

KIT eligibility and status is highly confidential

information. Do not disclose information about a student’s living situation to anyone other than the KIT Team and to other school administrators and school staff only as needed for their roles. Staff who receive student information about their KIT situation must be trained regarding the sensitive nature of the information. Many buildings include: Admin, counselors, food service managers, nurses, health room assistants, attendance people, treasurers, and other support staff (like SSA’s and psychologists).

# Communication within your building

Provide or arrange training and education to building staff about the KIT program and the support that is offered. This may be during all-staff meetings, via email reminders, and also by posting information where staff, students, and parents would likely see it. You may ask for announcements to be placed in newsletters and ask your webmaster to create links to the public KIT website [(www.everettsd.org/KIT](http://www.everettsd.org/KIT)).

\*Refer to the [KIT Staff Toolkit](https://www.everettsd.org/Page/30465) for training resources. You may also contact the KIT office to set up a training date. We can arrange for a KIT district representative to give an in-person or remote training to your staff.

Advocate for [best-interest school placement conversations](https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-108958/School%20Selection%20Checklist.pdf) to take place with staff who are working with the student. Contact Abby Mayers for foster care school placement meetings.

**KIT Eligibility: Print this** [**Quick Guide**](https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-123949/KIT%20Quick%20Guide.pdf) **and add your BPP information.**

# Providing support and connections to resources as applicable

The BPP is responsible to build a relationship and advocate for each of your KIT students. You may check in on them a couple of times in a year, or more. If grades or [attendance are slipping](https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-106109/KIT%20and%20Attendance.pdf), you might check in to see whether the absences are related to their housing situation and should be excused, or if they have moved and need transportation changed, or if there are other issues that need to be addressed. Work with your attendance secretary and/or MTSS team to determine supports needed and/or to determine potentially eligible students.

Students with education-related costs for classes or school supplies may need the office or ASB treasurer to bill the KIT office for certain eligible costs. Refer to [Guidelines for fees/fines covered by](https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-123996/KIT%20Expenses%20Memo.pdf) [KIT](https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-123996/KIT%20Expenses%20Memo.pdf) (& How to bill the KIT program) and please share with appropriate staff at your school.

Before winter break, distribute resource information about cold-weather emergency shelters, holiday help, and utility assistance (provided by the KIT office).

In the spring, you will start to check in and help guide students/families in the transition to summer break/summer school and help determine whether they will remain eligible or will be removed from the KIT program.

Coordinate with the [Family Resource Center](https://www.everettsd.org/Page/40411) as needed for assistance beyond what you can offer at the building level.

# Other duties may include:

* Gathering information (The KIT office staff might ask you to pull information from a student file)
* Making phone calls to parents/caregivers