# What the HOOT?

# Who are we?

## Lindsey Parton, MSW, LCSW, District Social Worker-

Been in social work for 12+ years, 10 years at Marshall Public Schools

## Terri Porter, Director of Special Services

Been in education for 30 years, 5 years at  Marshall Public Schools

## Eden DeGonia, District Social Worker

Been in social work for 9 years, 2 years at Marshall Public Schools

## Jason Varner, Home/School Communicator

Drug/Alcohol Treatment backgroud, PAT Educator for 6 years,
4 years in social work at Marshall Public Schools

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# Marshall Public School District

-Marshall Public School District consists of 9 school buildings serving grades PK-12
- 2,539 students make up the population of Marshall Public Schools
-Our oldest building dates back to 1923 and our newest facility was built in 1976

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# Where the hoot is Marshall?

## Marshall, Missouri

-Small town located in the heart of Missouri
-Population 12,897 in 2016
-Located 10 miles North of I-70
-80 miles East of Kansas City
-180 miles West of St. Louis
-Many agricultural based businesses
-Home to Missouri Valley College
-Home to Jim the Wonder Dog

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# Marshall Is...

-Marshall is the County Seat

-Population of Saline County 2016- 23,334

-The poverty rate in the City of Marshall is 24.9%, 5% higher than the state average.

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# What is the HOOT Resource Center?

-House turned Resource Center
-Safe, Relaxing
-Games
-Family Friendly
-Laundry Facility
-Kitchen
-Evening Meals
-Counseling
-Internet Access
-Computers
-Shower Facility
-Weekend Activities
-Quiet Location for Homework

# McKinney-Vento Population

-As of a week ago, we have identified 244 students as M-V this school year.

-During the 16-17 school year, we identified 336 students.

-Since 2013 on average, 10% of our student body have been identified as homeless.

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# Why do our students & families need help?

-Lack of affordable housing

-Lack of living wage employers

-Doubled up families

-Unaccompanied Youth

-Limited activities/programs for youth after school hours

-According to the Missouri Kids Count website, between 2000 and 2014, the number of children under the age of 6 living in poverty rose 14.9%

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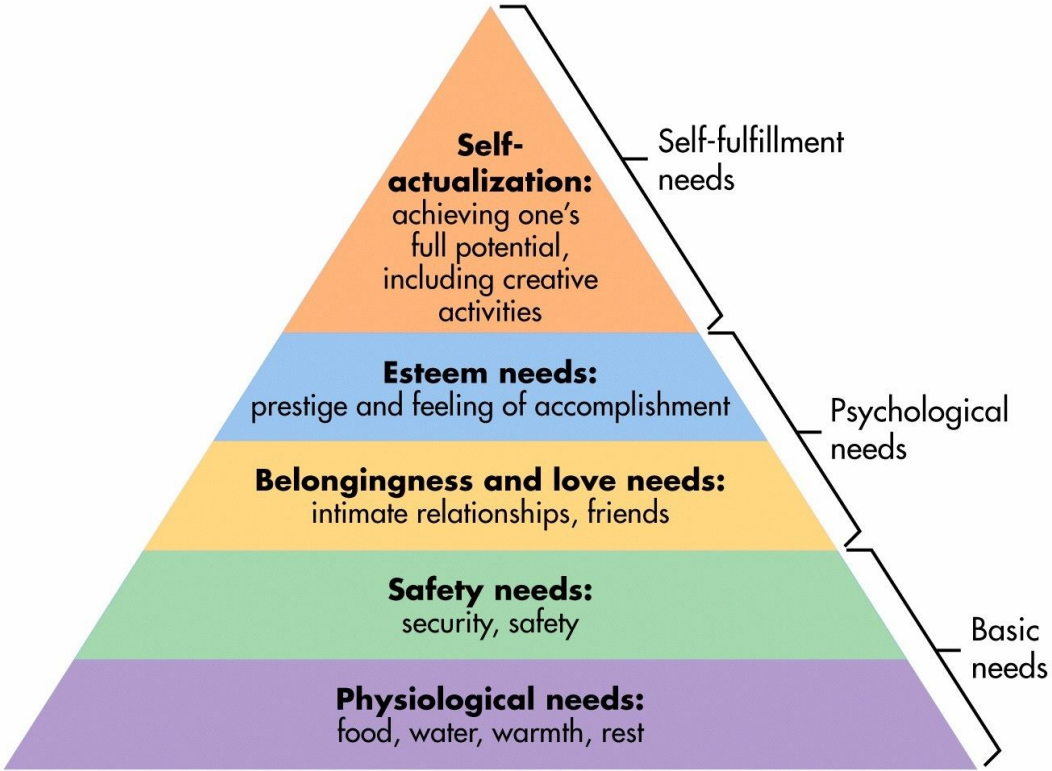
# Maslow's Hierarchy of Needs

Motivation theory suggests the five interdependent levels of basic human needs (motivators) must be satisfied in a strict sequence starting with the lowest level.

