

SCHOOL DISTRICT OF MENOMONEE FALLS



Engage | Learn | Improve

McKinney-Vento Homeless Program Guidelines & Procedures

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SDMF McKinney-Vento Homeless Program Guidelines & Procedures

SCHOOL DISTRICT OF MENOMONEE FALLS MISSION AND VISION

Engage. Learn. Improve. The relentless pursuit of excellence, one person at a time.

STATEMENT OF PHILOSOPHY

It is the belief of the School District of Menomonee Falls that all students can and will learn. The McKinney-Vento Homeless program removes barriers to learning for homeless children and youth. All homeless children and youth will be served using resources available to the district.

DEFINITION OF HOMELESS CHILDREN AND YOUTH

The term ‘homeless children and youths’ means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship.

It includes children and youth who:

- are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- are living in motels, hotels, trailer park or camping grounds due to the lack of alternative adequate accommodations;
- are living in emergency or transitional shelters;
- are abandoned in hospitals;
- have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- are runaway children or children who are abandoned;

Migratory children, refugee children, and unaccompanied youth (youth not in the physical custody of a parent or guardian) will be considered homeless if they meet the above definition.

Homeless status is determined in cooperation with parents or in the case of unaccompanied youth by the school social worker and/or district homeless liaison.

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ENROLLMENT

The terms 'enroll' and 'enrollment' are defined to mean attending classes and participating fully in school activities.

The school selected shall immediately enroll the child/youth, even if the child or youth lacks records normally required for enrollment. As always, records will be requested from the previous school upon receipt of enrollment.

Homeless students who do not live with their parents or guardians may enroll themselves in school using the self-enrollment form.

GUARDIANSHIP

For purposes of school placement, any parent, guardian or person in place of who has legal or physical custody of a homeless child or youth shall enroll the child or youth in the School District of Menomonee Falls.

RESIDENCY

The child or youth shall be considered a resident when living with a parent, guardian, or person in place of not solely for school purposes or for participation in extracurricular activities.

1. Homeless children, youth and unaccompanied youth will be enrolled immediately, even if they lack immunizations and/or records ordinarily required for enrollment. Documents and records that cannot be used for enrollment delays include but are not limited to:
 - transcripts/school records
 - immunization, health, medical records
 - birth certificates
 - proof of residency
 - proof of guardianship
2. Once the student is enrolled it is the responsibility of the school to contact the previous school and request records.
3. The building level school social worker and/or district homeless liaison should be contacted as soon as possible to assist the family with supplies and other needs.

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SCHOOL SELECTION

In determining the best interests of the child or youth, to the extent feasible the child or youth will be kept in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian, for the duration of homelessness.

In the case of unaccompanied youth, the district's homeless liaison will assist in placement or enrollment decisions considering the requests of such unaccompanied youth.

The school of origin means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. The school of origin also includes the designated receiving school at the next level.

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or guardian or has been temporarily placed elsewhere. If a student relocates out of the district boundaries due to homelessness, they are still eligible to remain enrolled in their school of origin until the end of the school year.

LUNCH WAIVER

1. When a student is identified as homeless they are automatically waived with or without paperwork. This is at the initial point of identification.
2. The lunch fee waiver status remains with the student the entire school year until the student is "permanently" housed. When permanently housed they will complete the paperwork/application for free and reduced lunch.
3. The school social worker will send necessary documentation to the Director of School Nutrition who processes free and reduced lunch applications.

FEE WAIVER

Student fees waived for the purposes of removing barriers for homeless children include but are not limited to: field trips, school courses/projects and yearly school fees. These fees are automatically waived. The waiving of these fees will be done through the district business office. Fee waivers for a student identified as homeless may also include fees necessary for the participation in the school community including school events and extra-curricular activities.

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COMPARABLE SERVICES

Each homeless child or youth shall be provided services, including instructional services, comparable to services offered to other students in the school selected, such as

- a) School supplies
- b) Transportation services
- c) Educational services for which the child or youth meets eligibility criteria, including but not limited to, EL or special education services
- d) Programs for “At Risk” students
- e) Programs for gifted and talented students
- f) Math and/or Reading interventions as deemed eligible
- g) School nutrition programs
- h) Title I services
- i) Extra-curricular activities

SUMMER SCHOOL

All students who experience homelessness and are recommended to attend summer school must be provided the opportunity to do so without a fee. If a homeless student is recommended for summer school, the School District of Menomonee Falls must eliminate barriers to the student’s enrollment and participation in the summer school program.

Accordingly, a homeless student who is enrolled in the School District of Menomonee Falls should be provided with transportation to and from summer school. The lack of such transportation would be a barrier to the student’s attendance, even if the School District of Menomonee Falls does not provide transportation to permanently housed students.

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TRANSPORTATION

At the request of a homeless child's parent/guardian or the homeless liaison in the cases of unaccompanied youth, transportation to the school of origin will be provided to homeless children and youth, following best interest provisions (outlined in the McKinney-Vento Homeless Assistance Act under Local Education Agency Requirements).

1. In order for transportation to be set up, the school social worker will determine with the family the best means of transportation.
2. The school social worker will submit the transportation form to the Director of Pupil Services office.
3. When a student obtains permanent housing, transportation to the school of origin must be provided until the end of the academic year, if it is in the student's best interest to remain in that school. At this point, parents/guardians can choose to enroll the child in the school in the attendance area in which they live.

When the child, youth or unaccompanied homeless student's temporary residence and school of origin are two different school districts. The districts will share the cost of transportation.

COMPLAINT/DISPUTE RESOLUTION PROCESS

The School District of Menomonee Falls has Board Policy 420 and Procedure 420.1: Homeless Children and Youth, Children In/Out of Home Care/Foster Care. The School District of Menomonee Falls follows the outlined board policy and procedure, in addition to the Complaint/Dispute Resolution Process outlined in Chapter PI 1; Complaint Resolution and Appeals. The district encourages informal resolution of complaints and disputes. Any student or parent/guardian who believe there has been a violation to the board policy and/or procedure, which cannot be resolved informally, shall file a formal written complaint to the homeless liaison describing the facts of the situation in as much detail as possible. Please refer to the above mentioned policy and procedure as well as the following state statute for clarification.

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[Chapter PI 1; COMPLAINT RESOLUTION AND APPEALS](#)

PI 1.01 Purpose and applicability.

PI 1.02 Definitions.

PI 1.03 Receipt and filing of complaints and appeals.

PI 1.04 Procedures.

PI 1.05 Investigations.

PI 1.06 Mediation.

PI 1.07 Hearings.

PI 1.08 Decisions.

PI 1.09 Withdrawal, failure to prosecute.

PI 1.10 Rights to further review