

## **Students**

### **CONTINUATION EDUCATION**

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#### **Program Components**

The district's continuation education program shall include the following components:

1. Curriculum that prepares students to meet the course requirements for graduation prescribed in Education Code 51224-51225.3 (5 CCR 11004)
2. A plan to coordinate instruction and training in the continuation education program with the student's home, employment, and other agencies (5 CCR 11003)
3. Instruction based on individual student needs as determined by counseling and coordination services (5 CCR 11002)
4. Personal guidance in matters affecting students' personal, social, and educational adjustment (5 CCR 11001)
5. Occupational guidance to prepare students for future employment opportunities (5 CCR 11001)
6. Placement in suitable employment whenever students can benefit from such employment, and follow-up visitations at places of employment to determine the effectiveness of the guidance and placement services (5 CCR 11001)
7. Regular home contacts and parent conferences when students are not succeeding in the continuation program (5 CCR 11001)
8. 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 (5 CCR 11001)
9. Regular communication with all parents/guardians regarding their child's progress in the educational program
10. Opportunities for parent/guardian and community involvement in school activities and program planning

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11. Student support services that may include, but are not limited to, academic support services, health services or referrals, child care and development services for the children of enrolled students, and/or prevention and intervention services for alcohol or substance abuse
12. Professional development that includes opportunities for teachers to continually improve their instructional and classroom management skills
13. Efforts to ensure school safety and promote a positive school climate

### **Involuntary Transfer**

A decision to transfer a student involuntarily into continuation education classes shall be based on a finding that the student: (Education Code 48432.5)

1. Committed an act enumerated in Education Code 48900
2. Has been habitually truant or irregular in attendance from instruction the student is lawfully required to attend.

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 an act enumerated in Education Code 48900 is committed 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)

Prior to an involuntary transfer, the student and the student's parent/guardian, or a foster youth's educational rights holder, attorney and social worker, or if the child is an Indian, the child's tribal social worker, and if applicable, county social worker, shall be given written notice that a meeting may be requested with the Superintendent or designee. (Education Code 48432.5)

At the meeting, the student and the student's parent/guardian, or, if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian the child's tribal social worker, or, if applicable, county social worker, shall be informed of the specific facts and reasons for the proposed transfer, and 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

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representatives and witnesses to be present with the student at the meeting. (Education Code 48432.5)

A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and the student's parent/guardian or, if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or, if the student is an Indian, the child's tribal social worker, or, if applicable county social worker. 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)

### **Voluntary Enrollment**

As space permits, students who meet the eligibility criteria specified in Board policy may voluntarily enroll in a continuation school. A student may be considered for placement in the continuation school whenever the student's parent/guardian submits a written request to the Superintendent or designee or the student is referred by a counselor or school administrator.

Approval of a student's voluntary transfer shall be based on a finding that the placement will promote the educational interests of the student. (Education Code 48432.3)

Voluntary enrollment shall be subject to the following conditions: (Education Code 48432.3, 48432.5)

1. A student's voluntary placement in continuation education shall not be used as an alternative to expulsion unless alternative means of correction have been attempted pursuant to Education Code 48900.5.
2. The district shall strive to ensure that no specific group of students, including a group based on race, ethnicity, language status, or special

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needs, is disproportionately enrolled in continuation education within the district.

3. The Superintendent or designee shall annually review disaggregated student enrollment data and report such data to the Governing Board. If it is determined that one or more student groups are enrolled in continuation education at a significantly higher level than their proportional enrollment in the district, the Superintendent or designee shall conduct a review of enrollment criteria and procedures to determine the reason for the disproportionate enrollment.
4. A copy of this administrative regulation and accompanying Board policy shall be provided to a student whose voluntary transfer to a continuation school is under consideration and to his/her parent/guardian.
5. Before a student is transferred and upon request by his/her parent/guardian, the parent/guardian may meet with a counselor, principal, or administrator from both the school that the student is currently attending and the continuation school to determine if transferring is the best option for the student.
6. To the extent possible, voluntary transfer to a continuation school shall occur within the first four weeks of each semester.
7. The transfer is voluntary and the student has a right to return to the student's previous school.
8. A student who is voluntarily enrolled in continuation education may return to the regular high school at the beginning of the following school year, or at any other time with the consent of the Superintendent or designee.

### **Intake and Orientation**

Upon voluntary or involuntary transfer to a continuation education program, an intake meeting shall be conducted with each student and his/her parent/guardian. At this meeting, the principal or counselor shall provide information about each course and number of credits that the student needs to complete in order to graduate and shall develop an individualized academic plan for the student. The student, and the student's parent/guardian as appropriate,

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shall sign a contract indicating their commitment to these objectives.

