

Consolidated Program Review McKinney-Vento 2012

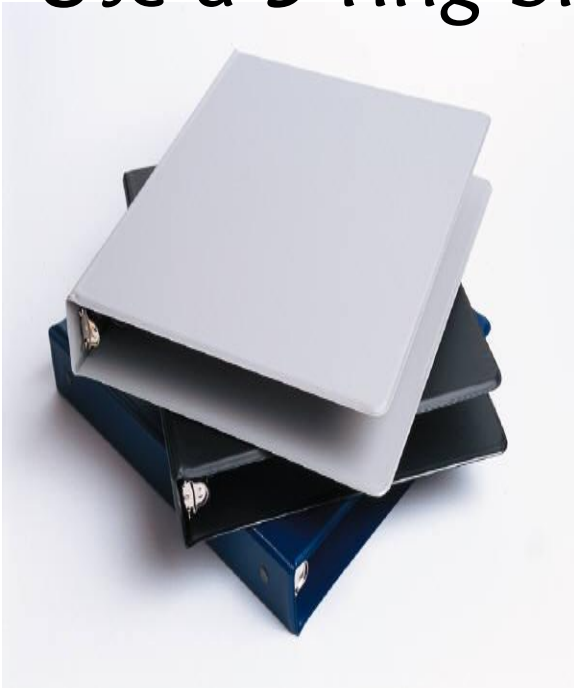
Melinda Dyer, Program Supervisor
Jess Lewis, Administrative Program Specialist
Education of Homeless Children and Youth
Office of the Superintendent of Public Instruction
360.725.6050

Melinda.Dyer@k12.wa.us

Jess.lewis@k12.wa.us

Tips to Get Started

- Review the CPR checklist
- Provide the documentation requested
- Organize your materials by section (12.1-12.9)
- Use a 3-ring binder



12.1

The district has developed, reviewed and revised policies to remove barriers to the enrollment and retention of homeless children and youths in schools. McKinney-Vento Sec 722(g)(1)(I), Sec 722(g)(7)(A,B,C), Sec 722(g)(1)(J)(i), Sec 722(g)(3)(A)(i,ii), Sec 722(g)(3)(C), Sec 722(g)(3)(D)(i,ii).



One copy of the district's adopted, ***comprehensive*** policy related to serving the educational needs of homeless children and youth in accordance with the McKinney-Vento Act, ***e.g., current (2010) WSSDA #3115 policy or similar local policy.*** The policy shall include (but not be limited to) the following:

- ❑ The district ***provides immediate enrollment,*** to homeless children and youth, ***even if the child or youth is unable to produce records normally required for enrollment,*** such as previous academic records, medical records, proof of residency, or other documentation.
- ❑ The district ***maintains and makes available*** in a timely fashion, any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth.
- ❑ The district ensures that, ***according to the student's best interest,*** homeless children and youth are kept in their school of origin, ***except when doing so is contrary to the wishes of the child's or youth's parent or guardian***

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

- A. Sharing the housing of other persons due to loss of housing or economic hardship;
- B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Are abandoned in hospitals;
- E. Awaiting foster care placement;
- F. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
- G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
- H. Migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

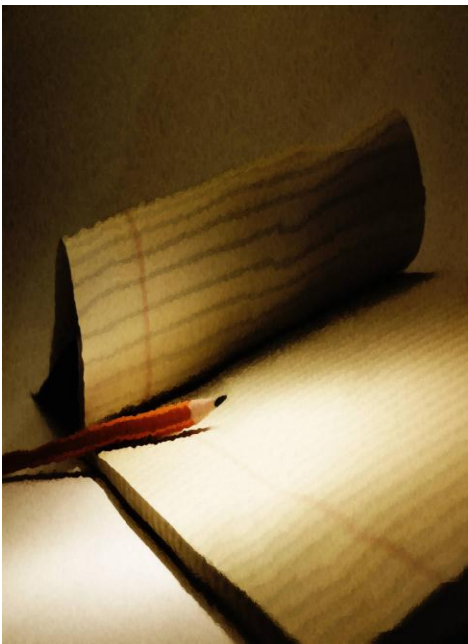
According to the child's or youth's best interest, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immuniza-

12.2

When a dispute arises regarding the enrollment of a homeless child or youth, the district follows Washington State's homeless enrollment dispute process according to the McKinney-Vento Act. McKinney-Vento Sec 722(g)(3)(E)(i,ii,iii,iv).



