

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE**

<b>Title:</b> <b>SHOWER ACCESS FOR HOMELESS STUDENTS</b>	<b>Number:</b> <b>AP 5.25</b>
<b>Legal Authority:</b> <b>California Education Code Section 76011</b>	

- A. A homeless student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students 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 lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- B. A homeless student will request shower access through the Homeless At-Risk Transitional Student (HARTS) Program. Students will be required to complete a Shower Access Form and self-certify to meet the criteria.
- C. The HARTS Program Coordinator will confirm the following eligibility requirements before issuing a Shower Access Postcard:
1. Current enrollment;
  2. Possession of a valid CCSF Student ID;
  3. Enrollment fees have been paid, where applicable ;
  4. In good standing with the District; and
  5. Is not currently under sanction for violation of the Code of Student Conduct
- D. If a student meets all of the above criteria, the student will be provided with a Shower Access Postcard that will be valid for one month. The Harts Program Coordinator shall be responsible for assuring that eligibility is maintained.
- E. Shower facilities are located at the Ocean Campus Wellness Center and are available to use by homeless students Monday – Friday 8:00 – 9:00am and 11:00am –3:00 pm. In the event that these hours conflict with the hours of an intercollegiate athletic program, the district will post alternative hours to use the facilities.
- All lockers are “DAY USE ONLY”; lockers are not assigned. Day use lockers are available from 7:00am to 9:00pm. After 9:00 p.m. any locks left on lockers will be cut off. All contents will be removed and held for 1 week and contents will be sent to Campus Police located in Cloud Hall Room 119.
- F. Students must adhere to all CCSF policies, procedures and the code of student conduct when using District Facilities.

New Procedure