Evergreen Charter Elementary School
605 Peninsula Blvd
Hempstead, NY 11550
P: (516) 292-2060
F: (516) 292-0575

Evergreen Charter Intermediate School
436 Front St
Hempstead, NY 11550
P: (516) 226-8680
F: (516) 226-8658

Evergreen Charter Middle School
120 Greenwich St.
Hempstead, NY 11550
P: (516) 399-1020
F: (516) 292-0575

Evergreen Charter High School
33 Laurel Ave.
Hempstead NY 11550
P: (516)-216-5981
F: (516) 216-1973

Evergreen Charter Office Building
28 Richardson Place
Hempstead NY 11550
P: (516)-226-8680
F: (516) 226-8654

Evergreen Charter School

Education for Homeless Children and Youth Dispute Policy

(McKinney-Vento Homeless Assistance Act Compliance)

Purpose

In accordance with the McKinney-Vento Homeless Assistance Act and guidance from the New York State Education Department, Evergreen Charter School (ECS) ensures that students experiencing homelessness are provided **immediate access to education, school stability, transportation, and full participation**, without barriers.

Scope

This policy applies to all ECS students who lack a **fixed, regular, and adequate nighttime residence**, including those who are:

- Doubled-up due to hardship
- Living in shelters, hotels, or transitional housing
- Living in cars, public spaces, or substandard housing

I. Immediate Enrollment

Policy

ECS shall **immediately enroll** students experiencing homelessness, even if required documentation is not available.

Procedures

- Enrollment occurs **the same day or next school day**
- Enrollment will not be delayed due to lack of:
    - Proof of residency
    - Immunization records (provisional enrollment permitted)
    - Academic records
    - Birth certificate or guardianship documents
- Students must be allowed to:
    - Attend classes immediately
    - Participate fully in all school programs

II. School Selection (School of Origin Rights)

Policy

Students experiencing homelessness have the right to remain in their **school of origin**, including Evergreen Charter School, even if they temporarily reside outside the school's geographic boundaries.

Procedures

- ECS will determine school placement based on the **best interest of the student**, considering:
    - Educational stability
    - Continuity of instruction
    - Student and family preference
- Students may remain in the school of origin:
    - For the **duration of homelessness**
    - Through the **remainder of the school year** after obtaining permanent housing
    - For an **additional year**, when feasible, if in a terminal grade
- ECS will not:

- Withdraw students due to housing instability
- Discourage continued enrollment

III. Transportation

Policy

ECS shall ensure that transportation is **provided or arranged** so that students experiencing homelessness can attend their **school of origin** and participate fully in school programs.

Procedures

- The ECS McKinney-Vento Liaison will:
  - Coordinate with the **district of residence (district of registration)**
  - Determine cost-sharing arrangements when applicable
  - Ensure transportation begins **immediately**
- Transportation will be provided:
  - For the **duration of homelessness**
  - Through the **end of the school year** after permanent housing
  - Potentially for an **additional year** in terminal grade situations
- Transportation will be arranged:
  - Up to **50 miles each way**
  - Beyond 50 miles when feasible and necessary
- Transportation will also be provided, when needed, for:
  - Extracurricular activities
  - Academic supports (e.g., AIS, tutoring)
  - Summer school or extended-year programs
- Interim transportation (e.g., public transit, reimbursement) will be used if necessary to **prevent delays**

IV. Full Participation & Removal of Barriers

ECS will ensure that students experiencing homelessness have **full and equal access** to:

- Academic programs

- Extracurricular activities
- Special education services under Individuals with Disabilities Education Act (if applicable)
- ENL/MLL services
- School meals and supports

Barrier Removal

ECS will eliminate barriers including:

- Outstanding fees or fines
- Lack of documentation
- Attendance issues related to homelessness
- Uniform or dress code requirements
- Transportation limitations

No student shall be denied access due to these barriers.

V. Dispute Resolution Procedures

Policy

ECS will ensure that disputes regarding **homeless eligibility, school selection, enrollment, or transportation** are resolved promptly, fairly, and in accordance with federal and state law.

Procedures

1. Immediate Enrollment & Services

- The student shall be:
    - **Immediately enrolled**
    - Allowed to attend school
    - Provided transportation (if applicable)

while the dispute is pending.

---

2. Written Notice

- ECS will provide the parent/guardian (or unaccompanied youth) with:
    - A **written explanation** of the school's decision
    - The **basis for the decision**
    - Information on the **right to appeal**

---

3. Liaison Support

- The ECS McKinney-Vento Liaison will:
    - Assist the family or youth in understanding their rights
    - Help complete and submit appeals
    - Coordinate communication with relevant agencies

---

4. Appeal Process

- The family or youth may appeal to:
    - The local district
    - The New York State Education Department
- ECS will:
    - Forward all relevant documentation promptly
    - Cooperate fully with the review process

---

5. Continuity During Dispute

- The student will continue to:
    - Attend ECS
    - Receive transportation
    - Participate fully in all programs

until the dispute is resolved.