Step back and look, are the needs of your target population being met?



# We determined that the needs were not being met...

**Students coming to school:**

-Tired

-Hungry

-Dirty

-Emotionally Distressed

Students struggling at school!

# What are the needs in your area?

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# Corner Discussion

Break into corners based on the size of the area you serve.

- Rural area under 10,000 people
- Rural area between 10,000 people and 25,000 people
- Suburban area
- Urban area

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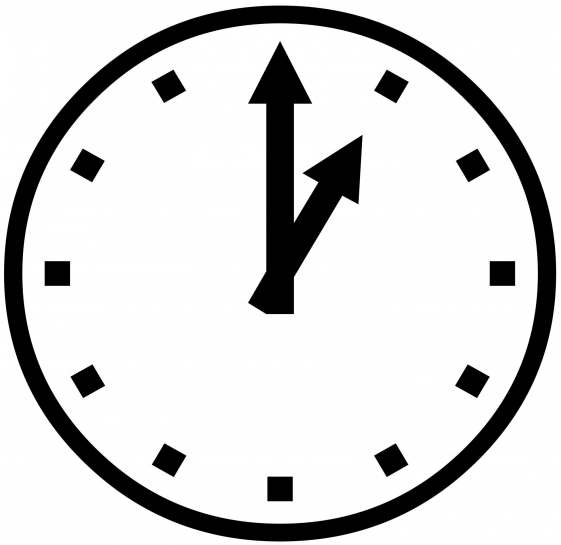
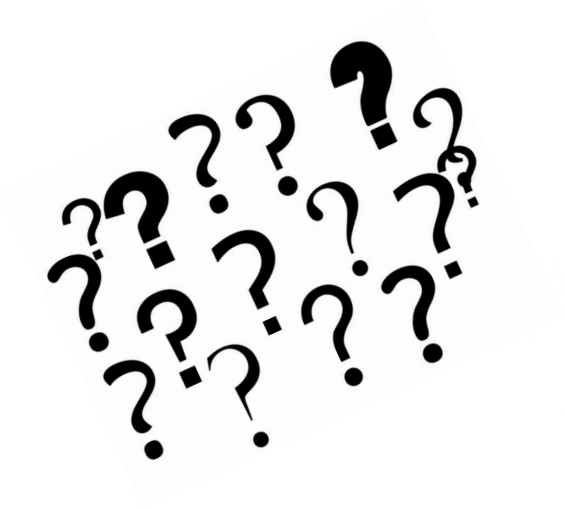
# Corner Discussion

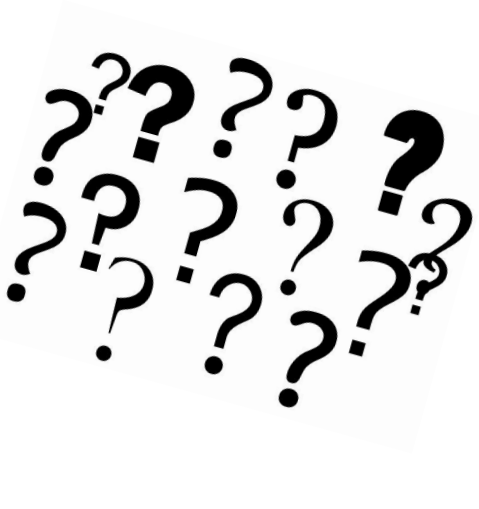


In your groups take 4 minutes to discuss the needs of the individuals/families that you serve.

HOOT Resource Center



# Discussion



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# How the hoot did we get started?

-needs assessments

-staff

-students

-communication with area agencies

-SAFE Program

NEEDS ASSESSMENT

HOOT Resource Center

# Needs Assessments

McKinney-Vento Staff Survey

Please answer the following questions to the best of your ability. We will be using these answers to assist with grant writing purposes.

Thank you for your time!

**My position:**

Classroom Teacher  Administrator  Paraprofessional  Other District Staff

**My building:**

Early Childhood  Benton  Southeast  Eastwood

Northwest  BMS  MHS  SCCC  TLC

**I know what it means to be classified as "homeless" in the educational setting.**

| Agree | | | | Disagree |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |

**I know the identification process of homeless children and youth.**

| Agree | | | | Disagree |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |

**I am aware there are agencies in our community that can provide services for homeless families.**

| Agree | | | | Disagree |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |

**Students in my classroom have benefited from local homeless services.**

| Agree | | | | Disagree |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |

Please comment regarding the services they have benefited from:

_____

**If a student is living with another family due to loss of housing are they considered homeless?** Yes  No

**Please mark the top three services that would benefit homeless children/youth in our district.**

additional social worker
washer and dryer for community use
additional funds for clothing
transportation services
professional development for staff
a free clothes closet

Suggestions:

_____

_____

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McKinney-Vento Staff Survey

Please answer the following questions to the best of your ability. We will be using these answers to assist with grant writing purposes.

