



Massachusetts Department of Elementary and Secondary Education

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Commissioner

MEMORANDUM

TO: Kenneth Aubert, Homeless Education Liaison
Milton Public Schools

FROM: Sarah Slautterback *S*
Office for the Education of Homeless Children and Youth

DATE: January 25, 2011

RE: McKinney-Vento Program Review Report

Thank you for coordinating the Office for the Education of Homeless Children and Youth's (OECH) McKinney-Vento technical assistance and monitoring visit of the Milton Public Schools on January 6, 2011.

Enclosed you will find the McKinney-Vento Program Review Report that details the Ratings, Findings, and Recommendations resulting from:

- The compliance review of the school system's documentation regarding its implementation of the McKinney-Vento Program Criteria & Legal Standards responses, and
- Onsite interviews with selected local staff members.

Also attached is

- The McKinney-Vento Program Review Corrective Action Plan that should be used to address Criteria needing responses, as indicated in the Report.

Should you wish to discuss any of the information in the report, please contact me at 781-338-6330 or sslautterback@doe.mass.edu.

C\ Superintendent Mary Gormley
Assistant Superintendent John Phelan

**MASSACHUSETTS DEPARTMENT OF
ELEMENTARY and SECONDARY EDUCATION**

Office for the Education of Homeless Children and Youth

Milton Public Schools

**MCKINNEY-VENTO
PROGRAM REVIEW REPORT**

Review Dates: Desk review 11/2010, Visit 1/6/1011

Reviewer: Sarah Slautterback

Interviews:

- Homeless Education Liaison
- Assistant Superintendent
- Enrollment Staff
- Transportation Officer
- Title I
- Nurses
- Community Representatives

Record Review: Student Records

**MCKINNEY-VENTO
PROGRAM REVIEW REPORT
EXECUTIVE SUMMARY**

Milton Public Schools

The Milton Public Schools is doing a good job of addressing the educational needs of homeless children and youth and of implementing the McKinney-Vento Homeless Assistance Act. The district has an experienced Homeless Education Liaison and the active support of the assistant superintendent. The homeless education policy while brief is supported by extensive procedures. The *McKinney-Vento Homeless Education Parent/Guardian Handbook* is well organized with policies, procedures, school contact information, and local and national resources are all provided in one place.

The only area of concern is the public notice of the educational rights of homeless children and youth. While Milton is not a town with numerous service providers, sharing liaison contact information and educational rights with the police, fire, and other town departments as well as clinics and providers serving the area will assist the district in identifying homeless children and youth.

DEFINITION OF TERMS FOR COMPLIANCE RATINGS FOR THE RATING OF EACH COMPLIANCE CRITERION	
Commendable	Any requirement or aspect of a requirement implemented in an exemplary manner significantly beyond the requirements of law or regulation.
Implemented	The requirement is substantially met in all-important aspects.
Partially Implemented	The requirement, in one or several important aspects, is not entirely met.
Not Implemented	The requirement is totally or substantially not met.
Not Applicable	The requirement does not apply to the school district or charter school.

School District responses are required for any of the above-cited McKinney-Vento Review Criteria 21 days after the receipt of this report. Responses must address the Findings, should reflect the Recommendations, and may necessitate a follow-up visit.

**MCKINNEY-VENTO PROGRAM
LEGAL STANDARDS,
COMPLIANCE RATINGS AND
DETAILED FINDINGS**

CRITERION NUMBER	Legal Standard
MKV 1	<p>Designation of liaison/coordinator(s); grievance procedures The district has designated one or more staff persons to serve as liaison for homeless students, carrying out the duties described in NCLB: Title X, Part C, Sec. 722(g)(6).</p> <p>NCLB: Title X, Part C, Sec. 722(g)(1)(J)(ii)</p>
	<p>Rating: Implemented District Response Required: No</p>

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
MKV 2A	<p>Review and revision of policies to remove barriers to the enrollment and retention of homeless children and youth The school district has adopted policies to remove barriers to the enrollment and retention of homeless children and youth in district schools; it regularly reviews and revises those policies.</p> <p>NCLB: Title X, Part C, Sec. 722(g)(1)(I), 722(g)(7)</p>
	<p>Rating: Implemented District Response Required: No</p>

