Evergreen Charter Elementary School
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Hempstead, NY 11550
P: (516) 292-2060
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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
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Evergreen Charter Office Building
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Evergreen Charter School

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 ensures that all children and youth experiencing homelessness have **equal access to a free, appropriate public education**, including **immediate enrollment, full participation, and educational stability**.

Definition of Homelessness

Students are considered homeless if they lack a fixed, regular, and adequate night-time residence, including but not limited to those who are:

- Sharing housing due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks, or campgrounds
- Residing in emergency or transitional shelters
- Abandoned in hospitals
- Living in cars, parks, public spaces, or substandard housing
- Migratory children living in the above conditions

Immediate Enrollment

Policy Statement

Evergreen Charter School shall **immediately enroll** students experiencing homelessness, even if the student lacks documentation typically required for enrollment.

Implementation

- Students will be enrolled on **the same day or next school day**
- Enrollment shall **not be delayed** due to missing:
    - Proof of residency
    - Immunization records (provisional enrollment permitted per NYS law)
    - School records or transcripts
    - Birth certificates or guardianship documentation
- The school will **promptly request records** from the previous school or district

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School Stability & Continued Enrollment

- Students experiencing homelessness have the right to:
    - Remain enrolled in Evergreen Charter School as their **school of origin**, even if they temporarily reside outside of the school's geographic boundaries
    - Continue enrollment for the **duration of homelessness** and, if applicable, through the end of the academic year in which permanent housing is secured
- The school will **not withdraw or discourage enrollment** due to:
    - Residency changes
    - Attendance challenges related to homelessness
    - Academic performance

Full Participation

Students experiencing homelessness shall have **full and equal access** to all school programs and services, including:

- Academic programs (including advanced coursework and interventions)
- Extracurricular activities and athletics

- Special education and related services (if eligible under Individuals with Disabilities Education Act)
- English language learner services
- School meals and other support services

Removal of Barriers

Evergreen Charter School will **identify and eliminate barriers** that may prevent homeless students from enrolling, attending, or succeeding in school.

Barriers addressed include, but are not limited to:

- Outstanding **fees, fines, or school debts**
- Lack of required documentation
- Transportation challenges
- Prior absences or truancy issues
- Uniform or dress code requirements
- Guardianship or custody documentation

No student experiencing homelessness shall be:

- Denied enrollment
- Prevented from attending school
- Excluded from activities

due to any of the above barriers.

Identification of Homeless Students

The school will implement procedures to **actively identify students experiencing homelessness**, including:

- Enrollment questionnaires and residency forms
- Staff training to recognize signs of homelessness
- Collaboration with community agencies and shelters
- Ongoing review of attendance and student circumstances

McKinney-Vento Liaison

Evergreen Charter School shall designate a **McKinney-Vento Liaison**, who will:

- Ensure compliance with the McKinney-Vento Homeless Assistance Act
- Assist with identification and enrollment of homeless students
- Facilitate access to services and support
- Inform families of their rights
- Coordinate transportation (if applicable)
- Resolve disputes regarding enrollment or school selection

Transportation

When required under law, the school will:

- Coordinate with the district of residence to provide or arrange transportation
- Ensure transportation does not delay enrollment or attendance

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Dispute Resolution

If a dispute arises regarding eligibility, enrollment, or school selection:

- The student shall be **immediately enrolled and allowed to attend school** pending resolution
- The family will be provided with written notice of the dispute and appeal process
- The McKinney-Vento Liaison will assist the family through the process

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Confidentiality

All information regarding a student's living situation shall be treated as **confidential** in accordance with the Family Educational Rights and Privacy Act.

Staff Training

The school will provide **annual training** to all relevant staff on:

- Identification of homelessness
- Enrollment rights and procedures

- Trauma-informed practices
- Legal requirements and compliance

Accountability & Review

Evergreen Charter School will:

- Maintain documentation of enrollment and services provided
- Monitor attendance and academic progress of homeless students
- 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 students experiencing homelessness are **immediately enrolled, fully supported, and able to participate in all aspects of school life without barriers**, consistent with federal and New York State law.