Thank you for your time!

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additional funds for clothing
transportation services
professional development for staff
a free clothes closet

Suggestions:

_____

_____

# S.A.F.E. Program

School District social work program

Funded through donations and fundraisers

Operating for 12+ years

Assists all families that need help when we do not have grant funds for families that are not M-V identified.

We were able to determine the needs of our homeless families based on how we utilized the SAFE Program in previous years.

# Area Needs vs. Resources Available

-We collected data and compared it with the services already in the area.

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# Corner Discussion

Return to your corner.

- Rural area under 10,000 people
- Rural area between 10,000 people and 25,000 people
- Suburban area
- Urban area

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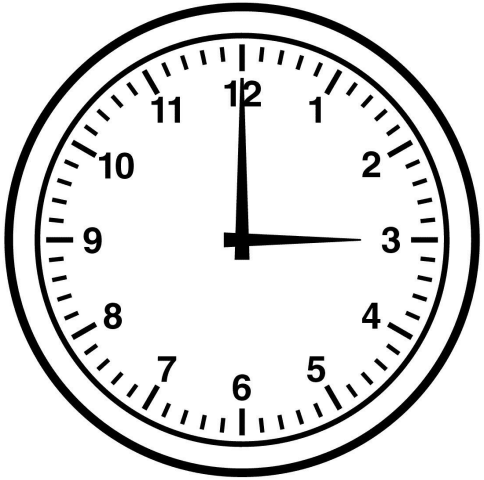
# Corner Discussion

In your groups take 4 minutes to discuss the services you already have in place.

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# Discussion

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# How the hoot did it begin?

With the partnerships we had in place,  we started to talk about the need for one location and began to reach out to groups/clubs, etc. During discussion we acquired the use of the house.

With this in mind does a building, or area, come to mind that would work for you?

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# We lucked into our building but you could too!

Ideas?

-Church basement

-Unused Classroom

-Unused Mobile Classroom

-Storage Area/Room

-Bank Basement

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# Welcome to the HRC!

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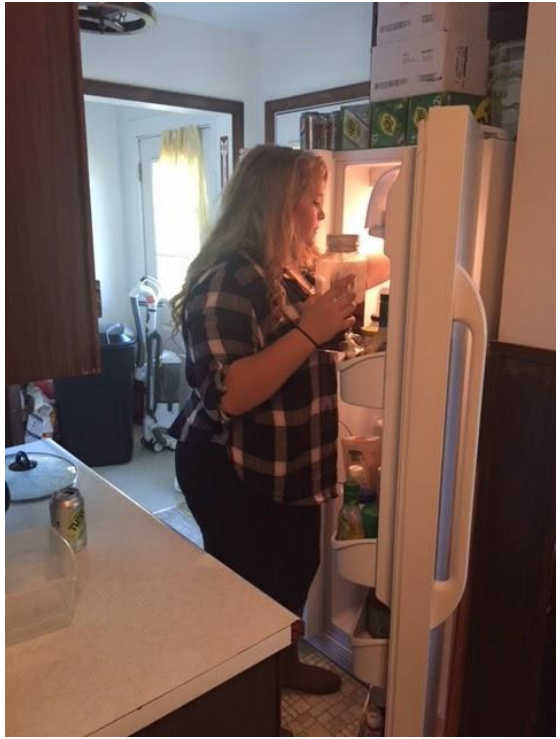
# Family Environment



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# Why did we pick the furniture we did?

Bright

Comfortable

Washable

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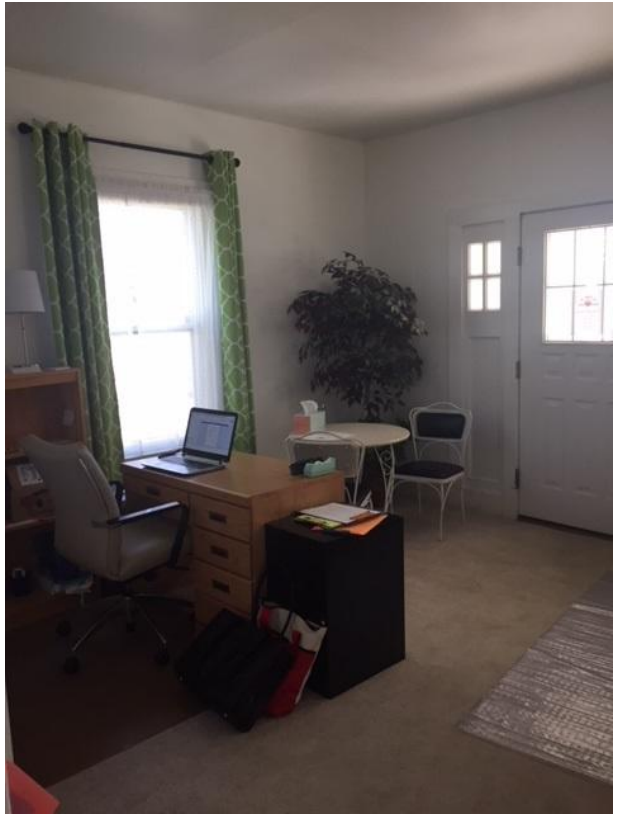
# Office Area



