

# **Revised State Template for the Consolidated State Plan**

The Elementary and Secondary Education Act of 1965, as  
amended by the Every Student Succeeds Act



**U.S. Department of Education**  
**Issued: March 2017**

OMB Number: 1810-0576  
Expiration Date: September 30, 2017

*process for districts to apply for Small Rural Schools Achievement (SRSA) grants This team also has a program specialist and a finance specialist that work directly with districts and as liaisons to the USDoe on the programs such as these. Both specialists attend the same webinars provided by the USDoe that districts are expected to attend, including the webinars on the new application.*

## **I. Education for Homeless Children and Youth program, McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B**

1. Student Identification (722(g)(1)(B) of the McKinney-Vento Act): Describe the procedures the SEA will use to identify homeless children and youth in the State and to assess their needs.

*The Kansas State Department of Education (KSDE) has a state coordinator who is responsible for ensuring that districts identify a homeless liaison as required by federal law. The state coordinator will inform the district's homeless liaisons of duties, including the identification of homeless children and youth, as described in the McKinney-Vento Homeless Assistance Act. The state coordinator will also direct the liaisons to briefs and the Local Homeless Education Liaison toolkit provided by the National Center for Homeless Education (NCHE).*

*The state coordinator will require identification of the numbers of homeless children within each district to be included on the End of Year Accountability (EOYA) report through the Kansas Individual Data on Students (KIDS) report. The state coordinator will continue to require McKinney-Vento sub grantees to provide an annual evaluation that includes the number of children and youth identified and served and a district specific identification of the needs and services provided, or required, including barriers to the education of homeless children and youth.*

*School districts are able to individually identify the homeless students, and during the interview/verification process the needs of the student are assessed and the families with whom they are working. Many districts have started to add a needs assessment to the residency questionnaire, others wait until the formal verification has been confirmed to assess the needs of the student and family.*

2. Dispute Resolution (722(g)(1)(C) of the McKinney-Vento Act): Describe procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youth.

*Disagreements and disputes are to be settled as close to the point of conflict as possible. Each local homeless education liaison shall assist the family and school to ensure compliance with federal and state legislation and policy governing the education of children and youth experiencing homelessness. The liaison shall work with the appropriate school division representatives to address any policies or procedures that are identified as barriers in the access to and success within a free appropriate public education.*

*The Office of the State Coordinator of Homeless Education may be consulted at any time for technical assistance. Disagreements and disputes are to be settled as close to the point of conflict as possible. Each local homeless education liaison shall assist the family and school*

*to ensure compliance with federal and state legislation and policy governing the education of children and youth experiencing homelessness. The liaison shall work with the appropriate school division representatives to address any policies or procedures that are identified as barriers in the access to and success within a free appropriate public education.*

*If a school chooses to send a child or youth to a school other than the school of origin or the school of residency selected by the family or unaccompanied youth, the school shall consult with the local homeless liaison prior to making a final placement determination.*

*If the school's denial of enrollment is supported by a review of feasibility and best interest, the school shall provide the parent or guardian of the child or youth with a written explanation of the school's decision regarding school selection or enrollment, including the rights to the parent, guardian, or unaccompanied youth to appeal the decision. The local homeless education liaison shall maintain a copy of such written notification. If an appeal is requested either in writing or verbally, the school shall: immediately admit the student to the school in which enrollment is sought and provide all services for which the student is eligible, pending resolution of the dispute; and, refer the child, unaccompanied youth, parent, or guardian to the designated local homeless education liaison who should carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.*

*When the liaison is notified of an enrollment dispute by the State Coordinator, a school district staff member, a family, or unaccompanied youth experiencing homelessness, or another entity, the liaison shall:*

- *Initiate the documentation on the Enrollment Dispute Resolution form;*
- *Ensure the child or unaccompanied youth is immediately admitted to the school in which enrollment is sought and provided with all services for which the student is eligible, pending resolution of the dispute. Transportation must be arranged while the dispute is being resolved;*
- *Review feasibility and best interest guidance documents with the school and appropriate district office personnel.*
- *Contact any associated district's local homeless education liaison to participate in the decision making process if another school district is involved;*
- *Consult with the State Coordinator for additional technical assistance, as needed; and*
- *Provide the family or unaccompanied youth with a written determination of the district's placement decision, including the ability to appeal the decision at the state level by contacting the Kansas State Homeless Coordinator within 10 business days.*

*A parent, guardian, or unaccompanied youth appeal of a school district's decision must be submitted to The Kansas State Homeless Coordinator within 10 business days of receiving the school district's notice. When an appeal is made to the state level, the State Coordinator or designee shall:*