Evidence that the district *knows and follows* the *OSPI* homeless dispute process, i.e., state dispute policy. (*Evidence should include a copy of the most current OSPI Homeless Dispute Process document dated 12/09.*)

- Evidence that the district's liaison ensures enrollment disputes are mediated, e.g.:
 - Log of disputes with outcomes. (Log including ALL homeless disputes, *including low level disputes*; any dispute resolved locally or forwarded to OSPI for resolution; any issues of concern raised by homeless families, etc.)
 - Sample* dispute initiation forms
 - Sample* dispute packets

Dispute Resolution Process
Office of Superintendent of Public Instruction

**DISPUTE RESOLUTION PROCESS
SCHOOL DISTRICT PLACEMENT OF CHILDREN AND YOUTHS
IN HOMELESS SITUATIONS**

BACKGROUND INFORMATION

The McKinney-Vento Homeless Assistance Act (also referred to as the Act or the McKinney-Vento Act) acknowledges that disputes may arise between the school district and homeless students and their parents, or unaccompanied youth, when the district seeks to place a student in a school other than the school of origin or the school requested by the parent or unaccompanied youth. The Act includes dispute resolution among the required duties of the local education agency (LEA) liaison. The Washington State Office of Superintendent of Public Instruction (OSPI) has developed a dispute resolution process as required by the McKinney-Vento Act.

Districts should bear in mind that disputes related to school selection or enrollment should be initiated at the request of the parent or unaccompanied youth and not at the request or convenience of the school district. Additionally, issues related to the definition of homelessness, the responsibilities of the school district to serve homeless children and youth, and/or the explicit rights of homeless children and youth are addressed in the McKinney-Vento Act. Disputes related to the school placement and enrollment of homeless children and youths shall be resolved within the parameters of the federal McKinney-Vento Act. The dispute resolution process for the school placement of homeless children and youths shall not be used in an effort to circumvent or supersede any part of the federal McKinney-Vento Act.

The following procedures are specified in the Act:

Enrollment: 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. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute.

Written Explanation: The district must provide a written explanation of the school placement decision to the parent or, in the case of an unaccompanied youth, to the unaccompanied youth. (The written explanation must include a description of the parent's or unaccompanied youth's right to appeal the decision.)

Liaison: The designated LEA homeless liaison is assigned to carry out the dispute resolution process in an expeditious manner.

Dear Parent, Guardian, or Youth:

Because the district seeks to place your child(ren) in a school other than the school of origin or the school you requested, we are providing this information packet to inform you of your right to appeal our decision.

Included, you will find the following:

1. Written contact information for the school district's Homeless Liaison and State Coordinator
2. Receipt of dispute resolution packet
3. A detachable form that you can complete and turn into the school or Homeless Liaison to initiate the dispute process
4. A written step-by-step description of how to dispute the school district's decision, along with information
5. Written notice of the right to enroll immediately in the school where enrollment was sought pending resolution of the dispute
6. Written timelines for resolving district- and state-level appeals.

If, at any time, you have questions regarding the dispute resolution process, you can contact the district Homeless Liaison or the State Homeless Education Coordinator, and they will assist you with the process.

School District Homeless Liaison
Liaison Name
XXXXX School District
XXXX Pleasant Lane
Somewhere, WA 99999
XXX.XXX.XXXX

WA State Homeless Education Coordinator
Melinda Dyer
Office of the Superintendent of Public Instruction
PO Box 47200
Olympia, WA 98504
360.725.6050

12.3

The district ensures that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison) to and from the school of origin.

McKinney-Vento Sec 722(g)(1)(J)(iii)(I,III).



Evidence that transportation is provided or arranged for children and youth to and from their school of origin.

- Examples include *a log or other documentation of coordinated transportation services*, including student names, type of transportation service provided, any arrangements/agreements with neighboring districts; etc.