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# Eating/Work Area

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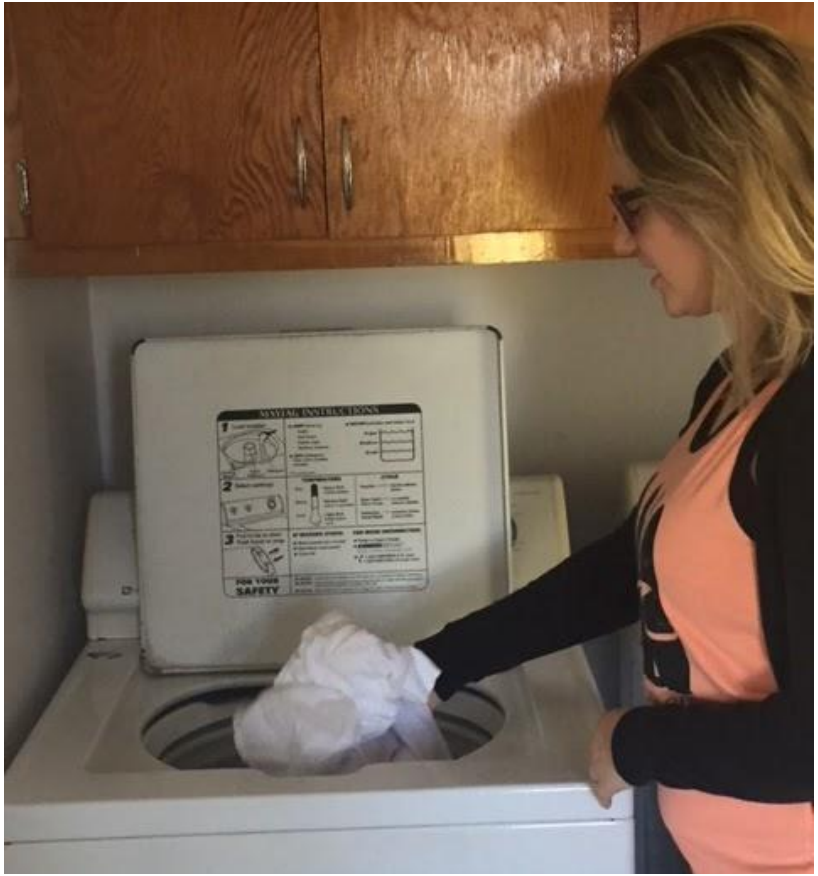
# Laundry

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# Counseling

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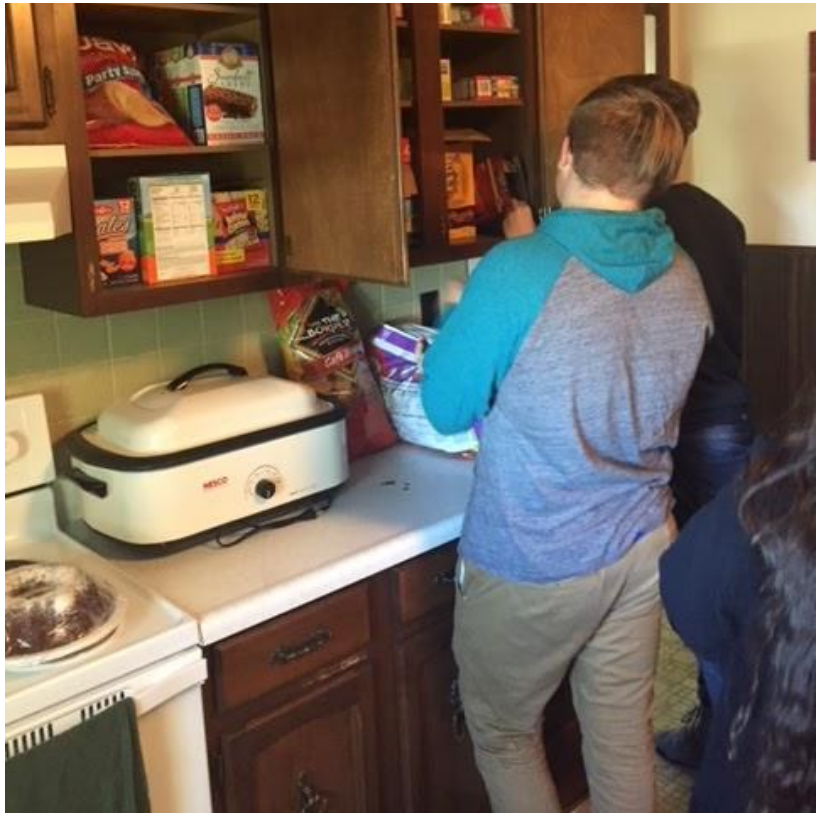
# Kitchen



