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Evergreen Charter Intermediate School
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Evergreen Charter High School
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Evergreen Charter School

Transportation Policy for Students Experiencing Homelessness

(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) is committed to ensuring that students experiencing homelessness receive **safe, reliable, and timely transportation** that supports **school stability, attendance, and full participation** in all educational programs.

Policy Statement

ECS shall provide or arrange transportation for students experiencing homelessness to enable them to attend their **school of origin** and fully participate in school activities. Transportation will be provided in a manner that **removes barriers to enrollment, attendance, and engagement**.

School of Origin Transportation

- Students identified as homeless shall be entitled to transportation to and from their **school of origin**, including preschool programs, in accordance with federal and state law.

- Transportation will be provided:
    - For the **entire duration of homelessness**
    - Through the **remainder of the school year** in which the student obtains permanent housing
    - For an **additional year**, when feasible, if the student is in a **terminal grade** (e.g., final grade of the school or program)

Coordination with District of Residence

- The ECS **McKinney-Vento Liaison** will coordinate transportation services in collaboration with the student's **district of residence (district of registration)**.
- Responsibilities include:
    - Determining the **most appropriate and cost-effective transportation arrangement**
    - Sharing costs between districts when required
    - Ensuring transportation begins **promptly and without delay**
- Transportation arrangements will be made even when:
    - The student resides **outside ECS geographic boundaries**
    - Multiple districts are involved

Distance Guidelines

- Transportation should be provided for eligible students traveling **up to 50 miles each way**, consistent with New York State guidance and best practices.
- ECS will make reasonable efforts to arrange transportation beyond this distance when necessary to ensure school stability.

Timeliness of Transportation

- Transportation must be arranged **immediately upon identification** of eligibility
- Lack of transportation shall **not delay enrollment or attendance**
- Interim solutions (e.g., public transit passes, parent reimbursement) may be used until permanent arrangements are secured

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Access to Full Educational Program

Transportation will be provided, when necessary, to ensure students experiencing homelessness can participate in:

- **Regular school day instruction**
- **Extracurricular activities** (e.g., clubs, athletics, after-school programs)
- **Academic support programs** (e.g., tutoring, AIS)
- **Summer school or extended year programs**

Transportation should be provided when the **lack of transportation would otherwise pose a barrier** to participation.

Preschool Students

- Transportation shall be provided to **homeless preschool-aged children** enrolled in ECS programs in the same manner as K–12 students, consistent with McKinney-Vento requirements.

Dispute Resolution

- In the event of a dispute regarding transportation:
    - The student shall receive **immediate transportation** pending resolution
    - The ECS Liaison will assist families through the dispute process
    - ECS will comply with all procedures outlined by New York State Education Department

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Roles and Responsibilities

McKinney-Vento Liaison

- Serves as the **primary coordinator** for transportation services
- Collaborate with districts and transportation providers
- Ensures compliance with the McKinney-Vento Homeless Assistance Act
- Communicating transportation arrangements to families
- Documents all actions and maintains records

School Administration

- Ensures policy implementation and compliance
- Allocates resources to support transportation needs
- Monitors effectiveness and timeliness

District of Residence (District of Registration)

- Collaborate with ECS to:
    - Share responsibility for transportation
    - Ensure continuity of services
    - Resolve logistical issues

Removal of Transportation Barriers

ECS will ensure that no student experiencing homelessness is denied access to education due to:

- Lack of transportation
- Cost of transportation
- Distance from school
- Scheduling conflicts related to transportation

Flexible and individualized solutions will be implemented as needed.

Confidentiality

All information related to a student's housing status and transportation needs will be handled in compliance with the Family Educational Rights and Privacy Act.

Review and Accountability

ECS will:

- Maintain documentation of transportation requests and services
- Monitor attendance and participation of students receiving transportation

- Review this policy annually to ensure alignment with New York State Education Department guidance and charter authorizer expectations

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Conclusion

Evergreen Charter School is committed to ensuring that transportation **never serves as a barrier** to the education of students experiencing homelessness and will take all necessary steps to support **school stability, access, and success**.

✅ McKinney-Vento Transportation Checklist

Student Name: _____

Date Identified as Homeless: _____

School Year: _____

Reviewed By: _____

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1. Identification & Eligibility

☐ Student identified as eligible under McKinney-Vento Homeless Assistance Act
☐ Determination made by McKinney-Vento Liaison
☐ Documentation of housing status on file

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2. School of Origin Determination

☐ School of origin identified (ECS or prior school)
☐ Best interest determination completed (if applicable)
☐ Student continues enrollment at Evergreen Charter School
☐ Student allowed to remain regardless of current residence

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3. Transportation Request & Coordination

☐ Transportation need identified immediately
☐ ECS Liaison contacted district of residence (district of registration)
☐ Coordination documented between ECS and district
☐ Cost-sharing agreement discussed (if applicable)

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4. Timely Transportation Implementation

☐ Transportation arranged **immediately (no delay in attendance)**
☐ Interim transportation provided (if needed):

- ☐ Parent reimbursement
- ☐ Public transit pass
- ☐ Temporary arrangement

☐ Permanent transportation plan established

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5. Distance Compliance

☐ Transportation provided up to **50 miles each way**
☐ Extended distance considered (if applicable and documented)

