



**ST. HOPE PUBLIC SCHOOLS
HOMELESS ENROLLMENT POLICY**

DEFINITIONS

Homeless children and youth are defined as children and youth who lack a fixed, regular, and adequate nighttime residence, and include children and youth who are:

- Living in a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as cars, parks, public spaces, abandoned buildings or substandard housing (for example, condemned buildings or garages), bus or train stations, or other similar settings
- Living in motels, hotels, trailer parks (does not include trailers or mobile homes in a mobile home park), or camping grounds due to a lack of alternative adequate accommodations.
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in emergency or transitional shelters
- Abandoned in hospitals or awaiting foster care placement
- Migratory children who qualify as homeless because they are living in circumstances described above

Unaccompanied youth includes a youth not in the physical custody of a parent or guardian.

A child or unaccompanied youth shall be considered homeless for as long as he/she is in a living situation described above.

HOMELESS LIAISON

The St. HOPE Public Schools (SHPS) Homeless Liaison serves students at Sacramento Charter High School, Oak Park Preparatory Academy, and St. HOPE Public School 7.

Current Liaison:

Tammy Ingraham
Student Support Services Coordinator
(916) 275-9652
tingraham@sthopepublicschools.org
2315 34TH Street, Sacramento CA 95817

IDENTIFICATION AND REPORTING

Homeless children and youth will be identified through:

1. The application process for enrollment (self-identification)
2. School personnel recommendations
3. Coordinated activities with other entities and agencies SHPS will comply with all federal, state, county (Sacramento County), and other data collections and reporting requirements regarding homeless children and youth.



SCHOOL SELECTION

Homeless students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

ENROLLMENT AND RECORDS

Homeless students may be identified at the time of enrollment (through self-reports). As all SHPS schools are independent charter schools, and therefore schools of choice rather than assigned district schools, placement decisions are based solely on parent request through the application process.

Homeless youth will not be discriminated against in the application process. Homeless children and youth will be allowed to apply for enrollment in accordance with current SHPS enrollment policies even if the parent/guardian is unable to provide the school with the records normally required for enrollment such as previous academic records, birth certificate, medical records, proof of residency, or other documentation. The SHPS designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the designee shall refer the parent/guardian to the homeless liaison. The liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student.

In the case of an unaccompanied youth, the homeless liaison shall assist in the enrollment process. Unaccompanied youth shall be immediately enrolled if space is available even if unable to provide the school with the records normally required for enrollment (as above), and despite lack of parent or legal guardian's supervision or permissions, or "power of attorney" by supervising adult.

In accordance with current SHPS enrollment policies and state regulations regarding charter schools, **if the grade level for which a homeless child or youth has applied has more applicants than spaces available**, a random public lottery will take place once annually in order to determine enrollment for the following school year. An "in-district" priority will apply during the lottery to homeless youth who self-identify as homeless during the lottery application process as to not discriminate against homeless children or youth due to lack of permanent housing. **If a homeless child or youth applies for admission after the annual random public lottery**, he or she will be placed on the wait list in the order in which the application was received, even if the application is incomplete at the time of submission.