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# Meals

-Sign-Up Genius

-Email

-ConAgra

-Community Agencies/Individuals/Businesses

HOOT Resource Center

# Data Collection

With that welcoming environment we did not want to burden anyone with a lot of paperwork etc. we have simple forms established.

## And...we want to share with you!

# Welcome Assessment

## Demographic information

## 1st visit only

HOOT RESOURCE CENTER WELCOME ASSESSMENT - STUDENT

Student Name: _____ Birthdate: _____

School: _____ Grade: _____

Address: _____

Cell Phone: _____ Other Phone: _____

Parent/Guardian Name: _____

Address, if different: _____

How did you hear about the HRC? _____ Are you an independent student? Y or N

If yes, who do you live with? _____ Relationship: _____

What is your current housing situation? (Circle one)

Living in home that you... rent or own - With family? With friends? Alone?

Sharing housing with friends/relatives Living in my car Living in Hotel/Motel

Living at a campsite Living in an emergency shelter Other

How many people currently reside with you? _____

Which of the following services offered at the HRC are you interested in? (Circle all that apply)

Showers Laundry Facilities Meals Help with Homework

Help with Job Applications Internet Access Counseling

Getting connected to community resources Having a safe place to hangout

Other: _____

What will be your usual plan for getting home? (Circle all that apply)

School transportation Ride home with friends Personal Vehicle

Walk/Ride Bike Other: _____

Is your parent/guardian aware that you are attending the HRC? _____

Who should we call in case of emergency? _____

Emergency Phone: _____ Relationship: _____

Date Assessed: _____

HOOT RESOURCE CENTER WELCOME ASSESSMENT - FAMILY

Parent/Guardian Name: _____ Birthdate: _____

Child Name: _____ DOB: _____ School: _____

Child Name: _____ DOB: _____ School: _____

Child Name: _____ DOB: _____ School: _____

Child Name: _____ DOB: _____ School: _____

Address: _____

Cell Phone: _____ Other Phone: _____

How did you hear about the HRC? _____

What is your current housing situation? (Circle one)

Living in home that you... rent or own Sharing housing with friends/relatives

Living in my car Living in Hotel/Motel Living at a campsite

Living in an emergency shelter Other: _____

How many people currently reside with you? _____

What family members will be regularly attending the HRC? _____

Which of the following services offered at the HRC are you interested in? (circle all that apply)

Showers Laundry Facilities Meals Counseling

Help with my child's homework Help with Job Applications Internet Access

Getting connected to community resources Meeting new people/friends

Other: _____

What will be your usual plan for getting home? (circle all that apply)

School transportation Get a ride from friends/family Personal Vehicle

Walk/Ride Bike Other: _____

Who should we call in case of emergency? _____

Emergency Phone: _____ Relationship: _____

Date Assessed: _____

HOOT Resource Center

# Guidelines/Contract

Individuals are asked to sign this stating they will follow the rules

## HOOT RESOURCE CENTER GUIDELINES - STUDENT

The HRC is designed to be your "home away from home." We welcome you to get comfortable, enjoy your time here, and take advantage of every opportunity that is available to you here. Just like at any home, there may be conflict from time to time, but if we follow a few simple guidelines, together we can make this a great experience for everyone.

We want this to be a safe place, so please don't bring any of the following with you to the HRC:

- Guns or Weapons of any kind
- Drugs or Alcohol, including over the counter and prescription medications
- Aggression or Hateful Words and Actions

HRC staff will be available to help resolve any conflicts that may arise. The HRC is not a required program, so you are free to leave at any time. It is always better to step outside and cool off than to let things blow up. Be respectful of others and things will go great!

High School students are able to be at the HRC without a parent present. However, we do expect you to communicate with your parent about where you are and when you will be home. If you are in 8th grade and under, you must have a parent/guardian present with you to attend.

Electronics are available for you to use by checking them out with Gabi, the house manager. They must be checked back in after each person. You may have access to the internet, but may lose that privilege if found looking at inappropriate content, displaying bully behavior through internet/social media, involved in illegal activity online, or by abusing the resource in any other manner.

