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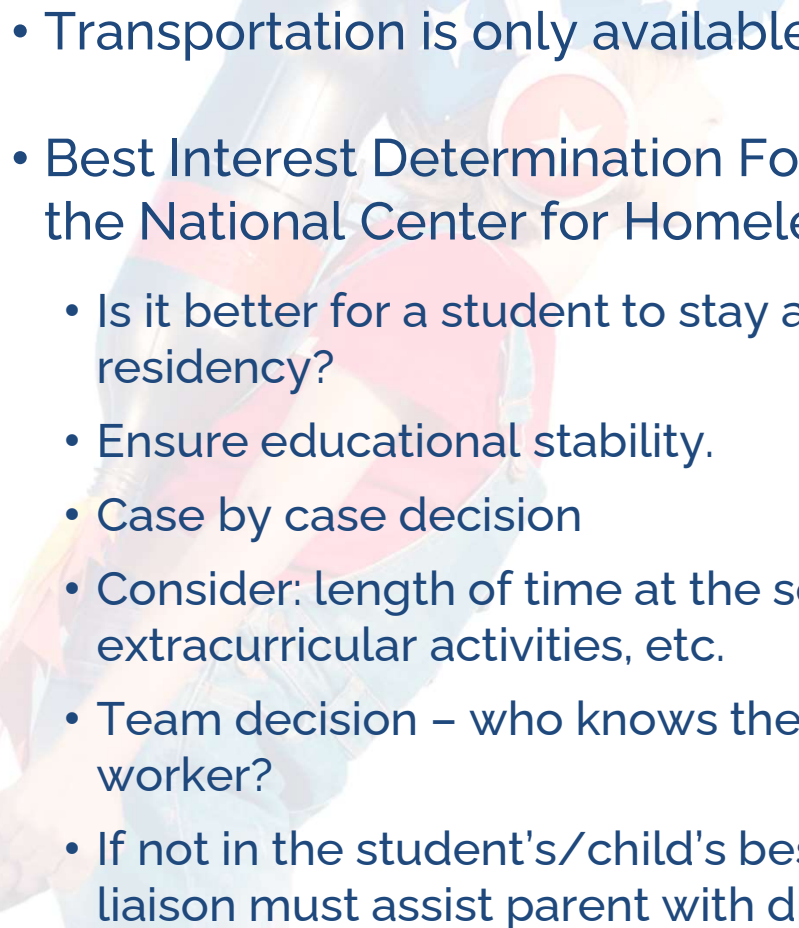
McKinney Vento Transportation Handbook

The contents of this presentation are proprietary and confidential



Give your McKinney Vento students
the gift of education through
consistent, safe, and funded transportation.



- 
- Transportation is only available to or from the **school of origin**
 - Best Interest Determination Form – download from your state agency or from the National Center for Homeless Education (NCHE) website.
 - Is it better for a student to stay at the school of origin or go to their school of residency?
 - Ensure educational stability.
 - Case by case decision
 - Consider: length of time at the school, impact on social or emotional state, extracurricular activities, etc.
 - Team decision – who knows the child the best? The teacher, counselor or social worker?
 - If not in the student's/child's best interest, it needs to be in writing and you/MKV liaison must assist parent with dispute process and timeline

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Superintendent of Schools
 Addison G. Davis

Written Notification of Decision

Date:
 Name of person completing form:
 Title of person completing form:

Name of school:

In compliance with 42 U.S.C. § 11432(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Name of Parent(s)/Guardian(s):

Name of Student(s):

After reviewing your request regarding eligibility, or school selection, or enrollment in a school for the student(s) listed above, the request is denied. This determination was based upon:

You have the right to appeal this decision by completing the second page of this form or by contacting the school district's local homeless education liaison.

Name of district liaison:
 Laura Tucker, School Social Worker/Homeless Liaison
 HELP - Students in Transition Team
 Sanchez Full Service Center
 2100 E. 26th Ave
 Tampa, Florida 33605
 Phone: 813-315-4357 ext. 236
 Fax: 813-384-3979
 School Route #7
 Email: laura.tucker@hccps.net

In addition:

- The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute.
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment in the requested school. You may use the form attached to this notification.
- You may contact the State Coordinator for Homeless Education if further help is needed or desired.
 Contact information for the State Coordinator:
- You may seek the assistance of advocates or an attorney. A copy of our state's dispute resolution process for students experiencing homelessness is attached.

