The PSOE website will include a page that will be used to communicate McKinney-Vento information with students, parents, staff, and community members. Information on the paramountindy.org website will include:

- Contact information for the McKinney-Vento Network 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 Network Liaison’s Roles and Responsibilities:**

The Vice President of Operations for Paramount Schools of Excellence serves as the Network McKinney-Vento Liaison and will:

- Ensure that procedures are established and followed across the network 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 Network 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 network data collection and reporting requirements on each child and youth who qualifies for McKinney-Vento services.
- Attend state level professional development opportunities.

### **McKinney-Vento Network Liaison:**

- Name: Mary Laflin
- Email: mlaflin@paramountindy.org
- Phone: (463) 274-3362

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

Each school in the PSOE Network will identify one staff member (social worker, counselor, administrator, etc.) who will serve as a representation on the McKinney-Vento Network 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:**

**School Name & Address:** Paramount Brookside - 3020 Nowland Ave Indianapolis, IN 46201

**Liaison Name:** Rhonda Grady

**Email:** rgrady@psoebrookside.org

**Phone Number:** 317-775-6660

**School Name & Address:** Paramount Cottage Home - 1203 E. St. Clair Street Indianapolis, IN 46202

**Liaison Name:** McKena Estes

**Email:** mestes@psoecottagehome.org

**Phone Number:** 463-231-2880

**School Name & Address:** Paramount Englewood - 3029 E. Washington Street Indianapolis, IN 46201

**Liaison Name:** Brittany Adams

**Email:** badams@psoeinglewood.org

**Phone Number:** 463-231-2830

**School Name & Address:** Paramount Online Academy - 1203 E. St. Clair Street Indianapolis, IN 46202

**Liaison Name:** Dre Knox

**Email:** dknox@paramountindy.org

**Phone Number:** 317-910-8551

**School Name & Address:** Paramount Lafayette - 1904 Elmwood Ave Lafayette, IN 47904

**Liaison Name:** Emma Frank

**Email:** efrank@psoelafayette.org

**Phone Number:** 765-463-5543

**School Name & Address:** Paramount South Bend - 3414 Hepler Street South Bend, IN 46635

**Liaison Name:** Turrell O'Neal

**Email:** [toneal@psoesouthbend.org](mailto:toneal@psoesouthbend.org)

**Phone Number:** 574-274-4785

HOUSING QUESTIONNAIRE

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

Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_
School \_\_\_\_\_ Phone \_\_\_\_\_
Age \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B \_\_\_\_\_
Address \_\_\_\_\_ City \_\_\_\_\_
Zip Code \_\_\_\_\_ Is this address Temporary or Permanent? (Circle One)

Please choose which of the following situations the student currently resides in (you can choose more than one):

- \_\_\_\_\_ House or apartment with parent or guardian
\_\_\_\_\_ Motel, car, or campsite
\_\_\_\_\_ Shelter or other temporary housing
\_\_\_\_\_ With friends or family members (other than or in addition to parent/guardian)

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

- \_\_\_\_\_ Loss of housing
\_\_\_\_\_ Economic situation
\_\_\_\_\_ Temporarily waiting for house or apartment
\_\_\_\_\_ Provide care for a family member
\_\_\_\_\_ Living with boyfriend/girlfriend
\_\_\_\_\_ Loss of employment
\_\_\_\_\_ Parent/guardian deployed
\_\_\_\_\_ Other (please explain)

Are you a student under the age of 18 and living apart from your parents or guardians? Yes No

Housing and Educational Rights

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

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

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

Signature of Parent/Guardian/Unattached Youth

Date

**NETWORK IDENTIFICATION FORM**

**PSOE Network Homeless Student Identification Form**

Student Name	DOB	Grade	School	SPED?	Migrant?	ELL?	Received Title I-A Services?

Name of Parent/Guardian: \_\_\_\_\_

Name/Relationship of Person with Whom Student/Family is Doubled Up: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email (if available): \_\_\_\_\_

Current Address: \_\_\_\_\_

Move Date: \_\_\_\_\_

Former Address: \_\_\_\_\_

What is your living situation?

\_\_\_\_\_

\_\_\_\_\_

Where are you currently staying?

\_\_\_\_\_

\_\_\_\_\_

Do you have other places you can stay?

\_\_\_\_\_

\_\_\_\_\_

How long do you plan on staying at your current location?

\_\_\_\_\_

How will your students get to school?

\_\_\_\_\_

Are you employed?

\_\_\_\_\_

Do you have a long-term goal or plan?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What resources do you currently have?

\_\_\_\_\_

INTAKE FORM

PSOE Network McKinney-Vento Intake Form

Student Name	DOB	Grade	School	SPED?	Migrant?	ELL?	Received Title I-A Services?

School District of Origin: \_\_\_\_\_

School District of Residence: \_\_\_\_\_

School District Where Children Attend: \_\_\_\_\_

Sharing District Contacted? Yes No

Name of Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Transportation**

Transportation Provided? Yes No

Type of Transportation Provided: \_\_\_\_\_

**Resources and Services**

Must be reviewed with the parent/guardian/unaccompanied youth in a manner and form that is understandable including, if necessary and to the extent feasible, in the native language.

	McKinney Vento Rights Reviewed: Immediate Enrollment, Rights to Attend District of Origin/Residence, Transportation, Free School Meals/Textbooks
	Student information shared with school district sharing transportation costs (if applicable)
	Community resources available and information shared
	School and district staff confidentially received student information: food service, registration/enrollment, counselor, building principal, and teacher
	Information reported in SIS

Date/Time shared with parent/guardian/unaccompanied youth: \_\_\_\_\_

Building Level Liaison Name: \_\_\_\_\_

Building Level Liaison Signature: \_\_\_\_\_

**NOTICE OF RIGHT TO APPEAL**

Dear Parent:

Be advised that you have the right to appeal the decisions made by Paramount Schools of Excellence 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 Mary Laflin 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 reach a resolution at the network-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. State Coordinator, Charie Gibson can be reached by phone at 317-232-0957 or via email at CGibson1@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 time lines.

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

Attachments: (Link Updated)

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

Sincerely,

Mary Laflin

mlaflin@paramountindy.org

(463) 274-3362