There are going to be some good eats here at the HRC! Snacks are available after school and different churches and organizations will be providing a meal each night. Please be helpful by cleaning up after yourself and taking turns assisting with meal clean-up.

If you need to do laundry, sign up with Gabi. All laundry has to be started by 6:00 pm! We have laundry soap, bleach, and dryer sheets. There is no cost to use the machines.

There is a shower available. You can take a shower anytime you need. We would like if you would remember the following: Only one person is allowed in the bathroom at a time (Unless it is a parent with a young child). Please let Gabi know when you head upstairs so he doesn't think you left. Please put your dirty towels in the provided laundry basket, and clean up any messes made. The hygiene items in the attached bathroom closet are available for you to use, or take home, if you need them. Take what you need, but don't take more than you need, please.

Above all, just be courteous. If there are little ones around, choose language and TV shows that are appropriate. If there is someone at the HRC that you don't get along with, choose to make peace, or come a different day. We are super excited you are here and can work through just about anything that may arise. If we can't find a way to work it out, we feel like we've failed at our job. The last thing we want is to have to ask anyone not to come back.

So, what do you think? Sound good to you?

Do you agree to follow these guidelines, and talk to staff about problems or concerns? If so, please sign and date below.

Printed Name: _____ Grade: _____

Signature: _____ Date: _____

Revised 09/2017

## HOOT RESOURCE CENTER GUIDELINES - FAMILY

The HRC is designed to be your "home away from home." We welcome you to get comfortable, enjoy your time here, and take advantage of every opportunity that is available to you here. Just like at any home, there may be conflict from time to time, but if we follow a few simple guidelines, together we can make this a great experience for everyone.

We want this to be a safe place, so please don't bring any of the following with you to the HRC:

- Guns or Weapons of any kind
- Drugs or Alcohol, including over the counter and prescription medications
- Aggression or Hateful Words and Actions

HRC staff will be available to help resolve any conflicts that may arise. Remember, you are free to leave at any time. It is always better to step outside and cool off than to let things blow up. Be respectful of others and things will go great!

Please be aware that you are responsible for your child during your time at the HRC. HRC staff are available to assist, if you need to take a shower, or make a phone call, but staff are not to be used as babysitters. The HRC is designed so that you can spend time together as a family. High School students are able to be at the HRC without a parent present. If your child is in 8th grade or under, you must be present for them to attend.

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Do you agree to follow these guidelines, and talk to staff about problems or concerns? If so, please sign and date below.

Printed Name: _____ Grade: _____

Signature: _____ Date: _____

Revised 09/2017

HOOT Resource Center

# Policies and Procedures

- This is kept available and the House Manager can refer to it at anytime.
- If needed, this can also be reviewed with the individuals as they arrive.

POLICIES AND PROCEDURES FOR THE HOOT RESOURCE CENTER

**SCOPE:** These policies are specifically designed for the regular activities and resources offered by the HOOT Resource Center (HRC) located at the Guest House at the Former Marshall Habilitation Center Campus, 700 E Slater (mailing address is 860 W Vest, Marshall, MO 65340). These activities will be managed by HRC employees in the course of their normal job responsibilities. The HRC is designed to be a home atmosphere available to Marshall Public School McKinney-Vento students and their families first, and then all other Marshall Public School students in need. The resources offered will vary from time to time, but on a regular basis, when the HRC is open, students and families have access to these FREE resources:

- Showers
- Hygiene Items to use and keep
- Laundry Facilities, including the provision of detergent and dryer sheets
- A meal served at 5:30 pm
- Help with Homework and School Projects
- Help with Job Applications, College Applications, FAFSA, Family Services Applications, etc.
- Access to the Internet and a Printer
- Socialization
- Information & Referrals
- Transportation to/from the Center, as needed.
- Individual, Family, or Group counseling with an appointment.

The HRC is designed to provide needed resources for families experiencing homelessness, and families who are at-risk of experiencing homelessness. Activities and resources will be added, as needed.

**PURPOSE:** When providing social, recreational, or developmental opportunities for youth & families, it is important that everyone involved understand the same parameters for the purpose, scope, and expectations of each activity. It is also important for staff and volunteers to have clear performance guidelines.

**NON-DISCRIMINATION:** Marshall Public Schools and the HRC prohibit all forms of discrimination in its programs and activities. We are committed to providing equal opportunities and access to all. Consumers are encouraged to make program staff aware of any need for access accommodations. QUESTIONS / CONCERNS: Any questions or concerns should be directed to: Lindsey Parton (lparton@marshallowls.com ), or Eden DeGonia (edegonia@marshallowls.com ), Central Office, 860 W. Vest, Marshall, MO 65340, 660-886-7414.

