

Hoosier College and Career Academy McKinney Vento Appeal and Dispute Processes

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the dispute resolution process as expeditiously as possible in accordance with the enrollment disputes section of the McKinney-Vento Act as follows.

- Work with the McKinney-Vento District Liaisons to ensure that enrollment disputes are mediated in accordance with the enrollment disputes section of the McKinney-Vento Act as follows:
 - I. the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.
 - II. the parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal. (Appendix A)
 - III. the parent or guardian of the child or youth shall use the provided form to officially file a complaint and submit it to McKinney-Vento District Liaison for review (Appendix B)
 - IV. the child, youth, parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the Dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
 - V. in the case of an unaccompanied youth, the McKinney-Vento District Liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

If a dispute arises over qualification for McKinney-Vento services, the child or youth shall receive all McKinney-Vento rights and services provided by the School District, pending resolution of the dispute. The child, youth parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the dispute resolution process as expeditiously as possible in accordance with the McKinney-Vento Act as follows.

- Work with the McKinney-Vento Liaisons to ensure that enrollment disputes are mediated in accordance with the enrollment disputes section of the McKinney-Vento Act as follows:
 - V. the child or youth shall receive all McKinney-Vento rights and services, pending resolution of the dispute;
 - VI. the parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal (Appendix A)
 - VII. the parent or guardian of the child or youth shall use the provided form to officially file a complaint and submit it to McKinney-Vento District Liaison for review (Appendix B)
 - VIII. the child, youth, parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the Dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
 - IX. in the case of an unaccompanied youth, the McKinney-Vento District Liaison shall ensure that the youth receives all McKinney-Vento rights and services pending resolution of the dispute.

APPENDIX A

Notice of Dispute Resolution Procedure Enrollment of Homeless or Unaccompanied Youth School District

These are the School District' procedures for receiving and resolving disputes pertaining to transition of children and youth experiencing homelessness as identified under the McKinney-Vento Homeless Assistance Act of 2001. The School District McKinney-Vento Liaison, Veronica Roberts can be reached at 463-900-5308 Ext.4030.

The McKinney-Vento Liaison oversees the School District' identification of homeless or unaccompanied youth, informs the parents/guardians of homeless youth and unaccompanied youth of their rights, assists in locating services for the youth, and coordinates resolution of disputes regarding enrollment.

How to Present a Dispute

If a dispute arises over school selection or enrollment, the McKinney-Vento Liaison needs to be advised of the dispute the same day that it occurs. The parent/guardian **may** advise the Liaison of the dispute. The School District representatives involved in enrolling the student **must** advise the Liaison of the dispute.

The McKinney-Vento Liaison will:

- Provide a copy of this procedure to the parent/guardian or unaccompanied youth;
- Assure that the child or youth is immediately enrolled (granted the opportunity fully to participate in school activities) or granted continued enrollment in the school in which he/she is seeking enrollment pending resolution of the dispute;
- Assist the parent/guardian in completing the Request for Dispute Resolution form;
- Inform the parent/guardian of the right to submit written or oral information to support a Request for Dispute Resolution;
- Assist the School District enrolling officials in completing the Response form;
- Gather other relevant information from both parties;
- Submit to the school principal a report recommending resolution of the dispute, the basis for the recommendation, and provide copies to the parent/guardian; and
- Additionally, in the event of an inter-district dispute, the McKinney-Vento Liaison will represent School District in the resolution of the dispute by the Indiana Department of Education.

The School Principal will:

- Review the Report of the McKinney-Vento Liaison;
- Gather any additional information that will assist in resolving the dispute; and
- Provide to the parent/guardian, the McKinney-Vento Liaison, and the School District enrolling officials a report of the final resolution.

How to Appeal the School District' Final Decision

If the parent/guardian is not satisfied with the RCS final resolution, the parent/guardian may challenge the decision by contacting the McKinney-Vento Education Coordinator at the Indiana Department of Education. The coordinator can answer questions regarding the rights of a youth under the McKinney-Vento Act and will consider appeals of a school's final decision on an enrollment dispute involving a homeless or unaccompanied youth. The contact information for the McKinney-Vento Coordinator is listed below.

Hoosier College and Career Academy

5650 Caito Dr.
Indianapolis, IN, 46226

McKinney-Vento Dispute Form

District Liaison Name and Contact Information: Veronica Roberts , 463-900-5308 Ext.4030 ,
Vroberts@hoosieracademy.org

Indiana Department of Education McKinney-Vento Coordinator: Flora Jones , 3172329166 ,
mckinneyventopoc@doe.in.gov

Student Name: _____

Person Completing form and relationship to the student: _____

Contact Information: (address, phone, email): _____

I am disputing the district's written decision because: (give detailed information): _____

Parent/Guardian or unaccompanied youth's signature: _____

Date: _____



For School Use

Date McKinney-Vento Dispute Form was received by the District Homeless Liaison: _____

Note: The district's written response and explanation of the decision regarding any dispute of a parent, guardian, or other person having legal and actual charge or control of a homeless child or youth or an unaccompanied homeless youth must be given within thirty (30) calendar days of the time such complaint or dispute is brought.

Sincerely,
Veronica Roberts
McKinney-Vento District Liaison