In addition, at the beginning of each school year, the district coordinator for continuation education, school counselor(s), or other designee(s) shall provide an orientation session for all incoming students and their parents/guardians in order to explain the credit recovery process and establish expectations for student conduct and participation. As appropriate, extended orientation sessions may be provided to assist students in developing academic, social, communication, anger management, or other skills necessary to success in school.

#### **Minimum Attendance Requirement**

In continuation high schools and classes, a day of attendance shall be at least 180 minutes. (Education Code 46170)

Each student shall attend classes for not less than 15 hours per week. However, if a student gives satisfactory proof of regular employment, he/she may attend classes for not less than four hours per week for the regular school term. These requirements may be met by any combination of attendance in a continuation education class and/or regional occupational center or program. (Education Code 46170, 48402, 48400)

#### **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)

#### **Reenrollment**

Any person age 16 or 17 years who terminated his/her enrollment in continuation school after obtaining a certificate of proficiency may reenroll in the district once 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)

#### **Alternative Education Placement**

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The Alternative Education Committee is comprised of Pasadena Unified School District's (PUSD) continuation principal, the Center for Independent Study principal, counselors at PUSD comprehensive school sites, administrators from the referring school site, and the Child Welfare and Attendance Coordinator.

The Committee is to examine high school transcripts, attendance and discipline records, and interventions that have occurred at the school site. The goal of the Committee is to implement a proactive environment for the student, with the goal of returning to their referring high school with sufficient credits to graduate with their class. The whole student is taken into account. The placement of students in an alternative education setting is determined on a case-by-case basis.

#### Criteria

Prior to the Alternative Education Placement dates, school sites will identify those individuals for appropriate Alternative Placement. School sites will hold a meeting with all counselors and Administrator, to review student's individual needs.

Students must meet certain criteria in order to be accepted in an alternative education environment. While all students who are deficient 30 or more credits are referred to the Alternative Education Committee, some may stay at their referring high school, based upon school site recommendation. There are many facets of a student's record that are taken into account when making this consideration.

#### 1) Credit Deficiency:

##### a. 30 or more credits deficient:

- i. A student with a deficiency of 30 or more credits may be referred to the Alternative Education Committee to be considered for placement at an Alternative Education school or program which will allow the student to make up the deficient credits.

#### 2) Age:

- a. A student must be 16 years old, or older, to be eligible for placement in alternative education.

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- b. If student is enrolled voluntarily in an independent studies school, they can be under the age of 16

#### 3) Academic History:

##### a. Transcript:

- i. Student transcripts must be updated to get an accurate picture of a student's overall academic efficacy.
- ii. The specific courses that a student is deficient in are taken into account:
  - 1. For example, a student may be deficient in English credits, but not deficient in any other subject area. The availability of courses at the referring school and at alternative sites is taken into consideration.

##### b. Current Grades:

- i. The Committee reviews current grades in order to determine whether or not a student is being successful at the referring school, in addition to whether or not the student has been improving.

#### 4) Attendance:

- a. Students with very poor attendance are considered for alternative placement. However, the Committee asks questions such as:
  - i. Has the student been SARB'd?
  - ii. What kind of outreach/intervention has been attempted by the home school?
  - iii. Why has the student missed so much school? Is it:
    - 1. Illness
    - 2. Employment
    - 3. Transportation
    - 4. Personal/Family Circumstances
    - 5. Truancy
    - 6. School Discipline
  - iv. The reasons for a student's absences (if known) are taken into consideration by the Committee.

#### 5) English Learners:

- a. Students based on language fluency level (based on current assessments and other criteria) must remain at the referring school,

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and the referring school will continue to provide EL support and interventions.

- b. A student must be identified as an ELD 3, in current language fluency, or higher in order to be eligible for alternative placement.
- c. Alternative Education Committee to be held with the participation of a LADD Office representative.
- d. As mandated by Ed Code 51225.1 and Ed Code 51225.2, graduation requirements exceptions for foster youth, homeless, children of military families, migrant children, newly arrived immigrant pupils, and eligible probationary youth will be reviewed to determine eligibility for graduation either at the referring school site level or by the Alternative Education Committee.

#### 6) Special Education:

- a. Students designated SDC (Special Day Class) will be reviewed for placement in alternative education, with Special Education coordinator/designee review subject to item c. below.
- b. Students designated at RSP are eligible for alternative placement, but the following condition must be met:
  - i. The IEP team needs to determine if the move to an alternative site is appropriate, and if so, which alternative site will be an environment most conducive to the student's success.
  - ii. A representative from one of the alternative education sites must be invited to participate the IEP meeting of any student that the home school feels needs alternative placement.
  - iii. IEP updated to alternative education site placement in order to meet the needs of the student.
  - iv. The student will be ineligible to attend an alternative site if the move is not reflected in the student's IEP.
- c. Prior to a student referral to the Committee, an IEP meeting must be held to review the support/interventions currently being provided at the home school.
- d. A 30-day review of progress will be conducted to assess placement is appropriate.