✅ McKinney-Vento Compliance Checklist

School Year: _____

Reviewer: _____

Date: _____

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1. Identification of Homeless Students

☐ Residency questionnaire administered at enrollment
☐ Housing status reviewed for all new and returning students
☐ Staff trained annually to identify homelessness
☐ Procedures in place for ongoing identification (mid-year changes)
☐ McKinney-Vento Liaison designated and known to staff

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2. Immediate Enrollment

☐ Students enrolled **same day or next school day**
☐ No delays due to missing:

- ☐ Proof of residency
- ☐ Immunization records (provisional enrollment allowed)
- ☐ School records/transcripts
- ☐ Birth certificate/guardianship

☐ Student attending classes immediately upon enrollment
☐ Records requested from prior school within 24 hours

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3. School Stability & Continued Enrollment

☐ Students allowed to remain in Evergreen Charter School as **school of origin**
☐ Students remain enrolled despite temporary relocation outside boundaries
☐ No withdrawal due to housing instability
☐ Students remain through duration of homelessness (and school year if applicable)

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4. Full Participation in School Programs

☐ Access to all academic programs (including AIS/AP courses)
☐ Access to extracurricular activities and athletics
☐ Access to special education services (if applicable under Individuals with Disabilities Education Act)
☐ Access to ENL/MLL services (if applicable)
☐ Access to free meals and support services

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5. Removal of Barriers

☐ No denial of enrollment due to unpaid:

- ☐ Fees
- ☐ Fines
- ☐ Lost materials

☐ No exclusion due to:

- ☐ Prior absences/truancy
- ☐ Lack of documentation
- ☐ Dress code/uniform issues

☐ Transportation barriers addressed (if applicable)
☐ Flexible policies in place to support attendance

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6. McKinney-Vento Liaison Responsibilities

☐ Liaison ensures compliance with McKinney-Vento Homeless Assistance Act
☐ Families informed of rights (written notice provided)
☐ Liaison assists with enrollment and services
☐ Liaison coordinates transportation (if applicable)
☐ Liaison supports dispute resolution process

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7. Transportation (If Applicable)

☐ Coordination with district of residence documented
☐ Transportation provided without delaying enrollment
☐ Transportation barriers resolved promptly

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8. Dispute Resolution

☐ Written dispute process available to families
☐ Students enrolled and attending during disputes
☐ Families provided written explanation of decisions
☐ Liaison assists families with appeals

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9. Confidentiality

☐ Student housing status kept confidential
☐ Records handled in compliance with Family Educational Rights and Privacy Act
☐ Information shared only with authorized personnel

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10. Staff Training

☐ Annual McKinney-Vento training completed
☐ Training includes:

- ☐ Identification of homelessness
- ☐ Enrollment rights
- ☐ Trauma-informed practices
- ☐ School procedures

☐ Attendance logs for training maintained

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11. Documentation & Recordkeeping

☐ Enrollment dates documented
☐ Residency questionnaires on file
☐ Records request logs maintained
☐ Liaison contact logs maintained
☐ Transportation documentation (if applicable)
☐ Dispute records (if applicable)

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12. Monitoring & Accountability

☐ Attendance of homeless students tracked
☐ Academic progress monitored

☐ Interventions documented (if needed)
☐ Data available for review by:

- New York State Education Department
- SUNY Charter Schools Institute

☐ Policy reviewed annually and updated as needed

⭐ Compliance Summary

Fully Compliant: ☐ Yes ☐ No
Areas of Concern: _____
Corrective Actions Needed: _____

EVERGREEN CHARTER SCHOOL
HEMPSTEAD, NEW YORK

McKINNEY-VENTO HOMELESS ASSISTANCE ACT

STUDENT IDENTIFICATION, ENROLLMENT & SUPPORT FLOWCHART

Ensuring Immediate Enrollment, Educational Stability, and Full Participation for Students Experiencing Homelessness

EVERY STUDENT. EVERY OPPORTUNITY. EVERY DAY.

