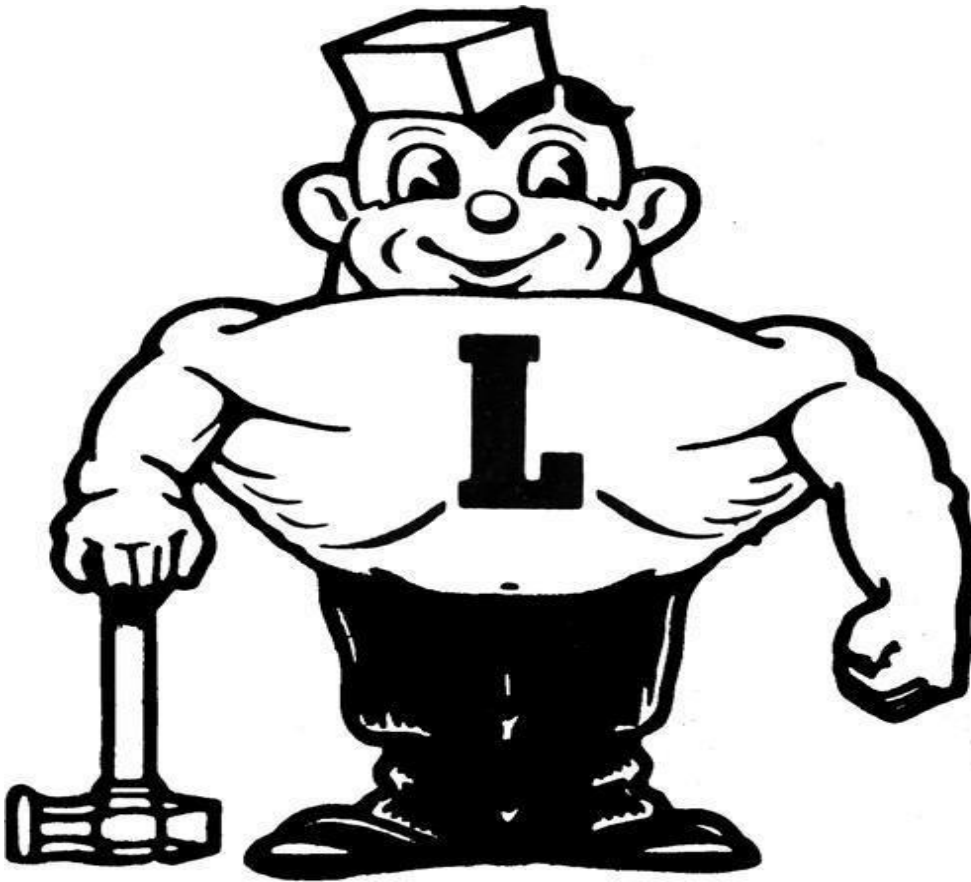


Lackawanna City School District

McKinney-Vento

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 in 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:

- 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

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

**Title I Services and Funding:** In the Lackawanna City Schools District, 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. 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 Lackawanna CSD children and youth who qualify for McKinney-Vento services are entitled to receive additional non-instructional education related support services needed to succeed in school.

**School Selection:** Lackawanna CSD 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 Lackawanna CSD must complete a registration packet. One of the forms to be completed is the Lackawanna CSD Housing Questionnaire (Appendix A). This Lackawanna CSD Housing Questionnaire will be utilized to determine if the student is facing a homeless situation. Follow-up contact to verify the information provided on the Lackawanna CSD Housing Questionnaire will be conducted immediately upon the completion of enrollment by either the district or a building level McKinney-Vento liaison.

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

**Transportation:** Each Lackawanna CSD 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.

- Lackawanna CSD 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, Lackawanna CSD 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, Lackawanna CSD will provide and/or arrange transportation to and from school. If the student is living outside of the Lackawanna CSD, Lackawanna CSD will assume the responsibility and cost of providing transportation to and from school up to 50 miles. The LCSD will provide transportation for students who are homeless to participate in extra-curricular activities and summer school if the lack of transportation poses a barrier.

