



# Project Impact STEM Academy

*Invested in the life-long pursuit of knowledge.*

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## **McKinney-Vento Act Process and Procedures**

The District will appoint a homeless liaison whose general duty will be to safeguard the educational rights of children, youth, and unaccompanied youth who are homeless to attend school. The liaison must be notified immediately upon the enrollment or assignments of a child or youth who is without permanent housing.

The liaison will coordinate District operations and services so that:

- A. children, youth, and unaccompanied youth who are homeless are identified;
- B. children and youth without a permanent residence have a full and fair opportunity to succeed in school;
- C. parents or guardians of students who are homeless 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;
- D. parents or guardians of students who are homeless are informed of community health care services, dental services, mental health services and other appropriate services;
- E. enrollment/assignment duties are mediated/handles as expeditiously as possible after receiving notice of the dispute;
- F. school personnel are informed of the educational rights of the parents and the students, the responsibilities of the District, and about the liaison's duties.

Teachers are instructed to notify the homeless liaison if they identify (or suspect) a student as being homeless. The homeless liaison works closely with the teachers to ensure accommodations are made to address the student's homeless status (extra support, tutors, extended deadlines, etc.). Also, as needed, the homeless liaison will meet with relevant school administration and staff (e.g. Title I Coordinator) to follow up on any additional services that may be requested.

The liaison will be responsible for the review of and recommend amendments to district policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. Project Impact STEM Academy shall review and waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Executive Director.

Upon enrollment of a child or youth who is homeless, the liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless student is immediately contacted to provide relevant academic or other relevant records.

Upon identification under the McKinney-Vento Act, either through a nighttime residency survey, information reviewed in records received from a student's previous school/district, or a staff referral, the parent/guardian or unaccompanied homeless youth will be contacted by the Homeless Liaison and given a McKinney-Vento Evaluation/Eligibility Determination Form to gain more information to determine eligibility and further assess the basic, educational, and social/emotional needs of the homeless youth.

Upon eligibility under the McKinney-Vento Act, the parent/guardian or unaccompanied homeless youth will be given a packet that contains Written Notification of Eligibility and/or School Placement Decision and information about community resources and transportation to and from school.

Upon determination that a student is not eligible under the McKinney-Vento Act or it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or youth, the District shall provide a Written Notification of Eligibility and/or School Placement Decision along with information regarding their right to appeal and the process to appeal the eligibility status/decision.

If a parent, guardian, or unaccompanied youth wishes to appeal a school district's decision regarding school placement or eligibility:

1. The parent/unaccompanied youth must promptly submit a dispute resolution form (included in the packet received upon written notification of eligibility or school placement decision) to the district Homeless Liaison where enrollment is sought after receiving the district's Written Notification of Eligibility and/or School Placement Decision. (Level I)
2. Within ten (10) business days of their receipt of the complaint, the district must make a decision on the complaint and inform the parent or unaccompanied youth of their decision in writing.

If the parent or youth disagrees with the decision made at Level I and wishes to move the dispute resolution process forward to Level II, the parent or unaccompanied youth shall notify the district's Homeless Liaison of their intent to proceed to Level II.

1. The District must expeditiously forward all written documentation and related paperwork to the Idaho SDE Homeless Education Coordinator, for review and determination.
2. The entire dispute package including all documentation and related paperwork is to be submitted to Idaho State Department Education in one complete package via hard copy mail delivery. Documents submitted separately from the dispute package may not be reviewed. It

is the responsibility of the District to ensure the dispute packages are complete and ready for review.

3. The State of Idaho Homeless Education coordinator, along with appropriate SDE personnel, will make a final decision within ten (10) business days of receipt of the complaint.
4. The final decision will be forwarded to the school district's Homeless Liaison for distribution to the parent and local Superintendent.
5. The decision made by Idaho SDE will be the final resolution for placement of a homeless child or youth in the district.