

MOUNTAIN VIEW SCHOOL DISTRICT

Elementary School
11748 State Route 106
Phone (570) 434-2181
Fax (570) 434-2755

Superintendent/Business Office
11748 State Route 106
Kingsley, Pennsylvania 18826-6941

Jr./Sr. High School
11749 State Route 106
Phone (570) 434-2501
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Phone (570) 434-2180

Fax (570) 434-2404

MEMORANDUM

TO: All Principals, School Counselors, Secretaries, Nurses, & Homeless Service Providers

FROM: Erica Loftus

DATE: September 22, 2022

SUBJECT: ADMISSION/TRANSFER POLICY FOR HOMELESS STUDENTS

The McKinney–Vento Homeless Act, now a part of the Improving America’s Schools Act, (Public Law 103-382), and the Every Student Succeeds Act, guarantees a free and appropriate public education for all homeless children and youth. BEC 42 U.S.C. &11301 outlines procedures for deciding school placement, enrolling students, and determining fiscal responsibility. Federal and state laws make our responsibility clear. With several homeless children currently attending Mountain View schools, we must provide appropriate academic support and services. Please familiarize yourself and your staff, including counselors, teachers, secretaries, nurses, and others with the following school admission and transfer procedures.

- A child whose family becomes homeless may remain in the school he/she was attending prior to becoming homeless for the duration of the school year.
- If it is feasible, a student may transfer to a school if it is closer to his/her transitional housing.
- The receiving school may not prevent or delay the enrollment of a homeless child by requiring proof of residency or lack of documentation such as immunization records. The school may seek written confirmation of shelter residency from the shelter director, but may not refuse a child admission pending such confirmation.
- The building principal, or designee, should contact the Director of Transportation for any homeless child requiring transportation. The transportation must begin within 5 school days, but sooner if possible.
- The school nurse may use the state reporting system to gain immunization records.

Contact Erica Loftus in district @ 570-434-2501 #437, e-mail eloftus@mvsd.net or- Jeff Zimmerman, Regional Coordinator, with any questions or concerns you may have @ (570-718-4613), e-mail: jjzimmerman@liu18.org

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MEMORANDUM

TO: All Principals, School Counselors, Secretaries, Nurses, & Homeless Service Providers

FROM: Erica Loftus

DATE: September 22, 2022

SUBJECT: TRANSPORTATION PROCEDURES FOR HOMELESS STUDENTS

The Mountain View School District is committed to ensuring educational continuity for all children who do not have fixed permanent homes. We will provide transportation to students who live in emergency housing, motels, hotels, cars, and other non-permanent housing situations.

PROCEDURES

- The principal or principal's designee will contact the Director of Transportation to arrange transportation. The transportation must begin within 5 school days, but sooner if possible.
- If the student moves between or among emergency or transitional housing transportation to the school of origin will remain in place at the request of the family. Change in transportation should be made through the Director of Transportation.
- Homeless students temporarily residing outside of Mountain View School District boundaries are eligible for transportation under the above directions.

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MEMORANDUM

TO: All Principals, School Counselors, Secretaries, Nurses, & Homeless Service Providers

FROM: Erica Loftus

DATE: September 22, 2022

SUBJECT: HOMELESS CHILDREN AND YOUTH POLICY MCKINNEY-VENTO HOMELESS ACT

The Mountain View School District recognizes the multiplicity of challenges most homeless, displaced, and doubled-up families encounter, and understand our responsibility to resolve some of the issues they face. The District also realizes the availability of resources in any emergency may make the difference between success and failure in school. The attached memorandums are designed to help personnel access the services provided for all homeless students. Please disseminate the information to all concerned staff.

The McKinney-Vento Homeless Act, now part of the Improving America's Schools Act (Public Law 103-382) and the Every Student Succeeds Act (ESSA), guarantees a free and appropriate public education for homeless/displaced children and youth. BEC 42 U.S.C. & 11301 outlines procedures for deciding school placement, enrolling students, and determining fiscal responsibility. Federal and state laws make our accountability clear. We must provide appropriate academic support and services. Please familiarize yourself and your staff, including counselors, nurses, teachers, secretaries, and others with the procedures in the attached memorandums.

