

RIVERVIEW GARDENS

SCHOOL DISTRICT

*STUDENTS IN TRANSITION
PARENT/GUARDIAN/STUDENT MANUAL*



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INTRODUCTION

The McKinney-Vento Homeless Assistance Act is a federal law that is designed to address the challenges that children and youths experiencing homelessness have faced in enrolling, attending and succeeding in school. Under McKinney-Vento, school districts must ensure that each child and youth in transition has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Children and youth in transition 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. The Riverview Gardens School District is committed to ensuring that District scholars have uninterrupted school access and resources that will assist with academic success.

The purpose of the Students in Transition Parent/Guardian/Student Manual is to inform students and their parents of their rights and the procedures that are used by the District to ensure every student and their family are provided with opportunities that will eliminate barriers to education.

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STUDENTS IN TRANSITION DEPARTMENT

The Students in Transition (“SIT”) Department is responsible for overseeing the District’s compliance with McKinney-Vento, including providing assistance to staff as they provide support to students in transition, as well as providing direct support to students in transition.

SIT Staff

Stephanie Shumpert, SIT Coordinator	314-868-9829 Ext. 32139
Vanessa Mallory, SIT Social Worker	314-868-9829 Ext. 32138
Karen Graham, Administrative Assistant	314-868-9829 Ext. 32151

You may also contact Dr. Tanya Patton, Assistant Superintendent of Support Services, at 314-869-2505 with questions or concerns.

When the SIT Department Will Be Contacted by District Staff

- Any time a guardian/caregiver/student marks “yes” on a McKinney-Vento Survey question on the Enrollment Packet.
- Any time you have a question during the enrollment process about whether a student may qualify under McKinney-Vento.
- Any time you receive a communication, whether written or oral, from a guardian/caregiver of a student in transition, or from the student, regarding enrollment, attendance, transportation or related issues.
- Any time placement in an alternative program is being considered for a student in transition. The SIT Department must be contacted prior to a referral being made.
- Any time a student in transition is involved in any level of official discipline at the school.
- Prior to suspension of a student in transition.
- Any time there is an attendance concern regarding a student in transition.

When You Should Contact the SIT Department

- Whenever your current residence changes.
- Whenever you have a question or concern regarding transportation.
- Whenever you have a question or concern about you or child’s ability to be successful in the school environment for any reason.

ELIGIBILITY & IDENTIFICATION

The Riverview Gardens School District Board of Education recognizes that students in transition are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and, will give special attention to ensure that students in transition in the district are promptly identified and have access to a free and appropriate public education and related support services.

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ELIGIBILITY

Eligibility Determination

Under the McKinney-Vento Act, eligible students are students who lack a fixed, regular and adequate nighttime residence, including:

- A. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters, or are abandoned in hospitals.
- B. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- C. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- D. Migratory children who meet one of the above-described circumstances.

Duration of Eligibility

Once a student is identified under McKinney-Vento as a student in transition, that student remains eligible for the entire time that the student is in a living arrangement that meets the definition above. There is no limit on the length of time that a student may be identified as a student in transition.

If a student obtains permanent housing during the school year, the student remains identified as a student in transition for the remainder of that school year and may continue to attend the same school and receive transportation services for the remainder of that school year.

At the end of each school year, families and/or youth will receive correspondence regarding providing updated information for the next school year. If families do not respond, an attempt will be made to contact family with alternative numbers listed in the database system. If there is no contact with the family, the student will not be listed as active for the next school year. If the student subsequently enrolls and continues to meet eligibility under McKinney-Vento, the student will be immediately enrolled, provided transportation, and permitted to attend school.

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IDENTIFICATION

Outreach Activities

The SIT Coordinator is responsible for engaging in community outreach activities, including:

- Placing McKinney-Vento posters in schools, daycares, family shelters, government buildings, police departments, laundromats, and libraries
- Posting McKinney-Vento information on the District's website, to be reviewed at least annually between June 30 and August 1.
- Including McKinney-Vento Act information in materials that are distributed to District families and/or community members.

Enrollment

Students who indicate that they may be eligible as students in transition under McKinney-Vento are entitled to **immediate** enrollment. The selected school shall immediately enroll the homeless student even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, proof of residency, or other documentation, and even if the student has missed any application or enrollment deadlines during any period of homelessness. Outstanding fines, fees or absences shall not present a barrier to enrollment of the student. However, the district may require a parent/guardian of a homeless student to submit contact information.

Immediately upon identifying the student as being eligible for homeless services, the selected school shall ensure that the student is attending class and participating fully in school activities.

In order to facilitate immediate enrollment, the following procedures will be used:

- When, during the enrollment process, a guardian/caregiver or unaccompanied youth marks "yes" to any of the McKinney-Vento survey questions in the Enrollment Packet or otherwise indicates that the student may be a student in transition, the student should be permitted to enroll **without providing any documentation**.
- Please note that initial **enrollment information may be provided by telephone, email, or in person**.
- Please note that a student seeking to enroll without a parent, guardian or caregiver will be permitted to enroll as an **unaccompanied youth**. That student may complete his or her own paperwork. The SIT office will provide assistance.
- If there is a question about a student's eligibility, the student should be **immediately enrolled** while a determination is made.

