

Overview: The McKinney Vento Homeless Education Act is a federal law that protects the educational rights of and supports students experiencing homelessness.

It defines “homeless children and youths” as any student who lacks fixed, regular and adequate nighttime residence. This includes but is not limited to students who are living:

- In a shelter
- In a hotel/motel
- Doubled up with another family in an apartment or residence

Rochester Prep is committed to supporting students who are both experiencing homelessness. We are committed to ensuring these students can attend our schools regardless of location or placement.

McKinney Vento Liaison: Under McKinney Vento and ESSA laws each school designates a point person who ensures that schools are compliant with federal regulations and serves as a contact/point person for families who are experiencing homelessness as well as for the local child welfare agency. At Rochester Prep the Social Worker at each school fulfills this liaison role.

Roles and Responsibilities: In order to fully support students experiencing homelessness, both school operations teams and McKinney Vento liaisons share responsibility. The chart below outlines who is responsible at the school for each action or support given to students experiencing homelessness or are in or awaiting foster care, with links to the protocols for each responsibility.

Operations	Social Workers (McKinney Vento Liaisons)
<p>Post updated McKinney Vento outreach materials and posters in the main office and around the school annually</p> <p>Ensure families fill out residency questionnaire at registration and provide to Social Worker</p> <p>Ensure families fill out a new residency questionnaire each time they make an address change and provide to Social Worker</p> <p>Update student status in PowerSchool & SIRS System.</p> <p>Ensure students are listed as free lunch without needing to complete a FRPL form</p> <p>Update NYS Teachs website with current McKinney Vento liaison contact annually</p>	<p>Provide awareness information for school staff annually</p> <p>Review residency questionnaires to determine which students do not have fixed/regular/adequate housing</p> <p>Communicator/point person for families; ensure they have uniforms, backpack, etc.</p> <p>Take McKinney Vento webinars and trainings yearly; update DOO on any new mandates or requirements or additional things the school should be doing to support these students</p> <p>Assist family in obtaining any necessary immunizations or other required health records</p> <p>Work with family to get them any additional services</p>

Additional details about how Rochester Prep supports students experiencing homelessness and in or awaiting foster care:

Post updated McKinney Vento outreach materials and posters in the main office and around the school annually to give awareness to families about supports provided

This task is completed annually by September 1. Posters can be downloaded or ordered (free of charge) on NYS Teach website here: <http://www.nysteachs.org/materials/out-materials.html>. Posters must be displayed prominently in at least the Main Office so all families can be made aware of services provided by the school.

Waitlist and Lottery preferences for students experiencing homelessness

Rochester Prep has a preference in our annual lotteries for Kindergarten students that allows all students experiencing homelessness, as indicated on their application, to be enrolled first in the lotteries. This will ensure seats are available so these students to attend school. Any student applying for the waitlist who is experiencing homelessness, as indicated on their application, is automatically moved to the top of the waitlist and admitted immediately if space can be provided or as quickly as space is available.

All families to fill out residency questionnaire at registration and provide to Social Worker for review

At the point of registration this questionnaire is given to families before completing any other documentation so we can assess if a family is experiencing homelessness. If the family indicates on the questionnaire that they do not live in permanent housing – the student is automatically enrolled regardless if they have any supporting documents (immunizations, school records, etc), this includes students with IEPs. If they do not have supporting documents for registration, McKinney Vento Liaisons (social workers) should work with the family while the student is already enrolled to obtain these documents. After registration is complete the questionnaire should be given to the McKinney Vento Liaison (social worker) immediately to review and to reach out to families.

All families fill out a new residency questionnaire each time they make an address change and provide to Social Worker

See above process for “All families fill out residency questionnaire at registration.” The same steps are completed each time a family notifies the school of an address change. This is reviewed immediately upon completion to ensure all students newly experiencing homelessness or who have been placed in or are awaiting foster care and receive all transportation and services needed to continue to attend Rochester Prep.

If a student who is already enrolled at Rochester Prep becomes homeless or is placed in foster care all of the same supports are provided as new students who are enrolled. Rochester Prep believes all students should have access to a quality education and that students’ needs are best met when their education is not disrupted. We ensure all students can continue to attend our schools regardless of placement into other temporary living arrangements that may be outside of the current district. See below for additional transportation services that make this possible.

Update student status in PowerSchool & SIRS System

All students experiencing homelessness are marked accordingly in the Powerschool student information system. The information from this system is then fed to the SIRS system, which is the principal repository for student information in New York State.

Ensure students are listed as free lunch without needing to complete a FRPL form

Students experiencing homelessness automatically receive free meals and are not required to complete a FRPL form. The PowerSchool system will be updated to reflect the FDC lunch status, which is then fed to the SIRS system in the Program Fact template. All students at Rochester Prep receive food for free

regardless of FRPL status. Rochester Prep participates in the Community Eligibility Provision, so meals are never an issue for our students experiencing homelessness.

Update NYS Teachs website with current McKinney Vento liaison contact annually

NYS Teachs website provides the names of all NYS school McKinney Vento liaisons. This is updated annually with current liaison's information to ensure the appropriate person is contacted at the school for support.

Provide awareness information for school staff annually

Staff are made aware of McKinney Vento supports provided for students experiencing homelessness as well as students in or awaiting foster care. Staff know:

- To speak to ops and the social worker if they hear a student is experiencing homelessness to support identification
- To speak to ops if a family changes their address to ensure the residency questionnaire is administered
- To keep this information private between the family, McKinney Vento Liaison and Ops team, and to be sensitive when discussing the subject with the student/family

Liaisons give staff an overview in a September staff meeting each fall.

Residency questionnaires are reviewed by liaisons to determine which students do not have fixed/regular/adequate housing

Operations staff give all residency questionnaires to social workers to review. Social Workers should determine which students do not have permanent housing and then do the following for those students:

- Confirm with Operations that PowerSchool is updated
- Reach out to those families to introduce self and find out what supports the family is in need of:
 - Do they need a backpack? Uniform items? Other school supplies not already provided by the school?
 - Explain what will happen with bussing
 - Do they need to get signed up for afterschool programs?
 - Do they need transportation to participate in extra-curricular activities and summer school if the lack of transportation poses a barrier?
 - Do they need help getting copies of medical records?
 - Are there other ways the school can support them to ensure the scholar can attend Rochester Prep?
- Schools will pay for any needs that are keeping the student from participating in school activities and tag the items appropriately for McKinney-Vento funding. While each LEA has a minimum \$500.00 homeless reserve, the LEA is not limited to this amount. The LEA is allowed to use other funds to provide for students experiencing difficulties as needed to avoid interruptions to schooling.

Take McKinney Vento webinars and trainings yearly; update DOO on any new mandates or requirements or additional things the school should be doing to support these students

All McKinney Vento liaisons participate in at least one training each year through NYS TEACH. After each training, the liaison (social worker) reports back to the DOO and notify them of any updates or new requirements that the school should be doing to support these students. Webinar trainings are flagged for liaisons annually by regional team, most are taken through NYS TEACH website here: <http://www.nysteachs.org/trainings/#NYC>.

Assist family in obtaining any necessary immunizations or other required health records

Families that are struggling to bring in copies of necessary immunizations or other required health records are enrolled automatically even without these documents. Social Workers should help the family in obtaining such records if needed.

Work with family to get them any services they need

As mentioned above, the Liaison is the first point of contact and support the family to help them get any services they need such as:

- Basic/emergency supplies
- Extended library hours/after school programs
- Transportation to participate in extra-curricular activities and summer school
- Counseling services
- Parental involvement
- Intervention programs