Connect with Us • HillsboroughSchools.org • P.O. Box 3408 • Tampa, FL 33601-3408 • (813) 272-4000
 Raymond O. Shelton School Administrative Center • 901 East Kennedy Blvd. • Tampa, FL 33602-3507

Written Decision Example

Written Notification of Decision

To be completed by the parent, guardian, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison as an alternative to completing this form.

Date:

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Student(s):

--	--

Person completing form:

--	--

Relation to student(s):

--	--

I may be contacted at (phone or e-mail):

--	--

I wish to appeal the enrollment decision made by:

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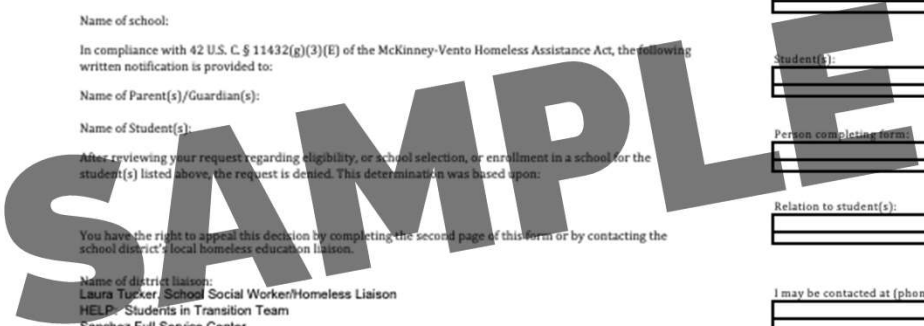
Name of School:

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- I have been provided with (please check all that apply):
- A written explanation of the school's decision.
 - The contact information of the school district's local homeless education liaison.
 - A copy of the state's dispute resolution process for students experiencing homelessness.

Optional: You may include a written explanation in the space below to support your appeal or you may provide your explanation verbally.

The school provided me with a copy of this form when I submitted it



SECTION 2: McKinney Vento Enrollment Folder



SECTION 2 McKinney Vento Enrollment Folder

Suggested processes & tools that can help with your transportation management.

(Check off the things you have in place)

- District Contact Sheet – MKV point of contact for parents/guardians
- School Calendar – early release dates, parent/teacher conferences, etc.
- Parent Rights – federally responsible to provide this
Download from NCHE (National Center for Homeless Education) here: https://nche.ed.gov/wp-content/uploads/2019/01/parentposter_eng_color.pdf
- Transportation Bus Rules - give expectations up front
- Transportation Contract (Service Plan) with Parents

What else do you have in place at your district?

McKinney Vento Enrollment Folder

Essential documents:

- District Contact Sheet - MKV point of contact for parents/guardians
- School calendar – early release dates, parent/teacher conferences, etc.
- Parent rights – federally responsible to provide this (NCHE's website)
- Transportation Bus Rules – establish rules before riding
- Transportation Contract (Service Plan) with Parents
 - Not a legal contract, but puts an agreement between two parties in place
 - Having things in writing saves time and confusion
 - School keeps a copy and parent keeps a copy
 - Include commitments for family and for district
 - Provide district contact info for MKV contact, so they can let you know of moves
 - Set expectations here on “no shows” and “wait time”

Parent's Rights Education/Outreach



IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter

In a motel or campground due to the lack of an alternative adequate accommodation

In a car, park, abandoned building, or bus or train station

Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.



Local Liaison
Sara Sims #602-523-8988

State Coordinator
Silvia Chavez #602-542-4963

If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education:
1-800-308-2145 * homeless@serve.org * www.serve.org/nche

Transportation Bus Rules

"BE SURE TO KEEP YOUR RIDING PRIVILEGE!"

1. Cooperate with the driver and listen to their instructions.
2. Stay seated at all times.
3. Keep food, drink and belongings in your backpack.
4. Keep the bus clean and graffiti free.
5. Keep head, hands, feet, and objects inside the bus at all times.
6. Use inside voices.
7. Be courteous, use appropriate language.
8. Be on time to the bus before and after school.