School Responsibilities

- The school will assist the guardian/caregiver or unaccompanied youth in completing the Enrollment Packet to the extent possible.
- The school will also complete a Student in Transition Packet for the student.

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- The school should make copies of any documents the parent/guardian/caregiver or unaccompanied youth may have at the time of enrollment and make a copy. If, however, there are no documents, **you may still proceed with enrollment.**
- Upon completion of the Enrollment Packet, the registrar or secretary will enroll the student in the SIS web-based system and arrange bus transportation, if the student is currently staying within the attendance area of the student's assigned school.
- The completed Student in Transition packet will be transferred to the SIT department via email or interoffice mail.
- The guardian/caregiver or unaccompanied youth should be given the contact information for the SIT office._

SIT Department Responsibilities

- Upon receiving the SIT packet, the Coordinator will review the packet to ensure application is complete and to review eligibility.
 - If the student's eligibility under McKinney-Vento is not clear, the SIT Coordinator will seek additional information from the parent/guardian/caregiver or unaccompanied youth.
 - If the student is determined to be not eligible under McKinney-Vento, the SIT Coordinator will notify the parent/guardian/caregiver or unaccompanied youth in writing of the decision and provide an explanation, along with a copy of the District's Dispute Resolution Process. The student will continue to be enrolled and transportation provided during any dispute resolution process.
- The SIT Coordinator will ensure transportation is arranged for students residing outside their assigned school attendance area or outside the district. If a request for transportation is made by a parent, guardian, or unaccompanied youth prior to 11:00 a.m. on a school day, the transportation shall be provided no later than the next school day after the request was made. If a request for transportation is made by a parent, guardian or unaccompanied youth after 11:00 a.m., transportation shall be provided no later than the second school day after the request was made.
- The SIT Coordinator will provide the parent/guardian/caregiver or unaccompanied youth a copy of the SIT Parent/Guardian/Student Manual.
- The SIT Coordinator will provide the SIT social worker with the uniform request and intake assessment form, if completed by the enrollee.
- The SIT social worker will follow up with the enrollee to complete the requests and make the necessary referrals.
- The SIT Coordinator will enter the data in the SISK web-based system both under programs and services and the student grid.
- The SIT Coordinator will document in the SIT database the date the parent/guardian/caregiver or unaccompanied youth first sought enrollment, the date enrollment was completed, the date of first attendance, and the date transportation, if requested, was first provided.

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TRANSPORTATION

If the student in transition's school of origin, including a public preschool, and temporary housing are located in the Riverview Gardens School District, the district will provide transportation to and from the school of origin at the request of the parent/guardian/unaccompanied youth or district liaison, provided it is in the best interest of the student.

If the student's school of origin and temporary housing are located in two different school districts, the districts may agree on a method to apportion the responsibility and costs for providing transportation to the school of origin. If no agreement is reached, the districts will equally share the responsibility and costs for transporting the student. If a McKinney-Vento eligible student becomes permanently housed in the middle of the school year, the district will continue to provide transportation to the school of origin for the remainder of that school year.

PROCEDURE

Below is the procedure used by the District for transportation arrangements for Students in Transition. Please contact the SIT Department at any time regarding transportation requests or concerns for you or your child.

In District Enrollment

A. The Registrar or School Secretary will arrange transportation with the bus services and will provide the parent with the information once received from the bus company. If the request for transportation from the parent, guardian, or unaccompanied youth is made prior to 11:00 a.m. on a school day, transportation services will be provided no later than the next school day. If the request from the parent, guardian, or unaccompanied youth is made after 11:00 a.m., transportation services will be provided no later than the second school day after the District receives the request. When arranging transportation with District bus services, the registrar or school secretary will notify bus services in writing that the request is for a McKinney-Vento eligible student and will include the time that the request for transportation was made by the parent/guardian or unaccompanied student.\

B. If the temporary location is in the district but outside of the area of the assigned school, transportation will be arranged by the Student in Transition Department.

C. If a currently enrolled student is in need of transportation modifications due to a relocation, **this change can be made over the phone or via email.** If the notification from the parent, guardian, or unaccompanied youth that the transportation pick-up or drop-off location needs to change is made prior to 11:00 a.m. on a school day, transportation services will be provided to the new pick-up or drop-off location no later than the next school day after the District has been notified of the change. If the notification to the District by the parent, guardian, or unaccompanied youth is made after 11:00 a.m., transportation services will be provided to the new pick-up or drop-off location no later than the second school day after the District has been notified of the change in pick up or drop off location.

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D. After three no shows, the SIT department will contact the parent/guardian or unaccompanied youth to determine to identify if there are any barriers to attendance that can be addressed by the District. If the student continues to not use the provided transportation after any barriers have been addressed, the District may notify the parent/guardian or unaccompanied student in writing that transportation services will be suspended. A Best Interest Determination may also be conducted, and the Dispute Resolution Form may be provided.