McKinney Vento Request for Student Transportation - 2011/2012

Date Approved for MKV _____

New Student Address Change Siblings in KSD Transportation needed AM PM

Requested By _____ EXT. _____ Date of Request _____

Student Name _____ Student ID # _____ Birth Date _____ Age _____ Grade _____

Student Address _____ Unit # _____ Apt. Name _____ City & Zip Code _____

Prior Address _____ School & Address _____ Start Time _____ End Time _____

Parent/Guardian _____ Home Phone _____ Cell Phone _____ Work Phone _____

Medical Alert Attached Special Equipment _____ Sped Program _____ Restraining Order Sent

After School Program _____ Days of Program _____ Dismissal Time _____

Mode of Transportation - *Transportation Use Only*

Date Received

AM SCHOOL BUS ALC PARENT METRO TICKET ORCA CARD

PM SCHOOL BUS ALC PARENT METRO TICKET ORCA CARD

Stop Location

Stop Location

Time Route #

Time Route #

Transfer @ To Route #

Transfer @ To Route #

Comments Late Start Bell Time

Comments Early Dismissal Bell Time

TRANSPORTATION USE ONLY

START DATE

Billing AM

END DATE

Billing PM

Becky B. MKV Contact Shared District Notified
 AM Driver ALC
 PM Driver Carol S.

Split Cost School District Contact

12.4

The district has a designated homeless liaison. McKinney-Vento Sec 722(g)(1)(J)(ii).



Evidence that the district has a designated liaison to assist with identification, enrollment, attendance, and academic success of homeless children and youth.

- ❑ Examples include *name/title of liaison*, district documents showing the name and contact information of the designated liaison, and information for parents of homeless students which includes liaison contact information. (CPR monitors may cross reference with OSPI district liaison contact list, etc.)

Homeless Liaison Contact List

<i>Homeless Education Liaison Contact</i>	<i>District Name/Address</i>	<i>Telephone/Fax/Email</i>
HEATHER LAWHEAD MCKINNEY-VENTO LIAISON	ABERDEEN SCHOOL DISTRICT 216 NORTH "G" ST ABERDEEN WA 98520	Phone: 360-538-2253 Fax: 360-538-2183 HLAWHEAD@ASD5.ORG
SHAWN DICKSON SPECIAL SERVICES DIRECTOR	ABERDEEN SCHOOL DISTRICT 216 NORTH "G" ST ABERDEEN WA 98520	Phone: 360-538-2018 Fax: 360-538-2021 SDICKSON@ASD5.ORG
JIM FORREST SUPERINTENDENT	ADNA SCHOOL DISTRICT P O BOX 118 ADNA WA 98522	Phone: 360-748-0362 Fax: 360-748-9217 FORRESTJ@ADNASCHOOLS.ORG
TYLER NEELEY COUNSELOR	ALMIRA SCHOOL DISTRICT P O BOX 217 ALMIRA WA 99103-0217	Phone: 509-639-2414 Fax: 509-639-2620 TNEELEY@ACHSD.ORG
SHAUNA SCHMERER SUPERINTENDENT	ALMIRA SCHOOL DISTRICT P O BOX 217 ALMIRA WA 99103	Phone: 509-639-2414 Fax: 509-639-2620 SSCHMERER@ACHSD.ORG
MAGGIE THOMPSON DIRECTOR OF SPECIAL PROGRAMS	ANACORTES SCHOOL DISTRICT 2200 M AVENUE ANACORTES WA 98221	Phone: 360-293-1216 Fax: 360-299-4822 MAGGIET30@ASD103.ORG
TAMARA CONRAD TITLE I/LAP HOMELESS LIAISON	ARLINGTON PUBLIC SCHOOLS 1215 NORTH FRENCH ST ARLINGTON WA 98223	Phone: 360-618-6209 Fax: 360-618-6221 TAMI_CONRAD@ASD.WEDNET.EDU
JUDY SINCLAIR ADMINISTRATIVE ASSISTANT	ASOTIN ANATONE SCHOOL DISTRICT P O BOX 489 ASOTIN WA 99402	Phone: 509-243-4146 Fax: 509-243-7708 JSINCLAIR@AASD.WEDNET.EDU
ADRIC ARNDT DIRECTOR OF STUDENT SERVICES	ASOTIN-ANATONE SCHOOL DISTRICT 215 2ND ST ASOTIN WA 99402	Phone: 509-243-3102 Fax: 509-243-7708 AARNDT@AASD.WEDNET.EDU
DENNIS GRAD TRANSPORTATION DIRECTOR	AUBURN SCHOOL DISTRICT 615 15TH ST SW AUBURN WA 98001	Phone: 253-931-4938 Fax: 253-931-4706 DGRAD@AUBURN.WEDNET.EDU
PAM CRAFT OFFICE MANAGER	AUBURN SCHOOL DISTRICT 615 15TH ST SW AUBURN WA 98001	Phone: 253-931-4938 Fax: 253-931-4706 PCRAFT@AUBURN.WEDNET.EDU
CLAYTON MORK ASSISTANT SUPERINTENDENT	BAINBRIDGE ISLAND SCHOOL DISTRICT 8489 MADISON AVENUE NE BAINBRIDGE ISLAND WA 98110-2999	Phone: 206-780-1059 Fax: 206-780-1089 CMORK@BAINBRIDGE.WEDNET.EDU
BETSY MINOR REID HOMELESS LIAISON	BAINBRIDGE ISLAND SCHOOL DISTRICT 8489 MADISON AVE NE BAINBRIDGE ISLAND WA 98110	Phone: 206-842-2907 Fax: 206-780-1089 BMINORREID@BAINBRIDGE.WEDNET.EDU