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6. Duration of Transportation

☐ Transportation provided for **duration of homelessness**
☐ Continues through **end of school year after permanent housing**
☐ Additional year considered for **terminal grade** (if applicable)

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7. Full Participation Access

Transportation provided (or assessed) for:
☐ Regular school day attendance
☐ Extracurricular activities (clubs, athletics)
☐ Academic supports (AIS, tutoring)
☐ Summer school / extended year programs

☐ Determination made if lack of transportation is a barrier

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8. Preschool (If Applicable)

☐ Transportation provided for eligible preschool student
☐ Same rights and access as K–12 students

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9. Communication with Family

☐ Family informed of transportation rights
☐ Transportation plan explained clearly
☐ Contact information for ECS Liaison provided

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10. Dispute Resolution

☐ Written dispute process provided (if needed)
☐ Transportation continues during dispute
☐ Liaison assisting family through process

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11. Documentation & Recordkeeping

☐ Transportation request documented
☐ Coordination logs with district maintained
☐ Transportation start date recorded
☐ Mode of transportation documented
☐ Notes on barriers and resolutions recorded

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12. Monitoring & Follow-Up

☐ Student attendance monitored
☐ Transportation effectiveness reviewed
☐ Adjustments made if issues arise
☐ Ongoing communication with family

⭐ Compliance Summary

Fully Compliant: ☐ Yes ☐ No

Concerns Identified: _____

Action Steps: _____

EVERGREEN CHARTER SCHOOL
HEMPSTEAD, NEW YORK

McKINNEY-VENTO TRANSPORTATION FLOWCHART

Ensuring School Stability and Full Access for Students Experiencing Homelessness

Transportation is a right. Education is an opportunity. We remove barriers.

1 IDENTIFICATION

Student is identified as experiencing homelessness.

Staff notifies the McKinney-Vento Liaison.

2 ELIGIBILITY DETERMINATION

Liaison determines student is McKinney-Vento eligible.

Documentation of housing status is completed.

3 SCHOOL OF ORIGIN DETERMINED

Student's school of origin is identified (ECS or prior school).

Student may remain in ECS for the duration of homelessness.

4 TRANSPORTATION NEED IDENTIFIED

Transportation need is identified immediately to ensure student can attend school and fully participate.

5 COORDINATION WITH DISTRICT OF REGISTRATION

ECS McKinney-Vento Liaison contacts and works with the district of registration to determine and arrange transportation.

6 TRANSPORTATION ARRANGEMENT

Most appropriate and cost-effective transportation is arranged.

Interim transportation is provided if needed to avoid any delay in attendance.

7 TRANSPORTATION PROVIDED

Transportation will be provided to the SCHOOL OF ORIGIN for:

DURATION OF HOMELESSNESS

For the entire duration of homelessness.

THROUGH REMAINDER OF SCHOOL YEAR

Through the remainder of the school year in which the student obtains permanent housing.

ADDITIONAL YEAR (TERMINAL GRADE)

An additional year, when feasible, if the student is in their terminal grade.

DISTANCE GUIDELINE

Transportation is provided up to **50 MILES EACH WAY.**

PRESCHOOLERS

Transportation rights apply to homeless preschool-aged children the same as K–12 students.

8 FULL PARTICIPATION ACCESS

Transportation will be provided, when the lack of transportation poses a barrier, for:

- Regular school day attendance
- Extracurricular activities (clubs, athletics, after school)
- Academic supports (AIS, tutoring)
- Summer school / extended year programs

9 COMMUNICATION WITH FAMILY

Liaison informs family of their rights and the transportation plan.

Provides contact information and ensures ongoing communication.

10 DISPUTE RESOLUTION

If a dispute arises:

- Student continues to receive transportation immediately.
- Liaison assists family through the dispute process.
- Written dispute procedures are followed.

11 IMPLEMENT & MONITOR

Transportation is implemented.

Liaison monitors attendance, safety, and effectiveness.

Adjustments are made as needed.

12 DOCUMENTATION

All transportation actions are documented, including:

- Requests and dates
- Coordination with districts
- Transportation arrangements
- Changes and follow-ups

13 ONGOING REVIEW

Transportation needs are reviewed regularly.

Plans are updated as circumstances change.

Policy reviewed annually.

KEY ROLES

MCKINNEY-VENTO LIAISON

- Primary coordinator for transportation
- Works with district of registration
- Ensures timely, appropriate transportation
- Maintains documentation

DISTRICT OF REGISTRATION

- Collaborates with ECS
- Shares responsibillity for transportation
- Ensures compliance with McKinney-Vento

SCHOOL ADMINISTRATION

- Supports implementation of policy
- Allocates resources
- Monitors compliance and effectiveness

IMPORTANT NOTES

- Transportation will never be a barrier to enrollment, attendance, or success.
- Transportation rights are immediate and continue as long as the student is eligible.
- Education stability leads to academic success.

EVERGREEN CHARTER SCHOOL IS COMMITTED TO REMOVING BARRIERS AND ENSURING SAFE, RELIABLE TRANSPORTATION FOR ALL STUDENTS EXPERIENCING HOMELESSNESS.

Questions? Contact the McKinney-Vento Liaison at ECS.