Out of District Enrollment

- E. If the student is temporarily living outside the district, the Student in Transition department will arrange transportation. If the request for transportation from the parent, guardian, or unaccompanied youth is made prior to 11:00 a.m. on a school day, transportation services will be provided no later than the next school day. If the request from the parent, guardian, or unaccompanied youth is made after 11:00 a.m., transportation services will be provided no later than the second school day after the District receives the request. When arranging transportation with District bus services, the registrar or school secretary will notify bus services in writing that the request is for a McKinney-Vento eligible student and will include the time that the request for transportation was made by the parent/guardian or unaccompanied student.
- F. To ensure immediacy, transportation services may be arranged initially with Express Medical Transporters (EMT) if all of the required information is received by the school and/or parent/guardian or the student. Students will transition to First Student Bus services within the next week and will continue bus services throughout their transition. Students living in a shelter or located in areas outside the bus transportation zone will continue to utilize the EMT services throughout their transition.
- G. If a currently enrolled student is in need of transportation modifications due to a relocation, **this change can be made over the phone or via email.**
- H. After three no shows, the SIT department will contact the parent/guardian or unaccompanied youth to determine to identify if there are any barriers to attendance that can be addressed by the District. If the student continues to not use the provided transportation after any barriers have been addressed, the District may notify the parent/guardian or unaccompanied student in writing that transportation services will be suspended. A Best Interest Determination may also be conducted. The Dispute Resolution Form may be provided.
- I. School districts the students are temporarily residing in will receive a shared cost notification. Upon receiving the transportation invoices, the Student In Transition Department will invoice the districts for split cost reimbursement.

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SIT FOLLOW UP FOR RESOURCES/SERVICES

The District requests that parents or unaccompanied youth complete the Intake Assessment, so the District can identify any additional areas of support that can be provided. A member of the SIT Department will contact you regarding any needs you identify. Please note that uniforms are available for students. Please contact the SIT Department to let them know of your need.

BEST INTEREST DETERMINATION

When Required

The SIT Coordinator is responsible for making a Best Interest Determination when making a decision regarding school selection for a student. When making a Best Interest Determination, the SIT Coordinator must (1) presume that staying in the school of origin is in the best interest of the child or youth; (2) consider specific student-centered factors; (3) prioritize the wishes of the parent, guardian or unaccompanied youth; and (4) include a written explanation and notice of the right to appeal if the District determines that remaining in the school of origin or enrolling in the school requested by the parent, guardian or youth is not in the best interest of the child or youth.

A Best Interest Determination will be made upon enrollment of a student identified as a student in transition, when a student's living circumstance changes to a new attendance or district, and when a student is recommended for placement at an alternative program. Once a Best Interest Determination is made, the SIT Coordinator will provide written notice of the District's decision, including information regarding the Dispute Resolution Process.

Alternative Programs

Prior to placing an SIT student in an alternative program, the building administrator and/or counselor must notify the SIT office, providing a written explanation of the reasons assignment to an alternative program is recommended. If the SIT office accepts the recommendation from the building, the SIT office will notify the parent, guardian, or youth that assignment to an alternative program is recommended. The notification will be in writing and will include information about the alternative program, as well as the reasons for the recommendation. After getting input from the parent, guardian, or youth regarding the alternative education placement, the SIT Coordinator will conduct a Best Interest Determination, taking into consideration the reasons for the recommended placement, whether meals are provided, and the availability of transportation, instructional support and other services. The parent, guardian or youth will receive written notice of the District's decision, including information regarding the Dispute Resolution Process.

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Form

School Selection: A Checklist for Decision Making

School of Origin Considerations	Local Attendance Area School Considerations
<input type="checkbox"/> Continuity of instruction <i>Student is best served due to circumstances that look to his or her past.</i>	<input type="checkbox"/> Continuity of instruction <i>Student is best served due to circumstances that look to his or her future.</i>
<input type="checkbox"/> Age and grade placement of the student <i>Maintaining friends and contacts with peers is critical to the student's meaningful school experience and participation. The student has been in this environment for an extended period of time.</i>	<input type="checkbox"/> Age and grade placement of the student <i>Maintaining friends and contacts with peers in the school of origin is not particularly critical to the student's meaningful school experience and participation. The student has attended the school of origin for only a brief period of time.</i>
<input type="checkbox"/> Academic strength <i>The child's academic performance is weak, and the child would fall further behind if he/she transferred to another school.</i>	<input type="checkbox"/> Academic strength <i>The child's academic performance is strong and at grade level, and the child would recover academically from a school transfer.</i>
<input type="checkbox"/> Social and emotional state <i>The child is suffering from the effects of mobility, has developed strong ties to the current school, and does not want to leave.</i>	<input type="checkbox"/> Social and emotional state <i>The child seems to be coping adequately with mobility, does not feel strong ties to the current school, and does not mind transferring.</i>
<input type="checkbox"/> Distance of the commute and its impact on the student's education and/or special needs <i>The advantages of remaining in the school of origin outweigh any potential disadvantages presented by the length of the commute.</i>	<input type="checkbox"/> Distance of the commute and its impact on the student's education and/or special needs <i>A shorter commute may help the student's concentration, attitude, or readiness for school. The local attendance area school can meet all of the necessary educational and special needs of the student.</i>