#### 7) School Discipline:

- a. PLEASE NOTE: Discipline problems alone are not grounds for a referral to the Alternative Education Committee. All criteria



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mentioned above are taken into consideration. (see Ed Code 48900)

#### Return to Referring School

Students who are on track by grade level and credit accumulation are eligible to return to their referring school.

#### Rose City:

Students who wish to return to referring school need to have an exit review with Alternative Education Administrator/or designee, semi-annually at the completion of first and second quarters.

#### Center for Independent Study:

Students who wish to return to referring school needs to have an exit review with Alternative Education Administrator/or designee, semi-annually, at the completion of first and second semester.

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#### *Policy Reference Disclaimer:*

*These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

<b>State</b>	<b>Description</b>
5 CCR 11000-11010	Continuation education
Ed. Code 46170	Continuation schools; minimum day
Ed. Code 48400	Weekly minimum attendance requirement
Ed. Code 48400-48454	Compulsory continuation education
Ed. Code 48402	Enrollment in continuation education; minors not regularly employed
Ed. Code 48410-48416	Compulsory continuation education; exempt students
Ed. Code 48430-48438	Continuation classes
Ed. Code 48450-48454	Violations
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 48900.5	Suspension, limitation on imposition; exception
Ed. Code 48903	Limitations on days of suspension
Ed. Code 51220-51230	Courses of study; graduation requirements
Fam. Code 7000-7002	Emancipation of minors law
Fam. Code 7050	Purposes for which emancipated minor considered an adult

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#### **Management Resources**

	<b>Description</b>
<i>Court Decision</i>	<i>Nathan G. v. Clovis Unified School District (2014) 224 Cal.App.5th 1393</i>
<i>John W. Gardner Center Publication</i>	<i>Raising the Bar, Building Capacity: Driving Improvement in California's Continuation High Schools, May 2012</i>
<i>Website</i>	<a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>
<i>Website</i>	<a href="#"><u>California Continuation Education Association</u></a>
<i>Website</i>	<a href="#"><u>John W. Gardner Center for Youth and Their Communities, Stanford School of Education</u></a>
<i>Website</i>	<a href="#"><u>California Department of Education</u></a>

#### **Cross References**

#### **Policy**

	<b>Description</b>
0410	<a href="#"><u>Nondiscrimination In District Programs And Activities</u></a>
0420.4	<a href="#"><u>Charter School Authorization</u></a>
0420.4	<a href="#"><u>Charter School Authorization</u></a>
0450	<a href="#"><u>Comprehensive Safety Plan</u></a>
0450	<a href="#"><u>Comprehensive Safety Plan</u></a>
0460	<a href="#"><u>Local Control And Accountability Plan</u></a>
0460	<a href="#"><u>Local Control And Accountability Plan</u></a>
0470	<a href="#"><u>COVID-19 Mitigation Plan</u></a>
0500	<a href="#"><u>Accountability</u></a>
1240	<a href="#"><u>Volunteer Assistance</u></a>
1240	<a href="#"><u>Volunteer Assistance</u></a>
1400	<a href="#"><u>Relations Between Other Governmental Agencies And The Schools</u></a>
3515	<a href="#"><u>Campus Security</u></a>
3515	<a href="#"><u>Campus Security</u></a>
3515.3	<a href="#"><u>District Police/Security Department</u></a>
3515.3	<a href="#"><u>District Police/Security Department</u></a>
4131	<a href="#"><u>Staff Development</u></a>
5030	<a href="#"><u>Student Wellness</u></a>
5112.1	<a href="#"><u>Exemptions From Attendance</u></a>
5112.1	<a href="#"><u>Exemptions From Attendance</u></a>
5112.3	<a href="#"><u>Student Leave Of Absence</u></a>
5112.3	<a href="#"><u>Student Leave Of Absence</u></a>
5113	<a href="#"><u>Absences And Excuses</u></a>
5113	<a href="#"><u>Absences And Excuses</u></a>
5113.1	<a href="#"><u>Chronic Absence And Truancy</u></a>
5113.1	<a href="#"><u>Chronic Absence And Truancy</u></a>
5113.11	<a href="#"><u>Attendance Supervision</u></a>
5113.2	<a href="#"><u>Work Permits</u></a>