- *Review school district records and information provided by the appealing family or unaccompanied youth to ensure proper procedures were followed; and*
- *Forward a recommendation to the Director of Early Childhood Special Education and Title Services (ECSETS) regarding the appropriate placement for the student within five working days of receiving the appeal based on the review of school district records, any supplemental information provided when appropriate.*

*The Director of ECSETS or designee will make the final determination. The family or unaccompanied youth and the school district(s) will be informed of the final disposition within 10 business days of receiving the case and recommendation from the State*

*Coordinator for Homeless Education. Upon notification by the Director of ECSETS, or designee, the State Coordinator will:*

- *Provide technical assistance to the school district, as needed, to comply with the final determination.*
- *Contact the school district within 30 business days from the final disposition by the Director of ECSETS, or designee, to determine the status of the child or youth's enrollment.*

3. Support for School Personnel (722(g)(1)(D) of the McKinney-Vento Act): Describe programs for school personnel (including the LEA liaisons for homeless children and youth, principals and other school leaders, attendance officers, teachers, enrollment personnel, and specialized instructional support personnel) to heighten the awareness of such school personnel of the specific needs of homeless children and youth, including runaway and homeless children and youth.

*The state coordinator will provide on the Kansas State Department of Education (KSDE) Education of Homeless Children and Youth (EHCY) website to allow for access to program information and links to other resources for districts. The state coordinator will develop and disseminate, via the KSDE homeless website, a database of contact information for all local school districts' homeless liaisons that includes the district name and number, liaison's name, position, addresses, phone numbers, and e-mail addresses. This will be updated annually and as necessary during the school year as changes occur.*

*The state coordinator will provide assistance to school personnel to address the needs of runaway and homeless children and youth through phone calls, e-mails, and in-person trainings to educational staff across the state of Kansas. These trainings include in-person trainings, live webinars, and archived webinars. Currently, the webinars provided are from the National Center for Homeless Education (NCHE) and the National Association for the Education of Homeless Children and Youth (NAEHCY). The KSDE will be providing webinars produced by the Kansas State Coordinator starting with the 2017-2018 school year. All trainings are open to all district level staff and community agency personnel.*

*The KSDE strongly encourages liaisons to do specific trainings for staff to provide awareness for school leaders, attendance officers/registrars, attendance/truancy officers, teachers, paraprofessionals, custodial staff, transportation staff including bus drivers, and nutrition services staff. Some districts choose to bring these support staff with them to local and national trainings as well as having them participate in state and national level webinars.*

4. Access to Services (722(g)(1)(F) of the McKinney-Vento Act): Describe procedures that ensure that:
  - i. Homeless children have access to public preschool programs, administered by the SEA or LEA, as provided to other children in the State;
  - ii. Homeless youth and youth separated from public schools are identified and accorded equal access to appropriate secondary education and support

- services, including by identifying and removing barriers that prevent youth described in this clause from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school, in accordance with State, local, and school policies; and
- iii. Homeless children and youth who meet the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs, if such programs are available at the State and local levels.

*The state coordinator, who is part of the Early Childhood, Special Education, and Title Services team, will coordinate with early childhood programs through the KSDE, Kansas Department of Health and Environment (KDHE), and the Kansas Department of Children and Families (DCF) to ensure that homeless preschool students have access to relevant programs to meet the needs of the preschool students. The KSDE works with these organizations and district staff to ensure that children of preschool age have access to and are prioritized for placement in public preschool programs. Districts are expected to work with private providers if there are no preschool openings available for homeless students when identified.*

*The state coordinator will work with the Kansas State High School Athletics Association (KSHSAA), local homeless liaisons, and local activities and athletics directors to provide information to make sure that all homeless students have the same access to extracurricular activities as non-homeless students. The state coordinator will routinely work with the KSDE Nutrition and Wellness staff and local nutrition staff to make sure that all homeless students immediately qualify for the free breakfast, lunch, and snack programs that are available.*

*The KSDE works with local districts and the Kansas Association of School Boards (KASB) to help districts develop locally driven policies and procedures to identify homeless youths separated from public schools and support children and youth experiencing homelessness and ensure that barriers are removed that may prevent the homeless children from receiving appropriate credit for full and partial coursework satisfactorily completed while attending a prior school. The KSDE is working with local liaisons to develop more formal processes for students to receive the credit they have earned, either partial or full credit. The KSDE is using successful plans from other states and local school districts in order to make sure credit is received for all successful coursework that is completed. The KSDE also encourages students to apply to their district for graduation when they have met the 21 credit state requirement for graduation.*

