

REGULATION 6184: Continuation Education
Comparison Chart
 Section: Instruction

SUMMARY OF UPDATE

Summary of Update: Mandated regulation updates sections on “Voluntary Enrollment” and “Intake and Orientation” to reflect NEW LAW (AB 570, 2013) which mandates procedures governing identification, placement, and intake of students who voluntarily enroll in continuation education. Regulation adds optional program components related to parent/guardian communication, parent and community involvement, professional development, support services, and safety and school climate. Regulation also reflects NEW COURT DECISION concluding that districts are not required to exhaust all other means of correction to bring about student improvement before involuntarily transferring a student to a continuation education program.

PARA	Section	Sub-Section	November 19, 2001 CURRENT VERSION	April 2014 REVISED VERSION	CSBA MODIFICATIONS and/or NOTES
			<u>Program Components</u>	No change	
1			The curriculum offered by the continuation high school shall enable students to meet requirements for high school graduation prescribed in Education Code 51224-51225.	Delete	
2			In order to receive a high school diploma, students in continuation education must pass the high school exit examination.	Delete	
3			Instruction in continuation education classes shall be based on individual needs as determined by the findings of the counseling and coordination services.	Delete	
4			The Superintendent or designee shall provide to all minors in the district subject to compulsory continuation education a program that includes:	The district's continuation education program shall include the following components:	
	1		Personal guidance	Curriculum that prepares students to meet the course requirements for graduation prescribed in Education Code 51224-51225.3	

	2		Occupational guidance	A plan to coordinate instruction and training in the continuation education program with students' parents/guardians, employment, and other agencies	
	3		Placement in suitable employment whenever the student can benefit from such employment	Instruction based on individual student needs as determined by counseling and coordination services	
	4		Follow-up services including:	Personal guidance in matters affecting students' personal, social, and educational adjustment	
		a	Visitations at places of employment to determine the effectiveness of the guidance and placement services	Delete	
		b	Regular home contacts and parent conferences when students are not succeeding in the continuation program	Delete	
		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	Delete	
	5		The continuation high school shall be conducted for not less than 175 days during a school year.	Occupational guidance to prepare students for future employment opportunities	
				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	#6-13 New sub-sections added
				7. Regular home contacts and parent conferences when students are not succeeding in the continuation program	

				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	
				9. Regular communication with all parents/guardians regarding their child's progress in the educational program	CSBA NOTE: Items #9-13 are optional and may be revised to reflect district practice
				10. Opportunities for parent/guardian and community involvement in school activities and program planning	
				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	
			<u>Program Administration</u>	Delete	
1			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.	Delete	
			<u>Involuntary Transfer</u>	No change	

1		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.	Delete	
2		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:	No change	
	1	The student committed an act enumerated in Education Code 48900.	No change	
	2	The student has been habitually truant or irregular in legally required school attendance.	The student has been habitually truant or irregular in attendance from instruction he/she is lawfully required to attend.	
3		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.	No change	
4		Prior to an involuntary transfer, the student and parent/guardian shall be given written notice that they may request a meeting with the Superintendent or designee.	No change	
5		At the meeting, the student or parent/guardian shall be informed of the specific facts and reasons for the proposed transfer. The student or 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	No change	

		witnesses to be present with him/her at the meeting.		
6		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.	No change	
7		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.	No change	
8		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.	No change	
9		However, at the request of a student or parent/guardian, the Superintendent or designee shall conduct an annual review of the involuntary transfer.	Delete	
		<u>Voluntary Enrollment</u>	No change	
1		With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation classes 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.	Delete	
			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 his/her	New paragraphs and sections added

				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.	
				Voluntary enrollment shall be subject to the following conditions:	
				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 needs, is disproportionately enrolled in continuation education within the district.	
				2. (cont) 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.	

			3. 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.	
			4. 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.	
			5. To the extent possible, voluntary transfer to a continuation school shall occur within the first four weeks of each semester.	
			6. 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.	
			<u>Intake and Orientation</u>	New section and paragraphs added
			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 his/her parent/guardian as appropriate, shall sign a contract indicating their commitment to these objectives.	CSBA NOTE: Pursuant to Education Code 48432.3, as added by AB 570 (Ch. 365, Statutes of 2013), districts that allow students to voluntarily enroll in continuation education are mandated to adopt intake procedures for such students. This section addresses intake and orientation for all students enrolled in continuation education and may be revised to reflect district practice.

				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 help them understand 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	Section added
				In continuation high schools and classes, a day of attendance shall be at least 180 minutes.	CSBA NOTE: Pursuant to Education Code 46170, the minimum school day for continuation high schools and classes is 180 minutes and no student will be credited with more than 15 hours of attendance per school week for apportionment purposes. However, the California Department of Education's web site reports that many continuation high schools provide full-day programs that exceed the minimum daily requirement. This section may be revised to reflect district practice.
				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.	
			Reenrollment	Delete	Section moved/placed after "Leaves of Absence" Section

1		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.	Delete	
		<u>Leaves of Absence</u>	No change	
1		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.	No change	CSBA NOTE: Pursuant to Education Code 48416, students age 16-18 years may take leaves of absence in accordance with law provided that the Board has adopted policy allowing such leaves of absence; see BP/AR 5112.3 - Student Leave of Absence. This optional section is for use by districts that allow such leaves of absence for students in compulsory continuation education classes.
		<u>Minimum Attendance Requirement</u>	Delete	This section moved/placed to section prior to "Leaves of Absence".
1		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.	Delete	
2		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.	Delete	
			<u>Reenrollment</u>	

				<p>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.</p>	
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