Transportation Bus Rules





Phoenix Elementary School District #1
McKinney-Vento Transportation Service Plan

Student Name _____ Grade _____ School of Origin _____
School of Residence _____

Transportation Type:

- Within walking boundaries of the school
- PESD bus route – lives within Phoenix #1 school boundaries
- PESD arranged transportation – living outside school boundaries but within the PESD
The parent/guardian must contact PESD transportation at 602-257-3929 on days the child will not attend school or need transportation. Failure to do so on three or more occasions will result in transportation services being suspended or cancelled.
- Shared transportation with another school district
If your address is outside the PESD boundaries, transportation services will be shared with the district in which you reside. Generally PESD transports one way and the other district transports the other. Please note that shared transportation takes additional time to set up and coordinate between districts. The parent/guardian must contact both districts on days the child will not attend school or need transportation. Failure to do so on three or more occasions will result in transportation services being suspended.
- City Bus Tickets
If you choose, city bus tickets are available for students use to and from school instead of school busses. PESD staff and parents must determine if students are able to ride the city bus alone, or if the parent must accompany the child/children. Passes will be distributed on a weekly basis. If the student withdraws from PESD unused bus tickets must be returned to the PESD school of attendance.

Transportation Rules:

- Students must be ready and waiting at the designated pick up area five minutes before the pick-up time. After school, students must go directly and quickly to the pick-up area. The drivers' routes are tightly scheduled with multiple students waiting to be picked up or dropped off. For this reason drivers cannot wait for students. In specific cases, your child may be the only stop on a lengthy route. Cases such as this require extra attention so that valuable resources are not wasted when your student is not going to ride the bus.
- Students will adhere to all PESD transportation regulations. A copy of the PESD bus rules has been provided. Students must wear a seat belt. Misconduct on the bus can result in a suspension of transportation.

Commitments:

- Contact Information: I will contact the McKinney Vento Liaison to update personal contact information each time a change occurs. #602-532-8988 Sara Sims
- Rights of Homeless Students: I have received information on the rights of homeless students, including the right to dispute. The McKinney Vento liaison will assist with this should I have any questions.

I have read, understand, and agree to the service plan as outlined above. These services will be reevaluated on an as needed basis and at the beginning of each school year to determine which services, if any, need to be continued. Whenever the family residence changes, the responsible adult will contact the Phoenix Elementary School District immediately.

Signature of Parent or Guardian _____ Date _____

Signature of PESD Representative _____ Date _____

The PESD #1 McKinney Vento Liaison can be reached at 602-523-8988
PESD Transportation can be reached at 602-257-3929 or 3780
Date Transport Cancelled/Date Child Withdrew PESD #1: _____

Transportation Contract



SECTION 3: Other Parent Communication Tools



SECTION 3 Other Parent Communication Tools

(Check off the things you have in place)

- District Transportation Policies
- Transportation Request Form/Routing Form
Filled out by whomever is requesting
transportation for student to school of origin

What would be some helpful items to include in this transportation request form?

- End of Year Letter
Outlines that McKinney Vento eligibility ends on the last day of school. All MKV services end the last day of school.



Tips

- *Send home a physical copy of End of Year Letter to parents/guardians with the student.*
- *Give a date to contact district for continuing eligibility for next year. (Usually 2 weeks before school starts)*

Transportation Request Form



Hillsborough County Public Schools
Homeless Education and Literacy Project
Transportation Alert Form for Homeless Students

Referring School Social Worker:		
HELP: Students in Transition Social Worker:		
Child's Name (Last, First):	Student #: (if known)	
Current Address (Street, Apt. #):	City, Zip:	
Nearest Intersection and Major Cross Streets:		
Anticipated Length of Stay at Current Address:		
Name of Parent/Guardian:		
Parent Home Phone:	Parent Work Phone:	
Current School:	Grade:	
Program: (Traditional, ESE, etc.)		
Additional Comments Regarding the Situation:		
Date of Inquiry:	Target Date for New Transportation:	
Inquiry Completed By:	Work Phone:	
Email Address (Reply will be sent by email)	Agency Name	
Below to be completed by transportation dept or transportation liaison		
Approval information by transportation dept:		
Denial by transportation department reason:		
If Denial, transportation given to student(s) by (i.e. bus passes, gas card, cab):		

NOTE: For transportation request to go forward the mainframe must indicate student is homeless and the address must be updated



Other Parent Communications

- District's Transportation Policies
- Transportation Request Form/Routing Form
 - Can only be filled out by parent/guardian/unaccompanied youth
 - AM or PM?
 - Primary home language?
 - Can student be left unattended?
 - Behavioral issues?
 - Allergies?
- End of Year Letter
 - Outlines that MKV eligibility and all services end on the last day of school.
 - Send home with student to parents.
 - Give a date to contact district for continuing eligibility for next year. Usually 2 weeks before school starts.



Transportation Information for ALC client

Hillsborough County Public Schools is committed to providing safe and timely transportation for your student. Together with your assistance and cooperation, we can make this happen. Hillsborough County Public Schools has worked closely with our transportation provider to develop a list of policies and procedures that will allow us to deliver safe, prompt, and courteous service.