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
MKV 2B	<p>Policies and practices to prevent stigmatization and segregation of homeless students The school district has adopted policies and practices to ensure that homeless students are not stigmatized or segregated on the basis of their being homeless.</p> <p>NCLB: Title X, Part C, Sec. 722(g)(1)(J) (i)</p>
	<p>Rating: Implemented District Response Required: No</p>

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
MKV 3	<p>Public notice of educational rights of homeless children and youth The homeless education liaison ensures that public notice of the educational rights of homeless children and youth is disseminated in places where they receive services, such as schools, family shelters, and soup kitchens.</p> <p>NCLB: Title X, Part C, Sec. 722(g)(6)(A)(v)</p>
	<p>Rating: Partially Implemented District Response Required: Yes</p>

Findings:
Interviews and documentation indicate that while the Milton public schools informs homeless parents of their children’s educational rights once they are identified, public notice of those rights in places where homeless families, children and youth receive services has been limited.

Recommendations:
Public notice of the educational rights disseminated to places where homeless families, children and youth receive services will assist with identification of homeless students, referring families who self-identify, and build awareness in the community. A flyer/poster/letter including contact information for the homeless education liaison should be shared with places such as the police and fire departments, public libraries, food pantries, and with providers that serve Milton families and students. Information may also be posted on the district’s website. Please submit a copy of the information disseminated and a list of places it went.

CRITERION NUMBER	Legal Standard
MKV 4	<p>Identification of homeless children and youth The homeless education liaison designated under MKV 1 ensures that homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies.</p> <p>NCLB: Title X, Part C, Sec. 722(g)(6)(A)(i)</p>
	<p>Rating: Implemented District Response Required: No</p>

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
MKV 5	<p>School Selection According to the best interest of the homeless student, the district either</p> <ol style="list-style-type: none"> 1. Continues the student's education in the student's school of origin for the duration of homelessness and, if the student becomes permanently housed during an academic year, for the remainder of that academic year; or 2. Enrolls the student in any public school that non-homeless students who live in the attendance area where the student is actually living (with or without parents) are eligible to attend. <p>If the district sends the student to a school other than the school of origin or a school requested by the student's parent or guardian, it provides the parent or guardian with a written explanation, including a statement of the right to appeal the placement. If the student is an unaccompanied youth, notice of the right to appeal is provided to the student.</p> <p>NCLB: Title X, Part C, Sec. 722(g)(3)(A), (B)</p>
	<p>Rating: Implemented District Response Required: No</p>

Findings:

Recommendations:

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CRITERION NUMBER	Legal Standard
MKV 6 A	<p>Transportation of homeless students to and from the school of origin</p> <ol style="list-style-type: none"> 1. The school district has adopted policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the homeless education liaison), to and from the school of origin, in accordance with the following provisions. 2. If the homeless student is continuing to attend his or her school of origin and continues to live in the school district in which the school of origin is located, the student's transportation to and from the school of origin is provided or arranged by the school district in which the school of origin is located. 3. If a homeless student is continuing to attend his or her school of origin but lives in another district than that in which the school of origin is located, the two districts agree on a method to apportion responsibility and costs for transportation to and from the school of origin. If they cannot agree on a method, the responsibility and costs are shared equally. <p>NCLB: Title X, Part C, Sec. 722(g)(1)(J)(iii)</p>
	<p>Rating: Implemented District Response Required: No</p>

Department of Education Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
MKV 6 B	<p>Information and assistance with respect to transportation of homeless students</p> <p>The homeless education liaison ensures that each homeless student's parent or guardian, as well as any unaccompanied youth, is fully informed of all transportation services, including transportation to and from the school of origin as required in MKV 6A above, and is assisted in accessing transportation to the school where the student is placed.</p> <p>NCLB: Title X, Part C, Sec. 722(g)(6)(A)(vii)</p>
	<p>Rating: Implemented District Response Required: No</p>