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<input type="checkbox"/> Personal safety of the student <i>The school of origin has advantages for the safety of the student.</i>	<input type="checkbox"/> Personal safety of the student <i>The local attendance area school has advantages for the safety of the student.</i>
<input type="checkbox"/> Student's need for special instruction <i>The student's need for special instruction, such as Section 504 or special education and related services, can be met better at the school of origin.</i>	<input type="checkbox"/> Student's need for special instruction <i>The student's need for special instruction, such as Section 504 or special education and related services, can be met better at the local attendance area school.</i>
<input type="checkbox"/> Length of anticipated stay in a temporary shelter or other temporary location <i>The student's current living situation is outside of the school-of-origin attendance zone, but his/her living situation or location continues to be uncertain. The student will benefit from the continuity offered by remaining in the school of origin.</i>	<input type="checkbox"/> Length of anticipated stay in a temporary shelter or other temporary location <i>The student's current living situation appears stable and unlikely to change suddenly; the student will benefit from the developing relationships with peers in school who live in his local community.</i>

DISPUTE RESOLUTION PROCESS

When to Provide Dispute Resolution Form

The Dispute Resolution Form is included in this SIT Parent/Guardian/Youth SIT Manual, as well as on the District's website. Additionally, the SIT office will notify a parent/guardian or youth of the Dispute Resolution process by providing a copy of the form whenever the SIT office becomes aware of a dispute regarding McKinney-Vento eligibility, school selection or enrollment.

- The Dispute Resolution form will be included with the SIT office's written explanations of eligibility determinations under McKinney-Vento.
- The Dispute Resolution form will be included with the SIT office's written explanations of its decisions regarding Best Interest Determinations, including for placements in alternative programs.

The Dispute Resolution form will be included with any written notification from the SIT office that a student's transportation is being discontinued.

Procedures

The SIT Coordinator will assist any parent/guardian or youth who wishes to submit an appeal of a District decision through the Dispute Resolution process. Information may be provided by a parent/guardian or youth directly to the SIT Office or to a school-level counselor. Information may be provided in person, by telephone, or in writing.

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The student will be permitted to enroll in or remain enrolled in the school in which enrollment is sought, pending final resolution of the dispute.

Appeals to the Board of Education may be submitted by a parent/guardian or youth to the SIT Coordinator.

Form

HOMELESS DISPUTE RESOLUTION REGARDING THE EDUCATION OF HOMELESS CHILDREN AND YOUTH Dispute Resolution (722(g) (1) (C) of the McKinney-Vento Act)

The Students in Transition Coordinator will handle disputes concerning eligibility, school selection or the enrollment in school for students or youth who are homeless (in transition). During the dispute, the children or youth must be enrolled and fully participating in school activities as well as receive transportation, if requested, to the school in which the parent/guardian or unaccompanied youth seeks enrollment during the dispute. The SIT Coordinator will carry out the dispute resolution procedures as quickly as possible after receiving notice of a dispute.

Every effort must be made to resolve the complaint or dispute at the School District level before it is brought to MO-DESE. It is the responsibility of the School District to inform the parent/guardian or unaccompanied homeless youth of the District's Complaint Resolution Procedure when a question arises concerning the education of a homeless child or youth.

The District will use the following complaint resolution process when a dispute arises regarding the education of a homeless child or youth:

School District Level

- A. The parent/guardian or unaccompanied homeless youth notifies the SIT Coordinator in writing of their complaint. The SIT Coordinator serves as the intermediary between the parent/guardian or unaccompanied youth and the school where the child is seeking enrollment.
 1. The SIT Coordinator will provide the parent/guardian or unaccompanied homeless youth a copy of the District's policies addressing the education of homeless children and youths.
 2. The SIT Coordinator will provide a written resolution of the dispute or a plan of action within five school days of the date the written complaint was received.*

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- B. If the dispute is not resolved with the SIT Coordinator, the parent/guardian or unaccompanied youth can notify the SIT Coordinator or Assistant Superintendent of Student Services in writing that they wish to file a complaint with the Assistant Superintendent of Student Support Services for further review. If the complaint is filed with the SIT Coordinator, the SIT Coordinator will ensure the Assistant Superintendent of Student Support Services receives the complaint.
1. The Assistant Superintendent for Student Support Services will provide a written resolution of the dispute or a plan of action within five school days of the date the written complaint was received by the Assistant Superintendent of Student Support Services.*
- C. If the dispute is not resolved at the Assistant Superintendent level, the parent/guardian or unaccompanied youth may file the written complaint before the District's Board of Education for resolution. To file a complaint with the Board of Education, the parent/guardian or unaccompanied youth should notify the SIT Coordinator or the Assistant Superintendent of Student Support Services in writing that they wish to file the complaint with the Board of Education.
1. The Board of Education will review the complaint and provide a written resolution of the dispute or a plan of action within thirty days of the date the written complaint was received by the Board of Education.*

State Level

If the dispute is not resolved in a satisfactory manner at the District level, the complaint may be brought to MO-DESE. Complaints made under this process must be made in writing and signed by the parent/guardian or unaccompanied youth. The SIT Coordinator will assist the parent/guardian or unaccompanied youth in submitting a complaint to DESE. The following steps are to be taken:

- A. Address the complaint to: State Homeless Coordinator, Federal Programs, P.O. Box 480, 205 Jefferson Street, Jefferson City, Missouri 65102-0480
- B. The complaint must include:
1. a detailed description of the dispute;
 2. the name(s) and age(s) of the children involved;
 3. the name(s) of involved School District personnel and the School District(s) they represent; and
 4. copies of the unresolved written resolutions from the School District.
- C. The director of Federal Programs (director) will inform the involved School Districts (LEA(s)) of the complaint.

