

Mt. Diablo USD

Administrative Regulation

Continuation Education

AR 6184
Instruction

Program Components

The curriculum offered by the continuation high school shall enable students to meet requirements for high school graduation prescribed in Education Code 51224-51225.3. (5 CCR 11004)

(cf. 6146.1 - High School Graduation Requirements)

In order to receive a high school diploma, students in continuation education must pass the high school exit examination. (Education Code 60850)

(cf. 6162.5 - Student Assessment)

Instruction in continuation education classes shall be based on individual needs as determined by the findings of the counseling and coordination services. (5 CCR 11002)

The Superintendent or designee shall provide to all minors in the district subject to compulsory continuation education a program that includes: (Education Code 48431; 5 CCR 11001)

1. Personal guidance

(cf. 6164.2 - Guidance/Counseling Services)

2. Occupational guidance

3. Placement in suitable employment whenever the student can benefit from such employment

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work Experience Education)

4. Follow-up services including:

- a. Visitations at places of employment to determine the effectiveness of the guidance and placement services

b. Regular home contacts and parent conferences when students are not succeeding in the continuation program

(cf. 6020 - Parent Involvement)

c. Regular contacts with students enrolled for only four hours per week and all students suspended from continuation education with the intent of eventually returning them to the full-time continuation education program

The continuation high school shall be conducted for not less than 175 days during a school year. (5 CCR 11004)

Program Administration

The Director of Alternative Education shall be responsible for the organization and administration of the district's continuation education program and guidance, placement and follow-up. (5 CCR 11000)

Involuntary Transfer

Students eligible for continuation education classes shall be age 16 or 17 at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413)

A decision to transfer a student involuntarily into continuation education classes shall be based on a finding that the student meets one of the following conditions:

1. The student committed an act enumerated in Education Code 48900.

Involuntary transfer to a continuation high school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

2. The student has been habitually truant or irregular in legally required school attendance.

An Involuntary Transfer may be requested after the school administration has made a referral to the district's School Attendance Review Board (SARB) and there has been at least 10 business days since the SARB hearing in order to assess the School Attendance Review Board/Juvenile Court Directive. If a high school principal determines that a student has not complied with the School Attendance Review Board/Juvenile Court Directive, the high school principal may request an Involuntary

Transfer

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Truancy)

Prior to a high school principal requesting an Involuntary Transfer, the student and parent/guardian shall be given written notice of the specific facts and reasons for the proposed transfer. The high school principal must meet with the student and parent/guardian, unless the parent/guardian declines, to review the specific facts and reasons for the proposed transfer, including information regarding the students academic, attendance and disciplinary record along with interventions that have been provided by school officials.

If the high school principal chooses to request an Involuntary Transfer following the parent/guardian conference, the high school principal must forward a request for transfer in writing to the Director of Alternative Education along with supporting documentation.

Within five calendar days of receipt of the high school principal's request for transfer and all supporting documentation, the Director of Alternative Education shall notify the parent/guardian that a request for transfer has been made and inform them of their right to request a meeting with the Alternative Education Transfer Panel regarding the request. The parent or guardian must request this meeting within five calendar days of notice of right to request a meeting. The Alternative Education Transfer Panel consists of the Directors of Alternative Education and Student Services, Principal of Continuation School, Principal of non-sending High School.

(cf. 5145.6- Parental Notifications)

If a meeting is requested with the Alternative Education Transfer Panel, the meeting shall be held within 10 calendar days of the receipt of the request for meeting. The specific facts and reasons for the proposed transfer shall be reviewed with the parent/guardian and student if present. The student and parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented, and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her at the meeting.

A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and parent/guardian within five business days of the meeting. It shall indicate whether the decision is subject to periodic review and the procedure for such review. The written notice will also include information regarding appeal procedures.

If the parent/guardian does not request a meeting with the Alternative Education Transfer Panel regarding the request for Involuntary Transfer to a Continuation School within five calendar days of notice of right to request a meeting, the Director of Alternative Education shall forward the parent a written determination regarding the request for transfer within 10 business days of receipt for transfer, along with applicable appeal

procedures.