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
<p>MKV 7</p>	<p>Immediate enrollment of homeless students</p> <ol style="list-style-type: none"> 1. The school where a homeless student is placed immediately enrolls the student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, medical records, or proof of residency. 2. The enrolling school immediately contacts the school last attended by the homeless student to obtain relevant academic and other records. 3. If the homeless student needs to obtain immunizations or immunization or medical records, the enrolling school immediately refers the student's parent or guardian (or the student, if an unaccompanied youth) to the homeless education liaison for assistance in obtaining them. <p>NCLB: Title X, Part C, Sec. 722(g)(3)(C)</p>
	<p>Rating: Implemented District Response Required: No</p>

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
<p>MKV 8</p>	<p>Disputes over the enrollment of homeless students</p> <p>If a dispute arises over a homeless student's placement or enrollment in a school:</p> <ol style="list-style-type: none"> 1. the school in which enrollment is sought immediately admits the homeless student, pending resolution of the dispute; 2. the school provides the parent or guardian of the student with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or unaccompanied youth to appeal the decision; 3. the student, parent, or guardian is referred to the homeless education liaison, who carries out the dispute resolution process prescribed by the Department of Education and, in the case of an unaccompanied youth, ensures that the

CRITERION NUMBER	Legal Standard
	youth is immediately enrolled in school pending resolution of the dispute. NCLB: Title X, Part C, Sec. 722(g)(3)(E)
	Rating: Implemented District Response Required: No

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
MKV 9A	Equal educational opportunity for homeless children and youth The homeless education liaison ensures that homeless children and youth enroll in, and have a full and equal opportunity to succeed in, district schools. NCLB: Title X, Part C, Sec. 722(g)(6)(A)(ii)
	Rating: Implemented District Response Required: No

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
MKV 9B	Comparability of services for homeless students If they meet any eligibility criteria, homeless students are provided services comparable to services offered to other students in the school, including: <ul style="list-style-type: none"> • Title I services; • Educational programs for students with disabilities; • Educational programs for students with limited English proficiency; • Programs in vocational and technical education; and • Programs for gifted and talented students.

CRITERION NUMBER	Legal Standard
	NCLB: Title X, Part C, Sec. 722 (g)(4)
	Rating: Implemented District Response Required: No

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
MKV 9C	<p>Information and opportunities for participation for parents and guardians of homeless students The homeless education liaison ensures that parents and guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in their children's education.</p> <p>NCLB: Title X, Part C, Sec. 722(g)(6)(A)(iv)</p>
	Rating: Implemented District Response Required: No

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
MKV 10	<p>Records for homeless students The school maintains for each homeless student records ordinarily kept by it, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, so that the records are available, in a timely fashion, when the student enters a new school or school district.</p>

CRITERION NUMBER	Legal Standard
	NCLB: Title X, Part C, Sec. 722(g)(3)(D)
	Rating: Implemented District Response Required: No

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
MKV 11 A	<p>Coordination and collaboration by the homeless education liaison The homeless education liaison coordinates and collaborates with state coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youth.</p> <p>NCLB: Title X, Part C, Sec. 722(g)(6)(C)</p>
	Rating: Implemented District Response Required: No

Findings:

Recommendations:

CRITERION NUMBER	Legal Standard
MKV 11 B	<p>Access to services for homeless families, children, and youth The homeless education liaison ensures that homeless families, children, and youth receive educational services for which they are eligible, including Head Start and Even Start programs and preschool programs administered by the district, and referrals to health care services, dental services, mental health services, and other appropriate services.</p> <p>NCLB: Title X, Part C, Sec. 722(g)(6)(A)(iii)</p>

MASSACHUSETTS DEPARTMENT OF EDUCATION

Office for the Education of Homeless Children and Youth

McKinney-Vento Program Review Corrective Action Plan (Copy as needed. Use a different form per Criterion.)

District Response Prepared by:

Title:

Date:

Criterion Number:

Criterion Rating:

Anticipated Completion Date:

District Staff Responsible:

Corrective Action Activities	
Anticipated Results	
Evidence of Completion	
Internal Process to Ensure Continued Compliance	

Narrative Comments (if needed):

Office for the Education of Homeless Children and Youth Response (within 10 days):