

# Cassia County Joint School District No. 151

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## Administration

Dr. James Shank, Superintendent  
Sandra Miller, Assistant Superintendent  
Chris James, Business Manager

## Homeless Education District Policy & Procedures

### **I. Policy**

The Policies 679.50, 679.50F1, and 679.50F2 are viewable on the District website at [www.cassiacityschools.org](http://www.cassiacityschools.org). It is the view of the Cassia County School District that every child, in order to be a successful student, must have an equal opportunity to learn, regardless of a homeless living situation and the struggle that it can sometimes bring. We recognize that homeless children face many problems such as discontinued enrollment in one school, attending school regularly, and maintaining academic success in school. The school district employs a Family Liaison who is responsible for informing homeless students, and their parents, the rights, services, and support available to students facing homeless circumstances. To remove the stigma attached to the word homeless, the program is called Families in Transition, or FiT.

### **II. Identification**

Upon Registration, it is the responsibility of each individual school to require every **NEW** or **re-enrolling student** to complete a Student Residency Questionnaire (SRQ). If there is an indication of homelessness a copy of the form is then submitted to the Homeless Family Liaison at the Federal Programs Office for further evaluation. This form serves a dual purpose in identifying both homeless and migrant families. The Liaison will identify if the student meets any of the criteria for either homeless or migrant status and will immediately conduct a phone interview. The "FiT" intake form will be completed. Based on interview responses, the student may or may not qualify for the homeless program.

A second inquiry about the nighttime residence of students currently enrolled in the district is asked during the 2<sup>nd</sup> semester. Every homeroom/advisory teacher will ask each student if his/her night time residence has changed since registering for school. If the student responds with a "yes, my residence has changed", then a new SRQ will be sent home with the student for the parent to complete and return. A copy of the form is then submitted to the family liaison for follow up.

### **III. Data Collection and Reporting**

Data collection and reporting will be the responsibility of the family liaison with the assistance of school secretaries. Upon qualifying a student for the FiT program, the liaison will enter the appropriate information into PowerSchool immediately, therefore ensuring an accurate ISEE monthly upload. It is also the responsibility of the liaison to provide any additional Homeless Education Program information required by the SDE in a timely manner.

In addition to PowerSchool, hard copies of student documentation are kept in an alphabetized FiT binder that is located at the Federal Programs Office. Documents filed under each student may include:

- A copy of the SRQ
- FiT Intake Form
- Student Report Card/Attendance Report
- Student Expenditure Report (for students who have received monetary assistance)

### **IV. Collaboration & Communication**

Collaboration between the liaison and the schools is pertinent in ensuring students facing homelessness will be successful in school. The school secretary will serve as the main point-of-contact for the FiT program at each building. Each school has been given training to help identify a homeless student and how to report it to the liaison.