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- D. The director or the director's designee will gather needed information including documentation and statements of the parties and may conduct an independent investigation through an on-site visit if necessary.
- E. Within 30 days of receipt of the complaint, the director will inform the parties, in writing, of the decision.**
- F. If a parent/guardian or unaccompanied homeless youth disagrees with the director's decision, the parent/guardian or unaccompanied homeless youth may, within 10 business days, appeal the decision to the Deputy Commissioner of Learning Services. This appeal must be in writing and indicate why the complainant disagrees with the decision.
- G. Within 30 days of receiving the appeal, the Deputy Commissioner of Learning Services will render a final administrative decision and notify the parent/guardian or unaccompanied homeless youth and all other interested parties in writing.**
- H. During the dispute, the child(ren) or unaccompanied homeless youth must be enrolled and fully participating in school activities as well as receive transportation, if requested, to the school in which the parent/guardian or unaccompanied homeless youth seeks enrollment.

*The parties may mutually agree to an extension; however, every effort should be made to resolve the complaint in the shortest possible time.

**Although the standard procedure allows 30 days for a response, every effort will be made to resolve the complaint in the shortest time possible.

ATTENDANCE MONITORING

The SIT Department will monitor the attendance of students in transition on a weekly basis. When a student in transition is absent more than three (3) consecutive days or a student's attendance rate falls below 90%, the SIT social worker or the assigned school social worker will contact the parent/guardian/caregiver or student to identify if there are any barriers to attendance that can be addressed by the District. If the SIT social worker and/or school social worker are unable to contact the parent/guardian/caregiver or student, the SIT social worker will use an alternative method of communication, including a letter or email from the SIT office.

Any concerns regarding attendance of a student in transition at the building level **must be referred to the SIT office**. Similarly, if a parent/guardian or youth shares any information with a building counselor or administrator regarding reasons for absences or barriers to attendance, the counselor or administrator must notify the SIT Office immediately. The SIT office is the only office that should send letters or emails regarding the attendance of a student in transition. Prior to sending any attendance-related letters at the school level, the school counselor/building secretary is responsible for removing any letters directed to families identified as SIT.

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APPENDIX

Enrollment Packet
Policy IGBCA
Dispute Resolution Form
Best Interest Determination Form
Intake Assessment

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1370 Northumberland Dr.
St. Louis, MO 63137

Phone: 314-868-9829
Extension: 32139

McKinney-Vento Affidavit

SY: 20__ - 20__

STUDENT NAME _____ AGE _____

(LAST)
(FIRST)
(MIDDLE)

GENDER _____ DATE OF BIRTH _____ GRADE _____

CURRENT SCHOOL OR LAST SCHOOL ATTENDED _____

ENROLLED IN SCHOOL? ___ YES ___ NO

STUDENT'S CURRENT ADDRESS _____

PARENT/GUARDIAN _____

PHONE _____

PLEASE IDENTIFY THE STUDENTS' CURRENT LIVING ARRANGEMENTS:

SHARING THE HOUSING OF OTHER PERSON'S DUE TO LOSS OF HOUSING, ECONOMIC HARDSHIP OR SIMILAR REASON

LIVING IN A HOTEL/MOTEL, TRAILER PARK OR CAMPGROUND DUE TO LACK OF ALTERNATIVE ACCOMMODATIONS

LIVING IN EMERGENCY OR TRANSITIONAL SHELTER

LIVING IN A CAR, PARK, PUBLIC SPACE, ABANDONED BUILDING, BUS OR TRAIN STATION, ETC.

STUDENT NOT LIVING WITH A PARENT OR COURT APPOINTED LEGAL GUARDIAN (UNACCOMPANIED YOUTH)

NAME AND PHONE NUMBER OF PERSON LIVING WITH _____

PLEASE LIST ALL PRE-SCHOOL AND SCHOOL AGE SIBLINGS:

NAME	DOB	AGE	GRADE	SCHOOL

PARENT/GUARDIAN NAME _____ PHONE NUMBER _____

EMAIL ADDRESS _____ ALTERNATE PHONE
NUMBER _____

MY SIGNATURE BELOW AFFIRMS THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE OR BELIEF. I UNDERSTAND THAT ENROLLING A CHILD IN A MISSOURI PUBLIC SCHOOL UNDER FALSE PRETENSES IS PUNISHABLE UNDER THE LAW.

