

Administrative Regulation

AR 6184

Instruction

Continuation Education

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)

***Note: Education Code 60850 requires that, beginning in 2005-06, all students must pass the high school exit exam in order to receive a diploma. ***

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 continuation 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

***Note: Districts that assign students to continuation schools are mandated by Education Code 48432.5 to adopt rules and regulations governing procedures for involuntary transfer of students to continuation schools. ***

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 either of the following conditions: (Education Code 48432.5)

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

Involuntary transfer to a continuation 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. (Education Code 48432.5)

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

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

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

***Note: Education Code 48432.5 mandates that the district's rules and regulations pertaining to involuntary transfer of students to continuation schools contain the following provision regarding notice to the student and parent/guardian. ***

(cf. 5145.6 - Parental Notifications)

A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and parent/guardian. It shall indicate whether the decision is subject to periodic review and the procedure for such review. (Education Code 48432.5)

The persons making the final decision for involuntary transfer shall not be members of the staff of the school in which the student is enrolled at the time. (Education Code 48432.5)

No 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. (Education Code 48432.5)

A. If the parent/guardian disapproves of the proposed transfer and the Committee continues its recommendation, both the student and parent/guardian will be informed by certified mail that they have a right to request a meeting with the Superintendent or his/her designee prior to the transfer.-(Education Code 48432.5)

B. If the Superintendent chooses to designate a panel to act in his behalf, such panel shall consist of three (3) or more Certificated employees of the District. No member of the panel shall be a member of the staff of the school in which the pupil is enrolled.

C. Written notice of the meeting shall be forwarded by certified mail to the pupil and parent/guardian at least five (5) days prior to the date of the meeting.

D. The Superintendent or the panel designated by the Superintendent shall:

- 1. review the materials*
- 2. give the student or parent/guardian the opportunity to be heard and to review any of the supporting data (the pupil may designate one or more representatives and witnesses to be present with him or her at the meeting)*
- 3. carefully consider the information available and make a decision in the best interest of the student.*

E. The student and parent/guardian shall be informed of the panel's decision by certified mail, including the following:

1. *facts and reasons for the decision;*
2. *that the decision shall be subject to a yearly review upon request by the student or parent/guardian;*
3. *copy of review procedures.*

F. Annual Review – Involuntary Transfer

1. *An involuntary transfer shall be reviewed yearly upon the request of the pupil or the pupil's parent/guardian to determine whether the pupil's best interests will be served by remaining in the continuation program or by returning to a comprehensive high school.*
2. *A requested review shall be carried out by a review committee the composition of which will include designees of the Superintendent and include, among others, persons in the categories of assistant principals, welfare and attendance coordinators, counselors or any of the above and arranged so that they include an individual from the continuation high school, the sending school and possibly another District school.*
3. *The committee shall review and evaluate the student's attendance, achievement, behavior motivation and attitude.*
4. *The student under review may be asked to meet with the committee.*
5. *The committee shall determine whether the best interests of the student shall be met by remaining in the continuation program or by returning to a comprehensive high school.*
6. *The decision, with its rationale, shall be sent to the student and parent/guardian by certified mail. Notification that they may appeal the decision to the Superintendent or his/her designee shall be included.*

***Note: Pursuant to Education Code 48432.5, the limit on the duration of the involuntary transfer may be extended on a case-by-case basis if the Board adopts a procedure for conducting yearly review at the student's or parent/guardian's request. The following paragraph is optional. ***

Reenrollment

Any person age 16 or 17 who left school after obtaining a certificate of proficiency may reenroll in the district without prejudice. If the student leaves a second time, the Superintendent or designee may deny reenrollment until the beginning of the next semester. (Education Code 48414)

Minimum Attendance Requirement

Each student in the continuation education program 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)

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