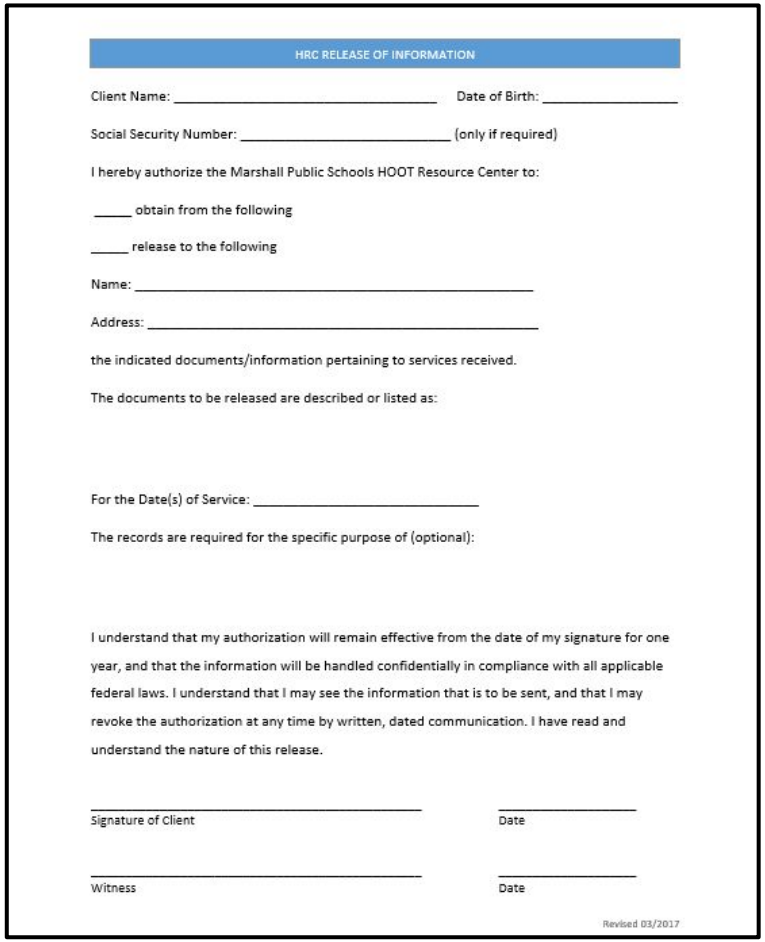
**A COPY OF THIS MANUAL MUST BE AVAILABLE ON-SITE AND ALL STAFF MUST RECEIVE A COPY.**

Revised 10/2017 1

HOOT Resource Center

# Release of Information

Used to help families locate services if staff needs to help with a phone call, etc.



HRC RELEASE OF INFORMATION

Client Name: _____ Date of Birth: _____

Social Security Number: _____ (only if required)

I hereby authorize the Marshall Public Schools HOOT Resource Center to:

____ obtain from the following

____ release to the following

Name: _____

Address: _____

the indicated documents/information pertaining to services received.

The documents to be released are described or listed as:

For the Date(s) of Service: _____

The records are required for the specific purpose of (optional):

I understand that my authorization will remain effective from the date of my signature for one year, and that the information will be handled confidentially in compliance with all applicable federal laws. I understand that I may see the information that is to be sent, and that I may revoke the authorization at any time by written, dated communication. I have read and understand the nature of this release.

_____ _____
Signature of Client Date

_____ _____
Witness Date

Revised 03/2017

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# Photo Release Form

Photos and videos are used for

promotional purposes

**The HOOT Resource Center**
**Marshall Public Schools**

I hereby give permission for me or my child to be photographed or videotaped for the purpose of:

- Communicating to the public about the program through District website postings, printed materials such as newsletters, brochures or calendars, or other media.
- Developing classroom teaching materials
- Developing public relations displays
- Developing community education presentations
- Sharing information within the school district
- Recording progression of goals
- Training the staff of HRC

I understand that the District is not responsible for what other students or individuals post on social media regarding the HRC and its clients.

Parent or Guardian_____ Date _____

Student(s) Name (s) _____

Witness_____ Date _____

Photo Release Form 02/2017

# Activity Log

The House Manager is required to fill out this form as the individuals arrive

It allows some guidance as to the services that will be provided that day

Please list what referrals were given and/or what classes were taken if applicable.