- ADMISSION/TRANSFER POLICY FOR HOMELESS STUDENTS
 - BEC Attached
- TRANSPORTATION PROCEDURES FOR HOMELESS STUDENTS
 - Form Attached- COLTS Pass
- FREE & REDUCED MEALS FOR HOMELESS STUDENTS
- HOMELESS IDENTIFICATION FORM
- TITLE I AND SUPPORT SERVICES
- DISPUTE RESOLUTION

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MEMORANDUM

TO: All Principals, School Counselors, Secretaries, Nurses, & Homeless Service Providers

FROM: Erica Loftus

DATE: September 22, 2022

SUBJECT: FREE AND REDUCED MEALS FOR HOMELESS STUDENTS

Categorical Eligibility of Homeless Students for Free Meal Benefits:

- The Mountain View School District offers free breakfast and lunch based on qualification of need. No child should be denied breakfast or lunch.
 - Children identified as runaway, homeless or migrant are categorically eligible for free meals in the National School Lunch and School Breakfast Programs. If their school participates in both breakfast and lunch programs, they receive both.
 - The definition of homeless children is the same one used in the McKinney-Vento Homeless Assistance Act; that means that children living in doubled-up situations are eligible. The host household's income is not a factor in this eligibility.
 - Eligible children may be directly certified based on a list provided by an appropriate person such as the District's homeless liaison, a local shelter director, or a runaway and homeless youth service provider
 - Documentation of free meal eligibility must consist of the child's name (or a list of names), the effective date(s) and the person's signature. No application is required. The law's intent is to expedite the process and provide meals as quickly as possible.
 - If there is a delay in receiving necessary information from the liaison or provider, the school should determine who best knows the child's situation and have that person provide the documentation stated above.
 - A homeless child who is declared eligible for free meals remains eligible for the rest of the school year even if homeless status changes. Thus no tracking is necessary.

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TO: All Principals, School Counselors, Secretaries, Nurses, & Homeless Service Providers

FROM: Erica Loftus

DATE: September 22, 2022

SUBJECT: TITLE I AND SUPPORT SERVICES

The Mountain View School District recognizes the multiplicity of challenges most homeless, displaced, and doubled-up families encounter, and understand our responsibility to resolve some of the issues they face. The District also realizes the availability of resources in any emergency may make the difference between success and failure in school. Providing the appropriate support services is essential to supporting homeless youth. All district and building level resources should be made available for youth experiencing homelessness. Additionally, homeless status should not hinder any child from full participation in extra-curricular activities and events.

The principal, or their designee, must monitor the academic and behavioral progress of all students qualifying under the EYCEH. The use of the building's Student Assistance Program (SAP) is a means to accomplish monitoring of these children. The PDE guidelines for "[What the Student Assistance Program \(SAP\) Professionals Can Do to Help Students Experiencing Homelessness](#)" are listed below. Each building must provide a list of building specific resources that can assist homeless students.

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The Mountain View school District is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and Age Discrimination Act. Director of Special Services oversees this regulation and can be reached at (570) 434-2181 Ext. 437.

ADDITIONAL AREAS TO KEEP IN MIND AND REVIEW AS SAP TEAMS AND SCHOOLS ASSIST STUDENTS EXPERIENCING HOMELESSNESS:

1. If families are doubled or tripled up (living with related or un-related individuals in the same residence), be aware of the potential impact on the children who were residing in the home before others moved in.
2. Contact the parent and shelter personnel if a child is absent for three or more days to find out if assistance is needed. The parent may not be motivated or equipped to ensure regular attendance if the family is not in a supervised shelter setting.
3. Do not bring any special attention to the fact that the child/ren is/are homeless in front of their classmates.
4. Ensure that appropriate school staff are aware of the child's situation.
5. Provide school supplies and other items they might need without undue attention.
6. Ensure that all needs and services are documented, as the child's stay in your school may be time-limited and their next school will need that information to determine appropriate placement and current needs.
7. When the student is ill and must be sent "home," remember that the place he or she is living in may not be stable or quiet. A parent may not be at home in the shelter during the day, so contact the shelter staff and/or district homeless liaison to ensure appropriate arrangements for the student.
8. Be aware that living in noisy, crowded conditions, such as those in a shelter, can result in difficulty completing homework, tuning others out, and difficulty in listening and responding to important information.
9. Avoid taking away the student's possessions as a disciplinary measure, as the item/s may be the only thing they can really call their own (e.g. hat, stuffed animal, toy).
10. Ensure that the children can participate in field trips, school-wide activities and class projects even if they do not have transportation or necessary fees.
11. Avoid using the child's recess or Physical Education period as a make-up or detention period as they may not have the opportunity for exercise in the shelter or motel where they are staying.
12. Be aware that some classroom assignments/projects may be embarrassing and difficult for a student experiencing homelessness – activities involving a house, family, or neighborhood may be nearly impossible for the child to explain or address.
13. Be aware that involvement in fundraisers, or getting permission slips or other papers signed and returned, may also be difficult for these children.
14. Discuss privately with the student what accommodations exist for doing homework and make necessary arrangements. Tutoring and after-school programming can provide an opportunity for academic enrichment.
15. Offer emotional support and reassurance that homelessness is a temporary condition. Reassure the child that this situation is not his or her fault.
16. Always inform and involve your district's homeless liaison of these situations.