*Trainings provided for liaisons include best practices on how athletic directors and coaches work with homeless children and youth while respecting their privacy. The professional learning trainings also address how homeless children and youth should have the same access as non-homeless students to career and technical education programs, summer school, Advanced Placement classes, International Baccalaureate classes, online learning/virtual learning opportunities and the removal of all barriers that will allow homeless children and youth access to these programs. In Kansas, magnet schools and charter schools fall directly under the authority of the school districts. Therefore, homeless children and youth have the same access to these programs as non-homeless children and youth.*

5. Strategies to Address Other Problems (722(g)(1)(H) of the McKinney-Vento Act): Provide strategies to address other problems with respect to the education of homeless children and youth, including problems resulting from enrollment delays that are caused by—
- i. requirements of immunization and other required health records;
  - ii. residency requirements;
  - iii. lack of birth certificates, school records, or other documentation;
  - iv. guardianship issues; or
  - v. uniform or dress code requirements.

*The state coordinator has reviewed with the KSDE attorney current laws, regulations, practices and policies that may act as barriers to the enrollment, attendance and academic success of homeless children and youth. The state coordinator has consulted with appropriate KSDE staff to identify potential revisions to the state's enrollment dispute resolution process to align with the McKinney- Vento Act. The state coordinator has worked with local school districts to ensure that homeless children and youth are not stigmatized or isolated from peers. Homeless students and families will have at least 30 to 90 days to work with local liaisons to retrieve records and or receive the required immunizations. Students are to be allowed to attend class during this timeframe unless there is an outbreak. Districts may not keep students out of class for lack of any other medical records, a lack of birth certificates, school records, guardianship issues/clarifications or any other documentation required for enrollment and attendance. These records need to be obtained by the district and family working together to retrieve the records or attending doctors' appointments where new records may be obtained. Local residency requirements may not be a barrier to the enrollment and attendance of homeless students. If there is a cost that the family cannot afford, these activities should be paid by the district.*

*If a family is determined to be homeless, they automatically qualify as a resident of the district based on Kansas state statute. If a district or school requires a uniform for school attendance or specific classes, the uniforms need to be provided for any homeless student.*

6. Policies to Remove Barriers (722(g)(1)(I) of the McKinney-Vento Act): Demonstrate that the SEA and LEAs in the State have developed, and shall review and revise, policies to remove barriers to the identification of homeless children and youth, and the enrollment and retention of homeless children and youth in schools in the State, including barriers to enrollment and retention due to outstanding fees or fines, or absences.

*The state coordinator has reviewed with the KSDE attorney current laws, regulations, practices and policies that may act as barriers to the identification, enrollment, attendance and academic success of homeless children and youth and will revise as necessary. The state coordinator has consulted with appropriate KSDE staff to identify potential revisions to the state's enrollment dispute resolution process to align with the McKinney- Vento Act. The state coordinator will work with local educational agencies to ensure that homeless children and youth are not stigmatized or isolated from their peers. Outstanding fees and fines for homeless families/students must be removed and not be a barrier to the education of these students. Student absences should not cause any barriers to the enrollment or attendance in school.*

*All districts in Kansas are required to have in place a homeless children education policy. The policy is monitored for compliance through the Kansas Integrated Accountability System. The Kansas Association of School Boards (KASB) provides support to districts in developing*

*these policies. The KSDE and KASB work with local education agencies (LEA) and their homeless liaisons to review current laws, regulations, practices and policies that may act as barriers to the identification, enrollment, attendance and academic success of homeless children and youth and the LEAs will revise as necessary.*

7. Assistance from Counselors (722(g)(1)(K)): A description of how youths described in section 725(2) will receive assistance from counselors to advise such youths, and prepare and improve the readiness of such youths for college.

*Counselors in Kansas will provide resources and will advise homeless youth in preparation for going to post-secondary institutions. Counselors will provide resources from the American School Counselor Association (ASCA), the National Center on Homeless Education (NCHE), the National Association for the Education of Homeless Children and Youth (NAEHCY), the Free Application for Federal Student Aid (FAFSA), along with other local resources such as specific contacts in financial aid and registrar offices at post-secondary institutions. Counselors will also make sure the students continue to work and update Individual Plans of Study (IPS) that provides a suitable vision for the student's path toward college and career readiness. This is the student's individualized plan to assist and guide the student to prepare for success after high school graduation.*