12.5

The district's homeless liaison ensures that homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies. McKinney-Vento Sec 722(g)(6)(A)(i).



Evidence that homeless students are ***actively identified*** and enrolled by school district staff. Examples include the following documentation:

- ❑ ***District liaison has attended OSPI (or similar) training*** regarding the rights of homeless students and the appropriate identification of homeless students.
- ❑ ***District staff is provided with local training provided by the district homeless liaison or other trained staff*** regarding compliance w/McKinney-Vento, rights of homeless students, etc. Sample materials used in district level McKinney-Vento training may include: meeting minutes, sign-in sheets, certificates of attendance, agendas, or materials gathered/generated at meetings coordinated with other agencies/entities serving homeless families/children.
- ❑ ***Student enrollment forms*** with specific questions regarding residency, intake/referral forms.
- ❑ ***District collects and reports all homeless students to OSPI in annual data collection.*** Shows numbers of homeless students identified annually in district.
- ❑ ***Homeless needs assessment*** conducted at district level.

12.6

The district's homeless liaison ensures that homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district. McKinney-Vento Sec 722(g)(6)(A)(ii).



Evidence that procedures are in place to ensure homeless children/youth are enrolled and participate fully in all school activities.

- Documentation may include *sample intake forms* and *enrollment forms specific to homeless students*, records transfer forms, parent information, and other available materials.

McKinney-Vento Program Intake Form

STUDENT NAME	STUDENT NO.	GRADE	GENDER	Ethnicity: <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other
CURRENT SCHOOL OR LAST ATTENDED	ENROLLED IN SCHOOL? <input type="checkbox"/> Yes <input type="checkbox"/> No	AGE	DATE OF BIRTH	
CURRENT ADDRESS	PARENT/GUARDIAN	PHONE		

Please list siblings or other children in the home:

Name	Student No.	Grade	Age	School (if not enrolled, please indicate)

Student's living situation:

- | | | |
|---|--|---|
| <input type="checkbox"/> Shelter | <input type="checkbox"/> Doubled Up ¹ | <input type="checkbox"/> Temporary Placement ⁴ |
| <input type="checkbox"/> Unsheltered ² | <input type="checkbox"/> Motel/Hotel | <input type="checkbox"/> Migrant |
| <input type="checkbox"/> Unaccompanied Youth ³ | <input type="checkbox"/> Awaiting Foster Care | <input type="checkbox"/> Transitional Housing |

¹ Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason

² Living in a car, park, campsite, trailer park, bus/train station, abandoned building, abandoned hospital, or other location not ordinarily used as sleeping accommodations

³ Unaccompanied youth not living with a parent or guardian

⁴ Child temporarily placed with relative or guardian

Is your current residence a temporary living situation? Yes No

Is your living arrangement due to the loss of housing or economic hardship? Yes No

Please check the following services that are needed or desired:

