

The following procedures will be followed in administrating the Minidoka School District Homeless Policy 501.66.

Identification

1. The Federal Programs Coordinator and the Identification and Recruitment (ID&R) Specialist are appointed as district liaisons for the Minidoka County School District #331.
2. Appointed building liaisons include respective administrators and secretaries.
3. Training will be provided to ALL staff members regarding the role of liaison, McKinney – Vento law, definition of homeless, signs of homelessness, sensitivity issues, and referral and notification processes by October 30 of each school year.
4. District liaisons will collaborate with community agencies to identify homeless children by distributing Families In Transition (FIT) Brochure, District Family Liaison business cards, and Information for Parents posters in English and Spanish, by September 15 of each school year.
5. Educational rights will be posted in schools and areas where homeless children and families are served by September 15 of each school year.
 - a. District liaisons will provide the building appointed liaisons with the Information for Parents posters and FIT Program pamphlets on an annual basis by August 31 of each school year.
 - b. Procedures for identifying homeless children
 - i. In-School referrals – at registration all students are required to fill out the Minidoka County Student Residency Questionnaire. If the questionnaire is answered with a child living in a hotel or motel, a shelter, transitional housing, or temporarily with more than one family in a house or an apartment due to loss of housing or economic hardship, or in a temporary camper-trailer (such as an RV or 5th wheel), campground, car, or park, the questionnaire needs to be copied. The original will be placed in the child’s cumulative file and a copy needs to be sent to the appointed district liaisons.
 - ii. Community referrals - Families are referred to the district liaisons. Information was given to the community agencies by the district liaisons.

Enrollment

1. Establish procedures for enrolling homeless students
 - a. Questionnaires are received by district liaisons.
 - b. Families are contacted and district liaisons follow up and fill out the FIT Program Intake Form.

- c. Families that qualify are provided with services such as immediate enrollment into school, transportation to the child's school of origin, and free lunch. They are also provided with any other accommodations that are provided by the community and district.
- d. Families that do not qualify are informed within thirty (30) days of the decision being made.
- e. Secretaries and office staff will be annually trained regarding identification and enrollment by district liaisons by Sept 15 of each year.
- f. Homeless children are able to enroll in school when lacking academic and medical records, proof of residency, birth certificates, etc.
- g. District liaisons are responsible for aiding families in obtaining legal records and documents.
- h. Homeless children are able to enroll in school when lacking a legal guardian.
- i. Homeless students are attending school within one full day of attempting enrollment (with or without records or proof of guardianship).
- j. Homeless students receive assistance in obtaining needed immunization or medical records. District liaisons are responsible for aiding families in obtaining legal records and documents.

School Choice

1. Parents/students are informed about their options for school enrollment and allowed to enroll in either their school of origin or residential area school.
2. School selection process is based on the best interest of the students and the wishes of the student and parents.
3. Students attend their school of origin for the duration of their homelessness when feasible and requested by the parent or youth.
4. Students who become permanently housed attend their school of origin for the remainder of the school year when feasible and requested by the parent or youth.

Dispute Resolution

1. If there is a dispute regarding enrollment, refer to Policy No. 501.66.
2. If a dispute arises over school choice, students are immediately enrolled in the school requested by the parent/students until the dispute has been resolved.
3. If a dispute arises over school choice, written documentation including information regarding the right to appeal is provided to the parent or youth.

Services

1. All homeless students are immediately enrolled in free breakfast and lunch programs. Parents need to fill out the free and reduced lunch form.
2. Homeless preschool-age children are allowed to participate in public preschools. (Head Start, district- sponsored, etc.)
3. Homeless families and children receive referrals to services such as healthcare, mental health, dental vision, and other appropriate services when needed by the district liaisons.
4. Homeless students receive transportation services comparable to housed peers. If students are attending afterschool programs, extracurricular activities, etc. a gas card will be provided for them to attend the programs. If the family of the student does not have a vehicle, district liaisons will provide transportation through an outside resource.
5. Once homeless eligibility is determined, transportation services are promptly arranged to the selected school (including the school origin.)
6. A portion of the current school year's Title IA allocation shall be set-aside for homeless student use as required by Elementary and Secondary Education Act (ESEA).
7. All homeless students are automatically eligible to receive services provided under Title
8. The District's Title 1A plan includes a description of services provided to homeless students, including services provided with homeless set-aside funds.
 - a. When eligible homeless students participate in:
 - i. Gifted and talented programs.
 - ii. Limited English Proficiency programs.
 - iii. Special education.
 - iv. Vocational and technical education.
 - b. Homeless parents are informed and provided opportunities to participate meaningfully in their children's education. Fliers will be provided by the appropriate school the child is attending.
 - c. District Liaisons will collaborate with community agencies to provide education-related services to homeless children.

2) Data Collection

- a. District Liaisons will identify students as homeless after qualifying based on the intake form. Students are identified and enrolled in PowerSchool and are tracked on a weekly basis.
- b. District Liaisons will count number of identified homeless students served. (District could be providing assistance with having them enrolled).
- c. District liaisons will do monthly home visits to collect student data and ensure demographics are correct.
- d. District liaisons will track academic program/achievement and testing. Grades for each student are going to be printed every trimester to track progress.

3) General Program

- a. Policies and practices ensure that homeless children are not isolated or stigmatized.

- b. Federal Programs will review and revise policies that may act as barriers to the enrollment of homeless children and youth.
- c. District Liaisons will coordinate closely with other educational programs: Title 1, Special Education, Migrant, Preschool providers, and any others that are involved in the learning process of homeless students.
- d. District Liaisons will track:
 - i. Homeless students’ attendances rates and determine if they are at/above district average.
 - ii. Homeless students’ district-level assessments scores are at/above district average.
 - iii. Homeless students’ high school graduation rates are at/above district average.

Timeline of Dates

by August 31	Liaisons will provide the building appointed liaisons with the Information for Parents Posters and FIT Program pamphlets
by September 15	Liaisons will collaborate with community agencies to identify homeless children by distributing FIT Brochure, Family Liaison business cards, and Information for Parents posters in English and Spanish
by September 15	Educational rights will be posted in schools and areas where homeless children and families are served
by October 30	Training will be provided to ALL staff members regarding role of liaison, McKinney – Vento law, definition of homeless, signs of homelessness, sensitivity issues, referral and notification processes.