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SIGNATURE OF PARENT/GUARDIAN/UNACCOMPANIED YOUTH RELATIONSHIP TO STUDENT DATE

RGSD DISTRICT LIAISON SIGNATURE _____ DATE _____

RIVERVIEW GARDENS SCHOOL DISTRICT

McKinney-Vento Request for Transportation

Transportation Needed: Yes No

Address Change Sibling Transportation IN District Out of District

DATE OF REQUEST _____

STUDENT NAME _____ DATE OF BIRTH _____ AGE _____
(LAST) (FIRST) (MIDDLE)

GRADE _____ SCHOOL & ADDRESS _____ START TIME _____ END TIME _____

STUDENT ADDRESS _____ UNIT # _____ APT. NAME _____

CITY & ZIP CODE _____

PRIOR ADDRESS _____

PARENT/GUARDIAN _____ HOME PHONE _____

CELL PHONE _____ WORK PHONE _____

AFTER SCHOOL PROGRAM _____ DAYS OF PROGRAM _____ DISMISSAL TIME _____

PLEASE LIST ALL PRE-SCHOOL AND SCHOOL AGE SIBLINGS:

NAME	DOB	AGE	GRADE	SCHOOL

BY SIGNING BELOW, YOU AGREE TO:

1. STUDENTS IN TRANSITION SHOULD BE READY FOR PICK UP AT THE TIME PROVIDED BY THE SIT DEPARTMENT AND THE TRANSPORTATION PROVIDER.
2. UNDERSTAND TRANSPORTATION SERVICES MAY BE PLACED ON HOLD AFTER 3 CONSECUTIVE "NO-SHOWS." SERVICES WILL RESUME AFTER COMMUNICATION UPDATES OCCUR.
3. IMMEDIATELY REPORT ANY CHANGES IN ADDRESS TO ENSURE A CONTINUATION OF TRANSPORTATION SERVICES
4. CONTACT THE STUDENTS IN TRANSITION SECRETARY WITH ANY SCHEDULED ABSENCES

SIGNATURE OF PARENT/GUARDIAN _____ DATE _____

RGSD DISTRICT LIASION SIGNATURE _____ DATE _____

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BEYOND THE INTAKE NEEDS

Student Name	Parent Name	Telephone Number
School	Grade	Email address

THE STUDENTS IN TRANSITION PROGRAM OF RIVERVIEW GARDENS WOULD LIKE YOU TO COMPLETE THE BEYOND THE INTAKE PROCESS. IT IS OUR HOPE THAT OUR PROGRAM CAN ASSIST YOU IN REACHING THE GOALS YOU HAVE SET FOR YOUR FAMILY.

PLEASE CHECK EACH AREA THAT WOULD ASSIST YOU IN YOUR PLANS BEYOND THE INTAKE.

RGSD CAN PROVIDE:

- FREE BREAKFAST/LUNCH
- TRANSPORTATION
- SPECIAL EDUCATION SERVICES
- SCHOOL SUPPLIES
- SCHOOL UNIFORMS/HYGIENE ITEMS
- SCHOOL COUNSELING/MENTORING
- AFTER-SCHOOL PROGRAMS
- TUTORING
- PRESCHOOL EDUCATION
- ACTIVITY FEES (SENIOR DUES)

COMMUNITY RESOURCES:

- MEDICAL/DENTAL REFERRAL
- VISION REFERRAL
- MENTORING
- AFFORDABLE HOUSING REFERRAL
- DOMESTIC VIOLENCE REFERRAL
- EMERGENCY SHELTERS
- CHILDCARE REFERRAL
- MENTAL HEALTH REFERRAL
- FOOD & CLOTHING
- JOB PLACEMENT SERVICES

COMMENTS/QUESTIONS:

PLEASE PROVIDE YOUR CONTACT INFORMATION FOR FOLLOW-UP PURPOSES:

SIGNATURE OF PARENT/GUARDIAN/UNACCOMPANIED YOUTH

DATE

SIGNATURE OF STUDENTS IN TRANSITION SOCIAL WORKER

DATE

RGSD DISTRICT LIAISON SIGNATURE

DATE

RIVERVIEW GARDENS

SCHOOL DISTRICT

STUDENT'S IN TRANSITION SCHOOL SUPPLY/UNIFORM REQUEST

Student Name	Parent Name	Telephone Number
School	Grade	Email address

STUDENT NAME	ITEM REQUEST	GENDER	SIZE	HYGIENE ITEMS

SIGNATURE OF PARENT/GUARDIAN

DATE

RGSD SIT SOCIAL WORKER SIGNATURE

DATE

RIVERVIEW GARDENS

SCHOOL DISTRICT

1370 Northumberland Dr.
St. Louis, Mo. 63137

Phone: 314-869-2505
Ext: 4982; 2006

Foster Care Enrollment Form SY: 20__ - 20__

STUDENT NAME _____ AGE _____
(LAST) (FIRST) (MIDDLE)