In accordance with the McKinney Vento Education Act your child will be provided transportation services to and from School, to ensure educational stability is maintained. At this time, Hillsborough County School District has partnered with ALC corporation to provide these services.

The ALC cooperation will provide transportation to your child via a registered car and a driver who has undergone background checks pursuant to our transportation requirements. The driver should be contacting you the night before transportation will begin to introduce them to you. Likewise, the driver is instructed to introduce themselves to the front office staff at the school and provide their credentials at the time of the first drop off.

The following guidelines should be followed:

1. The ALC driver will provide the parent/ up and drop off during the first set up
2. Upon drop off the driver will need to see
3. In the event the child will not attend school **877.225.7750** as soon as they know but need to call your child's school to notify
4. In the event the driver goes to the pick no show. In the event there are three
5. If your address will be changing, please **813-315-HELP ext. 236** immediately. The number of days without service.

VEHICLE TRANSPORTATION POLICIES AND PROCEDURES

1. Please have your student ready at the scheduled pick-up time. The driver will not sound the horn since this may disturb the neighborhood. If your student is not ready, the driver will assume that they are not going to school and will leave after **two (2) minutes**. Drivers will not return to your residence once they have left your location and your student will be considered a "no-show" for the day. If the driver is expected to be more than ten (10) minutes late, you will be notified of the change. Afternoon return times may vary if other students are absent, therefore shortening the ride time.
 - a. For example, if your student is scheduled for a 6:50 AM pick-up, the driver will wait for an additional two (2) minutes until 6:52 AM. If the driver arrives early at 6:45 AM, they will still wait until 6:52 AM.
 - b. Your student is considered a "no-show" if they are more than two (2) minutes late and/or the guardian does not notify ALC of any absences. You can prevent this by ensuring that your student is ready by pick-up time and/or notifying ALC at **877.225.7750** of any absences the night before or **at least two (2) hours prior to the scheduled pick-up time**. If notice is given to ALC less than two (2) hours before the scheduled pick-up time, Hillsborough County Public Schools will be charged for the trip.
2. If an absence is anticipated, please notify ALC at **877.225.7750** as soon as possible.
3. Transportation services will be discontinued after **three (3) days of "no-show"** or **five (5) days in one month**. Transportation may be reinstated after guardians' contact. Please ask for Laura Tucker at **813-315-HELP ext.236**.
 - a. Please note it may take up to **three (3) days** to reinstate transportation services.
4. If you choose to drive your student to school, have them remain home, or they "no-show" AM transportation and would like PM transportation home, please notify ALC at **877.225.5570**. If you do not notify ALC that your student needs PM transportation, you will be responsible to pick-up your student from school.
5. Vehicle drivers will make two attempts to deliver the student to their address. After the second attempt, the student will be considered undeliverable and will be released to the custody of the local police agency. The guardian will then be notified where they may pick-up their student.
6. Drivers will not enter a residence to pick-up a student, nor will a driver pick-up a student from any location other than a residence, designated childcare center, transfer point, or school. Drivers will not pick students up from a guardian's car, or any type of private vehicle. No student will be permitted to leave the vehicle at any point other than their assigned stop. Drivers shall not provide students with food, drink, or medications per District Policy.
7. Each student is assigned to a designated vehicle and may be assigned to a particular seat. Drivers may change from time to time due to illness or other unforeseen events. We strive to maintain consistency with your student's drivers, as it is important that they always feel comfortable and safe.
8. For safety of drivers and students, it is expected that each student will behave in an appropriate manner on the vehicle. Seizable items, glass bottles, insects, animals, knives, or any other article which may cause injury to your student, other students, or the driver cannot be transported.
9. Once a schedule has been set, it may not be altered through the driver. Please communicate any permanent changes to **Laura Tucker, HELP Team District Liaison at 813-315-HELP ext. 236**. Changes can only be made with the district's direction.
10. Please notify your school Data Processing Clerk and **Laura Tucker, District Liaison HELP Team at 813-315-HELP ext. 236** immediately of any address/phone number changes.

District Transportation Policies





1817 North 7th Street
Phoenix, Arizona
85006-2152
602-523-8988
www.phxschools.org

May 14, 2020

Dear Parent/Guardian,

Our records indicate that at some point this school year your child(ren) qualified for services under the McKinney-Vento Homeless Education Assistance Act. It has been our pleasure to provide educational support services during this time and we hope it has been a positive experience for you as well.