VI. McKinney-Vento Liaison

ECS shall designate a liaison responsible for:

- Ensuring compliance with the McKinney-Vento Homeless Assistance Act
- Identifying eligible students
- Facilitating enrollment, school selection, and transportation
- Supporting dispute resolution
- Connecting families to community resources

VII. Confidentiality

All information regarding a student's housing status shall be protected in accordance with the Family Educational Rights and Privacy Act.

VIII. Training & Review

- ECS will provide **annual staff training** on:
    - Identification of homelessness
    - Enrollment rights
    - Transportation requirements
    - Dispute procedures
- This policy will be reviewed annually to ensure alignment with:
    - New York State Education Department guidance
    - Charter authorizer expectations

Conclusion

Evergreen Charter School is committed to ensuring that students experiencing homelessness are **immediately enrolled, supported, and provided with stability and access to education**, with all disputes handled in a manner that prioritizes the student's **best interest and uninterrupted learning**.

Parent-friendly dispute resolution procedure

⚖️ What to Do If You Disagree with a School Decision

(For Families Experiencing Homelessness – Your Rights)

💡 When Can You Use This Process?

You can request help if you disagree with the school about:

- Whether your child qualifies under the McKinney-Vento Homeless Assistance Act
- Which school your child should attend
- Enrollment in school
- Transportation services

🚦 Step 1: Your Child Stays in School

While the issue is being worked out:

- Your child will **stay enrolled in school**
- Your child can **attend classes right away**
- Transportation will be provided (if needed)

👉 Your child will **not be removed from school** during the dispute.

📝 Step 2: You Receive a Written Explanation

The school will give you a written notice that explains:

- The decision that was made
- The reason for the decision
- Your right to appeal

🤝 Step 3: Get Help from the School

Ask to speak with the **McKinney-Vento Liaison** at Evergreen Charter School.

They will:

- Explain your rights clearly
- Help you understand the decision
- Assist you with the appeal process
- Help you fill out any forms

📄 Step 4: File an Appeal

If you still disagree:

- You can **submit an appeal**
- The school will help you send it to the right office

Appeals may be reviewed by the New York State Education Department.

⏳ Step 5: What Happens Next

- Your appeal will be reviewed
- You may be asked for more information
- A final decision will be made

👉 During this time, your child will:

- Stay in school
- Continue receiving transportation (if applicable)
- Participate in all school activities

💔 Important to Know

- You **have the right to appeal**
- Your child's education will **not be interrupted**
- The school is required to **help you through the process**

📞 Need Help?

Contact the **McKinney-Vento Liaison**:

Name: _____
Phone: _____
Email: _____

🌞 Our Promise

At Evergreen Charter School, we are committed to:

- Supporting your child
- Removing barriers
- Making sure your child stays in school and succeeds

EVERGREEN CHARTER SCHOOL
Every Child. Every Day. Every Opportunity.

DISPUTE RESOLUTION PROCESS FOR FAMILIES

Education for Students Experiencing Homelessness
(McKinney-Vento Homeless Assistance Act)

Your child has the right to a stable education—no matter your housing situation.

You have the right to dispute decisions about: eligibility, school selection, enrollment, and transportation.

1 YOUR CHILD STAYS IN SCHOOL

While the issue is being resolved:

- Your child stays enrolled.
- Your child can attend classes right away.
- Transportation will be provided (if needed).

Your child will NOT be removed from school during the dispute.

2 YOU RECEIVE A WRITTEN EXPLANATION

The school will give you a written notice that includes:

- The decision that was made
- The reason for the decision
- Your right to appeal

3 GET HELP FROM THE SCHOOL

Contact the McKinney-Vento Liaison.

They will:

- Explain your rights clearly
- Help you understand the decision
- Assist you with the appeal process
- Help you complete any forms

4 FILE AN APPEAL

If you still disagree:

- You can submit an appeal.
- The school will help you send it to the right office.
- Appeals may be reviewed by the New York State Education Department.

5 WHAT HAPPENS NEXT

- Your appeal will be reviewed.
- You may be asked for more information.
- A final decision will be made.

6 DURING THE DISPUTE

Your child will:

- Stay in school
- Continue receiving transportation (if applicable)
- Participate in all school activities and programs

WE ARE HERE TO SUPPORT YOUR FAMILY!

Our goal is to make sure your child has the support they need to learn, grow, and succeed.

Every child. Every right. Every opportunity.

YOUR RIGHTS

- You have the right to appeal a decision.
- Your child has the right to stay in school while the dispute is being resolved.
- Your child has the right to transportation to school and activities (if needed).
- The school must help you through the process.
- You have the right to a stable, supportive, and safe education.

IMPORTANT TO KNOW

- You are not alone.
- We are here to help.
- Your child's education will not be interrupted.
- All information is kept confidential.

NEED HELP?

Contact the McKinney-Vento Liaison at Evergreen Charter School

Name: _____

Phone: _____

Email: _____

Office Location: _____

We are here to listen and help!