GENDER _____ DATE OF BIRTH _____ GRADE _____ ETHNICITY _____

CURRENT SCHOOL OR LAST SCHOOL ATTENDED _____

ENROLLED IN SCHOOL? YES NO

STUDENT'S CURRENT ADDRESS _____

BIRTH PARENTS _____

STREET ADDRESS _____ CITY _____ ZIP _____

PHONE _____

SCHOOL DISTRICT WHERE PARENTS RESIDE _____

HAVE THE PARENTAL RIGHTS BEEN TERMINATED? YES NO

COURT AWARDED CUSTODY TO: MOTHER FATHER BOTH

DEPARTMENT OF SOCIAL SERVICES OTHER

SPECIAL EDUCATION SERVICES: YES NO

SECTION 504 SERVICES YES NO

FOSTER PARENT(S)/GUARDIAN(S) _____

STREET ADDRESS: _____ PHONE _____

CITY _____ STATE _____ ZIP _____ EMERGENCY PHONE _____

SOCIAL WORKER/CASE MANAGER: _____

AGENCY _____ ADDRESS OF AGENCY _____

CITY _____ STATE _____ ZIP _____

STUDENT'S SOCIAL NUMBER _____

STUDENT'S (DCN) DEPARTMENT CLIENT NUMBER _____

**HAS A BEST INTEREST DETERMINATION (BID) MEETING BEEN HELD FOR
THIS STUDENT? YES NO**

BID OUTCOME: TRANSFER NEW RGSD ENROLLMENT

RIVERVIEW GARDENS

FOR OFFICE USE ONLY:

APPROVAL GRANTED FOR STUDENT ENROLLMENT IN RIVERVIEW GARDENS SCHOOL DISTRICT:
RGSD FOSTER CARE LIAISON SIGNATURE: _____ DATE OF APPROVAL: ____ DATE SENT TO
SCHOOL: _____

Policy IGBCA: Programs for Homeless Students
Original Adopted Date: 10/12/10 – Last Revised Date: 11/26/19

The Riverview Gardens School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the educational environment. Therefore, the district, in accordance with state and federal law and the state of Missouri, plan for the education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

District Liaison for Homeless Students

The Board designates the following individual to act as the district's liaison for homeless students (homeless liaison):

Students in Transition Coordinator
9865 Winkler Drive
St. Louis, MO 63136

The homeless liaison shall designate and train another district employee to serve as the homeless liaison in the absence of the homeless liaison.

School of Origin

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled, including a public preschool. When the student completes the final grade level served by the school of origin, the term shall then include the designated receiving school at the next grade level for all feeder schools.

Enrollment

The selected school shall immediately enroll the homeless student even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunizations or other health records, proof of residency, or other documentation, and even if the student has missed any application or enrollment deadlines during any period of homelessness. Outstanding fines, fees or absences shall not present a barrier to enrollment of the student. However, the district may require a parent/guardian of a homeless student to submit contact information. Immediately upon identifying the student as being eligible for homeless services, the selected school shall ensure that the student is attending class and participating fully in school activities.

Placement

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. In determining the best interest of the student, the district will:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent/guardian or the student if unaccompanied by a parent/guardian.

2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the homeless student's parent/guardian or the unaccompanied student.

The choice regarding placement shall be made regardless of whether the homeless student lives with his or her parents/guardians or has been temporarily placed elsewhere. If the student is unaccompanied, the homeless liaison shall assist the student in placement or enrollment decisions, give priority to the views of the student and provide the student with notice of his or her right to appeal the district's decision.

If the district determines that placement should be in the school of origin, the student will continue his or her education in the school of origin for the duration of the homelessness when the student's family becomes homeless between academic years or during an academic year, and for the remainder of the academic year even if the student becomes permanently housed during the academic year.

If the district determines that it is not in the best interest of the student to attend either the school of origin or the school requested by the parent/guardian or unaccompanied student, the district shall provide a written explanation of the reasons for its determination. The explanation shall be given in a manner and form understandable to the parents/guardians or unaccompanied student and shall include information regarding the right to appeal the district's determination.

The written explanation will include:

1. A description of the action proposed or refused by the district;
2. An explanation of why the action was proposed or refused;
3. A description of any other options the district considered;
4. The reasons other options were rejected;
5. A description of any other relevant factors to the district's decision and information related to the eligibility or best interest determination, including the facts and evidence relied upon and their sources;
6. Appropriate timelines to ensure any relevant deadlines are not missed; and
7. Contact information for the local liaison and the state coordinator for homeless students (state coordinator) and a brief description of their respective roles.

Services

Each homeless student shall be provided services comparable to the services offered to other students in the district including, but not limited to, transportation services; education services for which the student meets the eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted students; programs in career and technical education; school nutritional programs; preschool programs; before- and after-school care programs; and programs for English learners. Homeless students will not be segregated in a separate school or program within a school based on the students' status as homeless.

The district will coordinate services for homeless students with local social service agencies and other agencies or entities providing services to homeless students and their families, including services and programs funded under the Runaway and Homeless Youth Act. The district will also coordinate transportation, transfer of school records and other interdistrict activities with other school districts.

Transportation

If the homeless student's school of origin, including a public preschool, and temporary housing are located in the Riverview Gardens School District, the district will provide transportation to and from the school of origin at the request of the parent/guardian or homeless liaison, provided it is in the best interest of the student.