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 Lackawanna CSD school's 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 Lackawanna CSD 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 Lackawanna CSD 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, preschool, 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 Lackawanna CSD 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.

Lackawanna CSD 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 Liaison, 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 Liaison, 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 Liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

#### **SECTION 5: PROFESSIONAL DEVELOPMENT**

McKinney-Vento Professional Development Opportunities: Professional development for the McKinney-Vento Homeless Assistance Act will be provided to all staff members of Lackawanna CSD Schools via the following ways:

- Safe Schools Portal - annual **required** training for all district admin, teachers, and staff
- Local McKinney-Vento conferences (liaisons)
- NYSTEACHS power point presentation and webinars will be done with all teachers and staff district wide on a quarterly basis

#### **District Website:**

The Lackawanna CSD Website will include a page that will be used to communicate McKinney-Vento information with students, parents, staff, and community members. Information on the Lackawanna CSD 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 Principal of Curriculum, Instruction, and Staff Development for Lackawanna CSD 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.
- 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.
- Work with CIO to monitor all district data collection and reporting requirements on each child and youth who qualifies for McKinney-Vento services.

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

Each school in Lackawanna CSDD District will identify one staff member (social worker, counselor, administrator, etc.) who will serve as the building level McKinney- Vento Liaison and will:

- Identify students that may be facing homeless situations.
- Monitor school attendance.
- Attend trainings.
- 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:

#### **Building Level Liaison's:**

##### **Truman Elementary School (PK-1<sup>st</sup>)**

15 Inner Drive

Lackawanna, NY 14218

Liaison: Mrs. Lisa Blake or Amy Rivera or Meagan Bender / Amanda Kulinski

##### **Martin Road Elementary (2<sup>nd</sup> – 5<sup>th</sup>)**

135 Martin Road

Lackawanna, NY 14218

Liaison: Mrs. Julie Andreozzi or Meagan Bender / Amanda Kulinski

##### **Lackawanna Middle School**

500 Martin Road

Lackawanna, NY 14218

Liasion: Mr. Moustafa Khalil or Meagan Bender / Amanda Kulinski



**Lackawanna High School**

500 Martin Road

Lackawanna, NY 14218

Liaison: Megan Alimonti, or Meagan Bender/Amanda Kulinski

Every LEA, regardless of whether it receives a McKinney-Vento subgrant, is required to designate a local liaison for homeless children and youth (known as the “McKinney-Vento liaison”). The McKinney-Vento liaisons for Lackawanna serve as one of the primary contacts between families experiencing homelessness and school staff, district personnel, shelter workers, and other service providers. The McKinney-Vento liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed.

**District Liaisons:** Mrs. Angela McCaffrey and Mrs. Meagan Bender

The Lackawanna City School District’s McKinney-Vento liaison will ensure that:

1. Students in temporary housing are identified by school personnel and through coordination activities with other entities and agencies;
2. Students in temporary housing enroll in, and have full and equal opportunity to succeed in, the schools of Lackawanna;
3. Students in temporary housing and their families receive educational services for which they are eligible, including Head Start programs administered by an LEA, Early Head Start, early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq), and other preschool programs administered by the LEA.
4. Students and parents in temporary housing receive referrals to health care services, dental services, mental health and substance abuse services, housing services and other appropriate services; Rev. 3/15/183
5. Parents or guardians of students in temporary housing are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
6. Parents and guardians of students in temporary housing, and unaccompanied youth, are fully informed of all transportation services, including transportation to and from the school district of origin and are assisted in accessing transportation services;
7. Disputes regarding eligibility, school selection, enrollment and/or transportation are mediated in accordance with the requirements of McKinney-Vento, Section 3209 of the Education Law, and Section 100.2(x)(7)(ii) of the Regulations of the Commissioner of Education;
8. Assistance in commencing an appeal pursuant to Education Law §310 of a final determination regarding eligibility, enrollment, school selection and/or transportation is provided to the students in temporary housing’s parent or guardian or the unaccompanied youth in accordance with the provisions of 8 NYCRR §100.2(x)(7)(iii)(c);
9. Public notice of the educational rights of students in temporary housing is posted in locations where such students receive services, such as schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of students in temporary housing, and unaccompanied youth; A record is maintained of all appeals of enrollment, school selection and transportation; and

