

Mt. Diablo USD

Administrative Regulation

Voluntary Enrollment Procedures For Continuation Schools

AR 6184.1

Instruction

Characteristics of students who benefit from continuation school placement: need to make up credit deficiencies, need for a shortened day in order to link to vocational experiences, functions well in classes of 27, potential to achieve grade level standards, and has independent learning and social skills. Includes students 18 years or older who have not passed CAHSEE (California High School Exit Exam)

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 school if the student has failed to make adequate progress to graduation.

Adequate progress is defined by credits earned. A student shall be initially designated as deficient in credits if he/she has earned:

99 or fewer credits at the end of the second (10th grade) year
154 or fewer credits at the end of the third (11th grade) year

~~Referral Forms shall be completed at the referring school or agency and sent with the cum file, current activity (discipline) tracker, attendance records and transcript to either Olympic or to the Alternative Education Office (for Necessary Small Schools). Incomplete forms/files will be returned to the referring school or agency. If the school requested is at capacity, the referring administrator will be contacted and options will be reviewed.~~

Referral Forms shall be completed at the referring school or agency and sent to the Alternative Education Office, Wing D – Dent Center for review and approval.

If the student is not currently enrolled in MDUSD, send the Referral form along with the cum file, current activity (discipline) tracker, attendance records and transcript.

Incomplete forms/files will be returned to the referring school or agency. If the school requested is at capacity, the referring administrator will be contacted and options will be reviewed.

Note that:

* Applicants should be deficient in credits to the point that summer school and adult education would not make up the difference.

- * ~~The attendance report MUST be included, accompanied by SARB papers if that process has been started.~~ Any SARB Documentation MUST be included. If attendance is less than 70%, there should be evidence that the school of residence has begun the School Attendance Review Board (SARB) procedure.
- * The application should be completely filled out, signed by student and parent/guardian. If no signature, there should be a note indicating the date of phone call of consent.
- * ~~Complete transcripts, most recent report card, and activity tracker/discipline records MUST be included with the cum file.~~
- * Contact the Director of ~~Alternative Education~~ Student Services for any referrals of students under age sixteen.
- * All boxes indicating what is being sent must be checked. If nothing applies, write N/A.

Special Education

- * ~~High School Administrator initiating referral should contact NSHS/Olympic Site Administrator and forward a complete application packet with a current complete Individual Education Plan (IEP) and goals and last Psych report to the Alternative Education Office at least 2 weeks before scheduling the possible IEP.~~ **High School Administrator initiating referral should contact NSHS or Olympic Site Administrator and have them request Provider status for the student in order to review SEIS file at least 2 weeks before scheduling the possible IEP.**
- * A pre-meeting or phone conversation will take place between NSHS or Olympic administrator, NSHS or Olympic RS, and school of residence case manager and other staff to review appropriateness of referral, prior to an IEP being scheduled. If there is disagreement, the Olympic or NSHS administrator or sending school administrator will contact the Program Specialist will be included and the case will be presented to the Special Education Managers' Meeting for review.
- * Annual IEP and three-year evaluation must be completed by the school of residence prior to entry if they are due within 3 months of the start date.
- * ~~School of residence Special Education case manager will contact the NSHS/Olympic administrator and NSHS/Olympic Resource Specialist to schedule the IEP at a mutually convenient time.~~ School of attendance Special Education case manager will contact the NSHS or Olympic administrator and NSHS or Olympic Resource Specialist to schedule the IEP at a mutually convenient time and add them as a Provider to the student in SEIS.
- * ~~The IEP face sheet will be completed at the IEP meeting by the NSHS/Olympic Resource Specialist. The appropriate level of specialized instruction and other services will be determined at the meeting.~~ The school of attendance case manager will

complete the IEP in SEIS, including Affirm & Attest and then designate the new case manager in SEIS. The appropriate level of specialized instruction and other services will be determined at the IEP meeting.

- (cf. 5144.11-Involuntary Transfer to the Continuation School)
- (cf. 6164 - Tenth Grade Counseling)
- (cf. 5123 - Promotion/Acceleration/Retention))
- (cf. 5112.1- Exemptions from Attendance)
- (cf. 6030 - Integrated Academic and Vocational Instruction)
- (cf. 6158 - Independent Study)
- (cf. 6164.2 - Guidance/Counseling Services)
- (cf. 6178 - Vocational Education)
- (cf. 6178.1 - Work Experience Education)

Regulation approved: MT. DIABLO UNIFIED SCHOOL DISTRICT
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