START

1. IDENTIFICATION

- Residency questionnaire completed at enrollment and annually.
- Staff are trained to recognize signs of homelessness.
- Information may come from families, students, staff, or community partners.

2. DETERMINE ELIGIBILITY

McKinney-Vento Liaison determines if the student lacks a fixed, regular, and adequate nighttime residence.

IF YES → Student is eligible for McKinney-Vento protections.

3. IMMEDIATE ENROLLMENT (SAME DAY OR NEXT SCHOOL DAY)

- Enroll immediately, even if documents are missing.
- Do NOT delay due to:
  - ✓ Proof of residency
  - ✓ Immunization records
  - ✓ School records/transcripts
  - ✓ Birth certificate/guardianship
- Student begins attending classes right away.

4. RIGHTS & SCHOOL STABILITY

Students have the right to:

- ✓ Remain in Evergreen Charter School (school of origin).
- ✓ Continue enrollment even if temporarily living outside Evergreen boundaries.
- ✓ Remain enrolled for the duration of homelessness and through the end of the school year (if applicable).

- No student will be withdrawn or discouraged from enrollment due to housing instability.

5. FULL PARTICIPATION

Students have full and equal access to:

- Academic programs (including AP, AIS, etc.)
- Extracurricular activities and athletics
- Special education and related services (if eligible)
- ENL/MLL services (if needed)
- School meals and supports

6. REMOVE BARRIERS

Evergreen Charter School will remove barriers to enrollment and attendance.

This includes, but is not limited to:

- Outstanding fees or fines
- Lack of documentation
- Absences or truancy
- Uniform/dress code issues
- Transportation challenges
- Other school-related barriers

No student will be denied enrollment, attendance, or participation.

7. TRANSPORTATION (IF APPLICABLE)

- Liaison coordinates with the district of residence to arrange or provide transportation.
- Transportation will not delay enrollment or attendance.

8. DISPUTE RESOLUTION

- If a dispute arises, the student will be immediately enrolled and allowed to attend.
- Families receive a written explanation of the decision and their right to appeal.
- Liaison assists families through the process.

9. ONGOING SUPPORT & MONITORING

- Liaison monitors attendance, academic progress, and well-being.
- Connect families to community resources and supports.
- Adjust supports as student needs change.
- Maintain communication with families.

10. DOCUMENTATION & COMPLIANCE

- Maintain documentation of eligibility, enrollment, services, and communication.
- Protect student privacy (FERPA).
- Provide annual training for all relevant staff.
- Review policy and procedures annually.

Documentation Includes:

- ✓ Residency questionnaires
- ✓ Enrollment records
- ✓ Records requests
- ✓ Transportation logs
- ✓ Communication logs
- ✓ Dispute records (if any)

McKINNEY-VENTO LIAISON

Primary Point of Contact for Students and Families

Liaison Responsibilities:

- ✓ Ensure immediate enrollment and full participation
- ✓ Inform families of rights
- ✓ Assist with records and documentation
- ✓ Coordinate transportation (if applicable)
- ✓ Address barriers and resolve disputes
- ✓ Connect families to community resources

CONTACT OUR McKINNEY-VENTO LIAISON

Name: _____
Title: _____
Phone: _____
Email: _____
Location: _____

> *"Education is a right. Homelessness is temporary. Opportunity should not be."* ♥

KEY RIGHTS UNDER McKINNEY-VENTO

- **Immediate Enrollment** — No delays due to missing documents.
- **School Stability** — Stay in your school of origin for the duration of homelessness.
- **Full Participation** — Equal access to all programs, services, and activities.
- **No Barriers** — No fees, fines, or absences will prevent enrollment or attendance.
- **Transportation** — Transportation provided to and from school (if applicable).

WHO IS ELIGIBLE?

Children and youth who lack a fixed, regular, and adequate nighttime residence, including those in:

- Shelters, motels, hotels
- Sharing housing
- In cars, parks, public spaces
- Substandard housing
- Other temporary living situations

This flowchart is aligned with the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11431 et seq.) and New York State Education Law §3209 and NYSED guidance.

Revised: May 2024