An Involuntary Transfer to a continuation school shall extend beyond the end of the semester following the semester when the acts leading to the Involuntary Transfer occurred pending a yearly review of the Involuntary Transfer at the request of the pupil's parent or guardian. The Alternative Education Transfer Panel shall conduct the yearly review of the Involuntary Transfer to determine placement.

Requirements and procedures for graduation described in Policy 6146.1 apply for students transferring to a comprehensive or alternative school.

(cf. 6146.1 - High School Graduation Requirements)

Special education students may not be transferred without an IEP meeting that includes the parent/guardian, student, and appropriate district staff.

Appeal of Involuntary Transfer to a Continuation School

A student and parent/guardian shall have the right to appeal an Involuntary Transfer to a Continuation School. Written notice of the right to appeal and applicable procedures shall be included in the written decision by the Alternative Education Transfer Panel to grant a request for Involuntary Transfer to a continuation school.

The appeal must be in writing and presented to the Assistant Superintendent of Pupil Services and Special Education within five business days of receipt of the Alternative Education Transfer Panel's decision to grant a transfer.

Following receipt of the request for appeal, the Assistant Superintendent of Pupil Services and Special Education shall notify the parent/guardian of a meeting to consider the appeal. The meeting shall be held within 10 business days of the receipt of the request for appeal.

At the meeting, the student and parent/guardian shall be afforded the opportunity to present evidence on the student's behalf supporting their appeal. The student may designate one or more representatives and witnesses to be present with him/her at the meeting.

A written decision regarding the appeal of Involuntary Transfer to a Continuation School, stating the facts, reasons for the decision and the assigned school, shall be sent to the student and parent/guardian within five business days of the parent/guardian meeting. The decision shall be final.

(cf. 5144.11 - Involuntary Transfer to Continuation School)

Voluntary Enrollment

With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation high school in order to receive special attention such as individualized instruction. Students so enrolled may return to the regular high school at the beginning of the following school year, or at any time the Superintendent or designee gives consent. (Education Code 48432.5)

Requirements and procedures for graduation described in Policy 6146.1 apply for students transferring to a comprehensive or alternative school.

Special education students require an IEP meeting that includes the parent/guardian, student, and appropriate district staff.

Students eligible for continuation education classes shall be age 16 or 17 at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413)

A student shall be encouraged to voluntarily enroll in continuation high school if the student has failed to make adequate progress to graduation, ~~as determined by the systematic review of pupils upon reaching the age of 16 or prior to the end of 10th grade whichever occurs first.~~

Adequate progress is defined by credits earned. A student shall be initially designated as not achieving adequate progress if he/she has earned:

~~50 or fewer credits at the end of the first (9th grade) year~~

~~100~~ 99 or fewer credits at the end of the second (10th grade) year

~~155~~ 154 or fewer credits at the end of the third (11th grade) year

(cf. 6164 - Tenth Grade Counseling)

(cf. 5123 -Promotion/Acceleration/Retention)

A pupil who has voluntarily transferred to a continuation high school shall have the right to return to the regular high school at the beginning of the following school year and with the consent of the Assistant Superintendent of Pupil Services and Special Education, may return at any time.

Reenrollment

Any person age 16 or 17 who left school after obtaining a certificate of proficiency may reenroll in the district without prejudice. For special education students, an IEP meeting must be called to address placement. If the student leaves a second time, the Superintendent or designee may deny reenrollment until the beginning of the next semester unless the student is a special education student who remains eligible for services. (Education Code 48414)

Leaves of Absence

A student enrolled in compulsory continuation education classes may take a leave of absence for up to two semesters for the purpose of supervised travel, study, training or work in accordance with law, Board policy and administrative regulation. (Education Code 48416)

(cf. 5112.3 - Student Leave of Absence)

Minimum Attendance Requirement

Each student in the continuation education high school shall attend classes for not less than four 60-minute hours per week for the regular school term. The requirement may be met by attendance in a continuation education class and/or regional occupational center or program. (Education Code 48400)

If a student subject to compulsory attendance in continuation education classes cannot give satisfactory proof of regular employment, the student shall attend continuation education classes and/or a regional occupational center or program for not less than 15 hours per week during the period of unemployment. (Education Code 48402)

Regulation MT. DIABLO UNIFIED SCHOOL DISTRICT
approved: April 8, 2003 Concord, California