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5113.2	<a href="#"><u>Work Permits</u></a>
5121	<a href="#"><u>Grades/Evaluation Of Student Achievement</u></a>
5121	<a href="#"><u>Grades/Evaluation Of Student Achievement</u></a>
5126	<a href="#"><u>Awards For Achievement</u></a>
5126	<a href="#"><u>Awards For Achievement</u></a>
5131	<a href="#"><u>Conduct</u></a>
5131.2	<a href="#"><u>Bullying</u></a>
5131.2	<a href="#"><u>Bullying</u></a>
5131.4	<a href="#"><u>Student Disturbances</u></a>
5131.4	<a href="#"><u>Student Disturbances</u></a>
5131.6	<a href="#"><u>Alcohol And Other Drugs</u></a>
5131.6	<a href="#"><u>Alcohol And Other Drugs</u></a>
5131.7	<a href="#"><u>Weapons And Dangerous Instruments</u></a>
5131.7	<a href="#"><u>Weapons And Dangerous Instruments</u></a>
5136	<a href="#"><u>Gangs</u></a>
5136	<a href="#"><u>Gangs</u></a>
5137	<a href="#"><u>Positive School Climate</u></a>
5138	<a href="#"><u>Conflict Resolution/Peer Mediation</u></a>
5141.6	<a href="#"><u>School Health Services</u></a>
5141.6	<a href="#"><u>School Health Services</u></a>
5144	<a href="#"><u>Discipline</u></a>
5144	<a href="#"><u>Discipline</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/Due Process</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/Due Process</u></a>
5144.2	<a href="#"><u>Suspension And Expulsion/Due Process (Students With Disabilities)</u></a>
5145.6	<a href="#"><u>Parent/Guardian Notifications</u></a>
5145.6-E(1)	<a href="#"><u>Parent/Guardian Notifications</u></a>
5146	<a href="#"><u>Married/Pregnant/Parenting Students</u></a>
5147	<a href="#"><u>Dropout Prevention</u></a>
5148	<a href="#"><u>Child Care And Development</u></a>
5148	<a href="#"><u>Child Care And Development</u></a>
6000	<a href="#"><u>Concepts And Roles</u></a>
6011	<a href="#"><u>Academic Standards</u></a>
6020	<a href="#"><u>Parent Involvement</u></a>
6020	<a href="#"><u>Parent Involvement</u></a>
6111	<a href="#"><u>School Calendar</u></a>
6112	<a href="#"><u>School Day</u></a>
6112	<a href="#"><u>School Day</u></a>
6143	<a href="#"><u>Courses Of Study</u></a>
6143	<a href="#"><u>Courses Of Study</u></a>
6146.1	<a href="#"><u>High School Graduation Requirements</u></a>
6146.11	<a href="#"><u>Alternative Credits Toward Graduation</u></a>
6146.11	<a href="#"><u>Alternative Credits Toward Graduation</u></a>

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6146.2	<a href="#"><u>Certificate Of Proficiency/ High School Equivalency</u></a>
6146.2	<a href="#"><u>Certificate Of Proficiency/ High School Equivalency</u></a>
6146.2-E(1)	<a href="#"><u>Certificate Of Proficiency/ High School Equivalency</u></a>
6152	<a href="#"><u>Class Assignment</u></a>
6158	<a href="#"><u>Independent Study</u></a>
6158	<a href="#"><u>Independent Study</u></a>
6159	<a href="#"><u>Individualized Education Program</u></a>
6159	<a href="#"><u>Individualized Education Program</u></a>
6162.5	<a href="#"><u>Student Assessment</u></a>
6162.51	<a href="#"><u>State Academic Achievement Tests</u></a>
6162.51	<a href="#"><u>State Academic Achievement Tests</u></a>
6164.2	<a href="#"><u>Guidance/ Counseling Services</u></a>
6164.5	<a href="#"><u>Student Success Teams</u></a>
6164.5	<a href="#"><u>Student Success Teams</u></a>
6172	<a href="#"><u>Gifted And Talented Student Program</u></a>
6172	<a href="#"><u>Gifted And Talented Student Program</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
6176	<a href="#"><u>Weekend/ Saturday Classes</u></a>
6178	<a href="#"><u>Career Technical Education</u></a>
6178	<a href="#"><u>Career Technical Education</u></a>
6178.1	<a href="#"><u>Work-Based Learning</u></a>
6178.1	<a href="#"><u>Work-Based Learning</u></a>
6178.2	<a href="#"><u>Regional Occupational Center/ Program</u></a>
6179	<a href="#"><u>Supplemental Instruction</u></a>
6181	<a href="#"><u>Alternative Schools/ Programs Of Choice</u></a>
6181	<a href="#"><u>Alternative Schools/ Programs Of Choice</u></a>
6183	<a href="#"><u>Home And Hospital Instruction</u></a>
6185	<a href="#"><u>Community Day School</u></a>
6185	<a href="#"><u>Community Day School</u></a>
6190	<a href="#"><u>Evaluation Of The Instructional Program</u></a>
6200	<a href="#"><u>Adult Education</u></a>
6200	<a href="#"><u>Adult Education</u></a>

## Regulation

## PASADENA UNIFIED SCHOOL DISTRICT

**Approved:** January 23, 1996

Pasadena, California

**Revised:** December 18, 2014; September 9, 2019; June 15, 2023