



Book	Board Policies and ARR's
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The Sacramento County Office of Education (SCOE) is committed to identifying and providing services to homeless pupils enrolled in its schools.

Homeless pupils means pupils who lack a fixed, regular, and adequate nighttime residence **and includes:** as defined in 42 United States Code section 11434a. (Ed. Code, § 48852.7; 42 U.S.C. § 11434a.)

- 1. Pupils who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals**
- 2. Pupils who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings**
- 3. Pupils who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings**
- 4. Migratory children who qualify as homeless because they are living in conditions described in Items #1-3 above.**

Unaccompanied youth includes homeless youth who are not in the physical custody of a parent or guardian. (**Ed. Code, § 48859;** 42 U.S.C. § 11434a.)

Homeless Liaison

The Superintendent has designated a staff person as the **SCOE** ~~Sacramento County Office of Education's (SCOE)~~ homeless liaison who can be contacted at:

Homeless Liaison
P.O. Box 269003, Sacramento, CA 95826-9003
916-228-2542

Additional contact information for SCOE's homeless liaison will be posted on SCOE's website, as well as information about educational rights and resources available to persons experiencing homelessness. (Ed. Code, § 48852.6.) The homeless liaison will perform the duties required by law, including helping to identify, enroll, and provide support services to homeless pupils. (42 U.S.C. § 11432.) Specifically, SCOE's homeless liaison will ensure that:

1. Pupils experiencing homelessness are identified by school personnel through outreach and coordination activities with other entities and agencies
2. Pupils experiencing homelessness are enrolled in, and have a full and equal opportunity to succeed in SCOE schools and/or programs as appropriate
3. Homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by SCOE
4. Families and pupils experiencing homelessness receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
5. Parents and guardians experiencing homelessness are informed of the educational and related opportunities available to their children and that they are provided with meaningful opportunities to participate in the education of their children
6. Public notice of the educational rights of homeless pupils is disseminated in locations frequented by parents and guardians of homeless children and youth and by unaccompanied youth, including schools, shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless pupils and unaccompanied youth
7. Enrollment disputes are mediated in accordance with law and the "Dispute Resolution Process" below
8. Unaccompanied youth and the parents or guardians of homeless pupils are fully informed of transportation services, including transportation to the school of origin, and assisted in accessing transportation to the school of choice
9. School personnel providing services to pupils experiencing homelessness receive professional development and other support. Training will be offered at least annually to certificated and classified staff who are providing services to pupils experiencing homelessness and relate to both of the following: SCOE's homeless education program policies, and recognizing signs that pupils are at-risk of, or experiencing, homelessness.
10. Unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other pupils, and are informed of their status as independent students under 20 USC section 1087vv and that they may receive assistance from the SCOE homeless liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC section 1090
11. The SCOE liaison will coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless pupils, including the collection and provision of comprehensive data to the state coordinator as required by law.

SCOE's homeless liaison shall inform the parents/guardians of homeless children and youth, unaccompanied youth, school personnel, service providers, and advocates working with homeless families of the duties of the liaison. SCOE's homeless liaison shall also provide their name and contact information to the California Department of Education (CDE) for publishing on CDE's web site. (42 USC § 11432)

In addition, the homeless liaison may participate in expulsion proceedings for **SCOE's homeless pupils, including participating in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a homeless pupil** ~~these for pupils with exceptional needs.~~ (Ed. Code, §§ 48918.1, 48915.5.)

Enrollment

Academic placement decisions for youth experiencing homelessness shall be based on the pupil's best interest. SCOE shall consider pupil-centered factors related to the pupil's best interest, including those related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the pupil's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 U.S.C. § 11432.)

In determining a pupil's best interest, a pupil experiencing homelessness shall, to the extent feasible, be placed in the school of origin, unless the pupil's parent/guardian or the unaccompanied youth requests otherwise. (Ed. Code, § 48852.7; 42 USC § 11432)

School of origin means the school that the homeless pupil attended when permanently housed or the school in which the pupil was last enrolled, including a preschool. If the school the homeless pupil attended when permanently housed is different from the school in which the pupil was last enrolled, or if there is some other school that the pupil attended within the preceding 15 months and with which the pupil is connected, SCOE's liaison shall determine, in consultation with and with the agreement of the homeless pupil and the person holding the right to make educational decisions for the pupil, and in the best interests of the homeless pupil, which school shall be deemed the school of origin. (Ed. Code, § 48852.7; 42 USC § 11432)

Pupils experiencing homelessness will be immediately enrolled even if the pupil is missing records normally required for enrollment. The homeless liaison can assist in obtaining necessary records, including those regarding immunizations or academics.

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 U.S.C. § 11432.)

If a dispute arises over eligibility, school selection or enrollment, the matter will be referred to SCOE's homeless liaison, who shall gather all relevant documents and carry out the dispute resolution process, as set forth below, as expeditiously as possible. (42 U.S.C. § 11432.)

Dispute Resolution Process

Pursuant to a process established by **CDE** ~~the California Department of Education (CDE)~~, Local Educational Agencies (LEAs) appeal unresolved eligibility, school selection, and enrollment matters regarding homeless pupils to SCOE.

When a dispute is unresolved or is appealed, the LEA's homeless liaison, with the approval of the parent, guardian or unaccompanied youth, shall forward all written documentation and related paperwork to the homeless liaison at SCOE. Upon receipt of a dispute, SCOE will utilize the following dispute resolution process:

- The SCOE liaison will review the materials submitted by the involved LEA and determine the eligibility, school selection, or enrollment decision within five (5) working days of receipt of the materials. The SCOE liaison will notify the LEA and parent, guardian or unaccompanied youth of the decision.
- The SCOE liaison will provide a written explanation of the decision regarding eligibility, school selection, or enrollment to the LEA and the parent, guardian or unaccompanied youth. The written explanation shall include information regarding the right of the parent, guardian or unaccompanied youth to appeal the SCOE liaison's decision to the State Homeless Coordinator. The written explanation shall be complete, as brief as possible, simply stated, and provided in a language that the parent, guardian or unaccompanied youth can understand.
- If the dispute remains unresolved or is appealed, the SCOE liaison shall forward all written documentation

and related paperwork to the State Homeless Coordinator who will notify the parent, guardian or unaccompanied youth of the final eligibility, school selection, or enrollment decision within ten (10) working days of receipt of materials.