Please be reminded that McKinney-Vento eligibility must be reviewed and re-evaluated every school year. Transportation, free meals, and other services that may have been provided this school year do not automatically carry over to the next school year.

If your student's housing situation has stabilized, McKinney-Vento classification will **NOT** be renewed. You may choose one of the following options:

- Enroll at the local school of residence where other students in your neighborhood are assigned to attend.
- Apply for open enrollment if you are out of the attendance area and would like for the student to continue at the current school. Please note that open enrollment is the Principal's decision and is out of the McKinney-Vento jurisdiction. Also, be aware that district transportation is not provided for open enrollment students.

If you are still living in transition due to hardship and lack a fixed, regular, and adequate nighttime residence; you have the following options:

- Enroll your child(ren) at the local school of residence where other students in your neighborhood are assigned to attend.
- Please contact Phoenix Elementary School District Special Populations Coordinator, at the number below, after July 23rd to review McKinney-Vento status for students requesting to remain at their current school (also known as school of origin). An assessment will be made at that time to determine if your family's circumstances meet the criteria for continued eligibility.

Thank you for allowing us the opportunity to assist you. Have a nice summer!

Sara Sims, MSW
Special Populations Coordinator
Phoenix #1 Homeless Liaison
PH: 602-523-8988
sara.sims@phxschools.org

End Of The Year Letter





- **Best Practices / Best Interest of the Child**

- Ensuring Educational Stability
- Case by Case Decision
- Ride Times - How early are we picking students up? How long is their ride to school?
- Does your district have staggered bell times?
- Does your district provide Free Breakfast/Lunch?
- Transportation Rules:
 - MKV students should be held to same behavioral expectations as all other students
 - Inform parents of behavioral consequences
 - Follow your district's discipline procedures
 - Communication is key to implementation

SECTION 5: Alternative Transportation



SECTION 5 Alternative Transportation *(When you can't do it all in-house)*

1. What is your current McKinney Vento transportation program? Do all students ride on buses? Do you have vans? Or do you use another vendor/ alternative transportation?

2. How many Out of District Trips do you manage?

1-9 10-19 20+

3. What is the approx mileage of the farthest out of district trip?

4. What is the approx ride time of the of that trip?

5. Does your district have staggered bell times?

Yes No

6. Are your districts' bell times a struggle for Routing?

Yes No Explain:

7. Do you know how to contract with an alternative student transportation partner?

- Cooperative national or state contracts
- Neighboring district's existing RFPs (piggyback)
- Your own RFP process

8. How to choose the right alternative student transportation partner? List your district's criteria:



Alternative Student Transportation

When you can't do it all in-house

- Reasons to contract out:
 - Out of District Trips?
 - Long Mileage Trips?
 - Difficult Bell Times?
 - Specialty programs?
- Ways to contract:
 - Cooperative national or state contracts
 - Neighboring district's existing RFPs (piggyback)
 - Your own RFP process
- How to choose the right partner
- Best Practices

Alternative Transportation Best Practices



- Experience with each student type & understanding specific needs
- Company history, experience, financial stability, & references
- Meets & knows all state & federal requirements
- Driver consistency – same driver every day
- Driver vetting – background checks & fingerprinting
- Driver training – state & district compliant
- Commercially insured drivers
- Drug and alcohol testing (ongoing)
- High limit insurance program (auto, GL, cyber, sexual misconduct)
- Transparency – GPS tracking technology for district
- Dedicated Routing, Dispatch & Operations team
- Reporting & budgetary tracking tools

Funding

MKV transportation is an Unfunded Federal Mandate

McKinney-Vento funds are distributed to individual states by the U.S. Department of Education proportionate to their Title 1, Part A funding (funding that provides financial assistance to local educational agencies for children from low-income families). The states then distribute these funds to individual school districts through a **competitive subgrant process**.

- You can help to ensure that MKV transportation isn't solely funded out of your maintenance/transportation budgets
- Grants/Title
 - Gather data to justify the need for MKV transportation to be covered
 - How many MKVs per year, at what rate are the #s growing?
 - How many free lunches?
 - How many out of district MKVs did you have last year?
- Know the cycle for your State's McKinney Vento Sub Grant?
 - % can be used for transportation. Ask your state education agency
- American Recovery Plan – ESSER funds
- Individuals with Disabilities Education Act (IDEA)
- Donations
 - Organizations/Community Agencies providing gas cards or other small assistance



Thank-you!

Laura Hill

Hillsborough County Public Schools

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Josie Wilkes, ALC Schools

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