Date:

| | Name | Phone | 1st Visit? | check in time | check out time | snack | meal | shower | laundry | referral | counsel | class | transport |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | |
| Other Notes: | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| Other Notes: | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| Other Notes: | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| Other Notes: | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| Other Notes: | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| Other Notes: | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
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| 8 | | | | | | | | | | | | | |
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| 9 | | | | | | | | | | | | | |
| Other Notes: | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| Other Notes: | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| Other Notes: | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| Other Notes: | | | | | | | | | | | | | |

HOOT Resource Center

# Daily/Weekly Checklist

## Used to ensure certain things are taken care of each day or each week

| Date: | | | | | | |
|---|---|---|---|---|---|---|
| Initial after completed. | | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| DAILY CHECK LIST | | | | | | |
| vacuum downstairs floors | | | | | | |
| dry mop kitchen and bathroom floors | | | | | | |
| disinfect tables | | | | | | |
| disinfect kitchen counters | | | | | | |
| disinfect kitchen sink | | | | | | |
| load/run dishwasher | | | | | | |
| unload dishwasher | | | | | | |
| put away all food items | | | | | | |
| wash towels/wash clothes | | | | | | |
| put away towels/wash clothes | | | | | | |
| Lysol laundry baskets | | | | | | |
| disinfect toilets | | | | | | |
| disinfect bathroom sinks | | | | | | |
| check hygiene supply closet & fill/organize | | | | | | |
| check snack cabinets and fill if needed | | | | | | |
| take out ALL trash/ put the trash bin at the curb | | | | | | |
| daily sign in form | | | | | | |
| | | | | | | |
| WEEKLY CHECK LIST | | | | | | |
| compile list of who has attended (send to Lindsey) | | | | | | |
| wet mop kitchen and bathroom floors | | | | | | |
| Lysol computer desks | | | | | | |
| dust as needed | | | | | | |
| clean glass/mirrors as needed | | | | | | |
| check smoke detectors | | | | | | |
| clean out refrigerator (throw away/wipe down) | | | | | | |

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# House Manager

At the HRC Everyday

Face of the Program

Builds Relationships

Mentors & Supports

Daily Duties

Organizes Meals & Events

Outreach at Schools & Meetings

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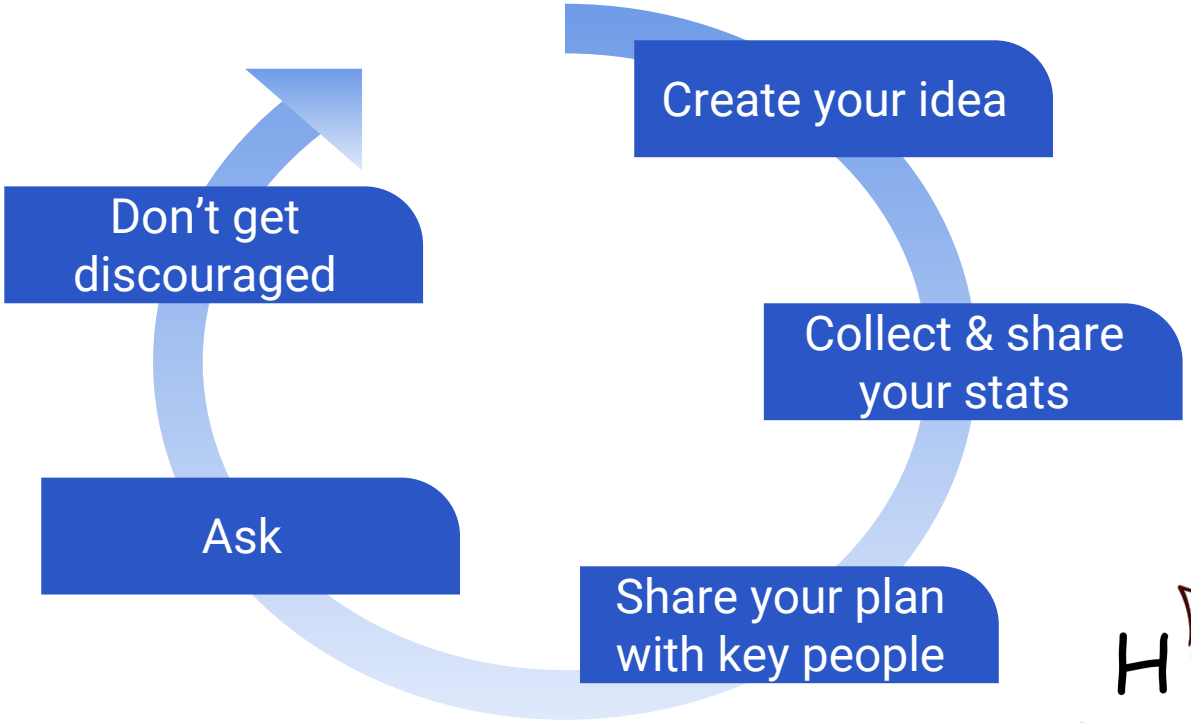
# Moving Forward

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# Your Start-Up Plan

Take a few minutes to fill out this form with some final thoughts that you can put into action!

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## Start-Up Plan

| What do you have? | What do you need? |
|---|---|
| Funding: | Funding: |
| Location: | Location: |
| Services: | Services: |
| Community Connections: | Community Connections: |
| Other Ideas: | |

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# Contact Information

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