10. School personnel providing services to students in temporary housing receive professional development and other support; and
11. Unaccompanied youths— a. are enrolled in school; b. have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, including receiving credit for full or partial coursework earned in a prior school pursuant to Commissioner’s regulations, and c. are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (20 U.S.C. 1087vv) and that the youths may obtain assistance from the local educational agency liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 483 of such Act (20 U.S.C. 1090).
12. School personnel, service providers, advocates working with students in temporary housing, parents and guardians of students in temporary housing, and students in temporary housing are informed of the duties of the McKinney-Vento liaison.

# **Lackawanna City School District McKinney-Vento Act Program Intake Form**

Student ID Number \_\_\_\_\_ Date \_\_\_\_\_



| Last Name                                                                             | First Name | MI | D.O.B                                                                                                                                                                                                                                                                                                                                      | Grade | School | Male/Female                                           |
|---------------------------------------------------------------------------------------|------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------|
|                                                                                       |            |    |                                                                                                                                                                                                                                                                                                                                            |       |        | <input type="checkbox"/> M <input type="checkbox"/> F |
| Parent/Guardian Name                                                                  |            |    |                                                                                                                                                                                                                                                                                                                                            |       |        |                                                       |
| Primary Language Spoken _____                                                         |            |    | Relationship                                                                                                                                                                                                                                                                                                                               |       |        |                                                       |
| Ethnicity _____ Not Hispanic _____ Hispanic                                           |            |    | <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandparent <input type="checkbox"/> Aunt/Uncle<br><input type="checkbox"/> Social Worker <input type="checkbox"/> Law Guardian <input type="checkbox"/> Counselor<br><input type="checkbox"/> Foster Parent <input type="checkbox"/> Other _____ |       |        |                                                       |
| Race _____ American Indian _____ Asian _____ Black _____ White _____ Pacific Islander |            |    |                                                                                                                                                                                                                                                                                                                                            |       |        |                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Previous Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                 |
| Current Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |
| <p>The answer you give below will help the district to determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they do not have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.</p> |                                                                 |
| <input type="checkbox"/> Shelter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Doubled Up (with relatives or friends) |
| <input type="checkbox"/> Hotel/Motel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Abandoned Apartment                    |
| <input type="checkbox"/> Trailer (with wheels)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> Temporary custody order                |
| <input type="checkbox"/> Highly mobile (unaccompanied minor)                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Any other inadequate living condition  |

## **Telephone Numbers**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Home: (    ) _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Email: _____                                |
| Cell: (    ) _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                             |
| Emergency Contact:<br>Name _____                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Phone Number: (    ) _____                  |
| School District Last Enrolled                                                                                                                                                                                                                                                                                                                                                                                                                                                                | School Name _____<br>City _____ State _____ |
| Immunizations <input type="checkbox"/> Yes <input type="checkbox"/> No      Birth Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No      Physical <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Are you working with a counselor/case worker? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please provide name and phone number _____ (    ) _____                                                                                       |                                             |
| Are you a seasonal or migrant field worker? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                         |                                             |
| Are you a victim of domestic violence? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                              |                                             |
| If so, have you filed and order of protection with the Police Department? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                           |                                             |
| <small>If the student is NOT living in permanent housing, proof of residency and other documents normally needed are not required and the student is to be immediately enrolled. After the student has been enrolled, the district/school must contact the previous district/school attended to request the student's educational records, including immunization, and the enrolling district's LEA liaison must help the student get any other necessary documents or immunization.</small> |                                             |
| <b>PLEASE NOTE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                             |
| By signing this document, I hereby certify that the information stated in this form is honest and correct. I understand that if I live in a school district that is not Lackawanna and my living conditions are not similar to the ones stated above, I could be defrauding the school district and might be held liable in a court of law.                                                                                                                                                  |                                             |

Signature \_\_\_\_\_ Date \_\_\_\_\_

District Liaison \_\_\_\_\_ Date \_\_\_\_\_