If the homeless student's school of origin and temporary housing are located in two different school districts, the districts may agree on a method to apportion the responsibility and costs for providing transportation to the school of origin. If no agreement is reached, the districts will equally share the responsibility and costs for transportation the student. If a homeless student becomes permanently housed in the middle of the school year, the district will continue to provide transportation to the school of origin for the remainder of the school year.

Transportation to the school of origin shall be provided even if a homeless preschooler who is enrolled in a public preschool moves to another district that does not provide a widely available or universal preschool.

Records

When a homeless student enrolls in the district or a district school, the district will immediately contact the school the homeless student last attended in order to obtain academic or other relevant records.

Any records ordinarily kept by the school for each homeless student (including immunization or other health records, academic records, birth certificates, guardianship records and evaluations for special services or programs) shall be maintained so that the district is equipped to provide the student with appropriate services, make necessary referrals and transfer records in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents/guardians in accordance with the Family Educational Rights and Privacy Act (FERPA).

Information about a homeless student's living situation shall be treated as a student education record and shall not be deemed to be directory information under FERPA.

Homeless Liaison Responsibilities

The homeless liaison will attend all required professional development and other technical assistance activities as determined appropriate by the Department of Elementary and Secondary Education (DESE). The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the homeless liaison. The homeless liaison will ensure that:

1. Homeless students, including homeless preschool-age children, are identified by school personnel through outreach and coordination activities with other entities and agencies.
2. Homeless students are enrolled in and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students have access to and receive education services for which they are eligible, including Head Start and Early Head Start, early intervention services under the Individuals with Disabilities Education Act, and preschool programs administered by the district, as well as referrals to healthcare services, dental services, mental health and substance abuse services, housing services and other appropriate services based on their assessed needs.
4. The parents/guardians of homeless students are informed of the educational and related opportunities available to their students and are provided with meaningful opportunities to participate in the education of their students.
5. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents/guardians, youth and unaccompanied youth, including schools, family shelters, public libraries and soup kitchens, in a manner and form understandable to the parents/guardians and youth.
6. Enrollment disputes are mediated in accordance with law.
7. The parents/guardians of homeless students and unaccompanied students are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation to the selected school.

8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered, and they will be provided notice of the right to appeal.

9. School personnel providing services to homeless students and their parents/guardians receive professional development and other support.

10. Unaccompanied students:

▶ Are enrolled in school;

▶ Have opportunities to meet the same challenging state academic standards that are established for other students; and

▶ Are informed of their status as independent students under laws applicable to higher education and that they may obtain assistance from the homeless liaison in order to receive verification of this status for the purposes of applying for federal student aid.

11. Students who need to obtain immunizations or medical or immunization records will receive assistance.

12. The district collects and reports reliable, valid and comprehensive data to DESE regarding homeless students.

13. All homeless high school students receive information and individualized counseling regarding college readiness, college selection, the application process, financial aid and the availability of on-campus supports.

14. Every effort is made to enroll preschool-age homeless children in preschool if they are not already enrolled.

Disputes

Parents/Guardians or unaccompanied students may appeal district decisions regarding eligibility, enrollment or placement in accordance with the Standard Complaint Resolution Process adopted by DESE. The district will make every effort to resolve complaints or disputes at the district level. The homeless liaison will inform the parent/guardian or unaccompanied student of the district's complaint resolution process when a questions or complaint arises concerning the education of a homeless student.

1. If the parent, guardian or unaccompanied student has a complaint regarding the education of a homeless student, the person (complainant) must notify the homeless liaison. The homeless liaison serves as the intermediary between the homeless student and the school the student attends. The homeless liaison shall provide a copy of or access to the district's policies addressing the education of homeless students and the district's complaint form to the complainant.

2. The complainant can file a complaint in writing with the homeless liaison. The homeless liaison will provide a written resolution of the dispute or a plan of action within five days of the date the complaint was received by the homeless liaison. The parties may mutually agree to an extension of time; however, every effort should be made to resolve the complaint in the shortest possible time.

3. If the dispute is not resolved by the homeless liaison, the complainant may file a written complaint with the superintendent or designee for review. The superintendent or designee will provide a written resolution or plan of action within five days of the date the complaint was received. The parties may mutually agree to an extension of time; however, every effort should be made to resolve the complaint in the shortest amount of time.

4. If the dispute is not resolved at the superintendent level, the complainant may file a written complaint with the Board of Education. The Board will provide a written resolution of the dispute or a plan of action within 30 days of the date the complaint was received by the Board. If the dispute is not resolved by the Board in a manner satisfactory to the complainant, an appeal may be brought to DESE in accordance with the state complaint resolution process, which the homeless liaison will provide to the complainant.

While the dispute process is ongoing, the student in question must be enrolled in school. If the dispute revolves around which school is the school of best interest for the student, the student shall be enrolled at the school to which the parent/guardian or unaccompanied student seeks enrollment while the final resolution of the dispute is pending. The student shall be allowed to fully participate in school activities and receive transportation, if requested.

If the parent/guardian or unaccompanied student are English learners, use a native language other than English, or need additional supports due to a disability, the district shall make translators, interpreters or other support services available without charge and in the appropriate language.

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