- | | |
|--|---|
| <input type="checkbox"/> Free breakfast/lunch | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> After-school programs |
| <input type="checkbox"/> Clothing/Uniform | <input type="checkbox"/> Teen Center |
| <input type="checkbox"/> School supplies | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Medical/dental referral – medical coupons | <input type="checkbox"/> Gifted/talented |
| <input type="checkbox"/> Vision referral | <input type="checkbox"/> Vocational/technical |
| <input type="checkbox"/> Medicaid/DSHS services – food stamps | <input type="checkbox"/> Community resource |
| <input type="checkbox"/> Preschool Enrollment records | <input type="checkbox"/> LEP/Bilingual program |
| <input type="checkbox"/> Missing enrollment records | |
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Prior academic records |
| <input type="checkbox"/> Immunization/medical records | <input type="checkbox"/> Guardianship issues |

Trust/financial assistance needed for _____ Cost \$ _____

Comments/Changes:

Parent/Guardian/Unaccompanied Youth Signature:

Building/District Liaison Signature:

Send copy to District McKinney-Vento Office at Tone Resource Center (Fax: 253-571-1928)

12.7

The district's homeless liaison ensures that homeless families, children, and youths receive educational services for which they are eligible, including Head Start and Even Start programs and preschool programs administered by the district, and referrals to health care services, dental services, mental health services, and other appropriate services. McKinney-Vento Sec 722(g)(6)(A)(iii).



Evidence that young homeless children are enrolled in preschool programs administered by the district. Evidence that liaison provides referrals to health care and other appropriate services.

- ❑ Examples include enrollment forms, referral logs, documentation of coordination of district early learning programs and community preschool supports, referrals for special services for young homeless children under Title I Part C, evidence that Child Find efforts include homeless students. Documentation of referrals to medical, dental, mental health services, etc. for homeless students including logs, referral forms, etc.

Child Find Screening

What is a Child Find Screening?

Screening is a free check of your child's development—including:

- Large muscle development
- Eye-hand coordination (fine motor skills)
- Communication
- Concepts
- Personal-social skills
- Self-help skills



What is the purpose of a Child Find Screening?

The purpose of the screen is to identify any factors that may interfere with your child's learning, growth, and development. The screening is also provided to help parents identify their child's strengths and weaknesses and provide home suggestions.

What happens during a Child Find Screening?

During the screening, your child may stack small blocks, cut with a scissors, draw, count, name colors, jump, and have fun! Following the screening, a trained professional will talk with you about the results of the screening. You will have the opportunity to ask any questions about your child's development. You may be given home suggestions, referred on for further testing, or be scheduled to have skills rechecked at a later date. The screening process usually takes about 45 minutes.

Who is eligible to be screened?

Any child, birth to age five, whose family or care givers would like more information about their child's development. All school districts within Washington State have Child Find screenings available. If your family is living in a temporary situation, you may contact the district where you are staying to attend a screening.

Where can I go for screening?

For more information and to schedule a screening, please contact:

A Real Person
XYZ School District
1234 School Lane
Anywhere, WA 98765
(123) 456-7890

12.8

The district's homeless liaison ensures that public notice of the educational rights of homeless children and youth is disseminated where such children and youths receive services (schools and community). McKinney-Vento Sec 722(g)(6)(A)(v).



Evidence that *public notice* of the educational rights of homeless children and youth are disseminated, e.g., evidence of posters, brochures, etc.

- Evidence should also appear throughout the community *where homeless people are likely to see them*, e.g., libraries, transit stations, laundry mats, etc.

Information for Parents

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground.
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Area Contacts:

State Coordinator:

If you need further assistance, call the
National Center for Homeless Education
at the toll-free HelpLine number:

1-800-308-2145



12.8b

District homeless liaison ensures that homeless children and youth are not stigmatized or segregated on the basis of their status as homeless. McKinney-Vento Sec. 722(f)(3)(A).



Anecdotal inquiry regarding decision making process of how students are placed in schools, programs, classrooms, buildings, etc.

- Students are fully integrated, not separated from housed students for academic instruction.

12.9

Applicable only if district receives McKinney-Vento funds.)

Activities charged are allowable. OMB A-87, OMB A-133:

Expenditures are for allowable activities.

- One month transaction recap.
- One example of back-up documentation for one activity.
- One month transaction recap for ARRA funds.

