



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Enrollment in Continuation High Schools

NUMBER: BUL-2430.1

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ROUTING
Local District
Superintendents
Local District
Instructional Directors
High School Principals
School Administrative
Assistants

PURPOSE: The purpose of this bulletin is to provide all schools and offices with guidelines for students enrolling in and attending continuation high schools, including independent study in the continuation high school.

MAJOR CHANGES: This bulletin replaces BUL-2430.0 of the same title published May 9, 2006. A major change is that students may enroll from schools outside of the District directly to continuation high schools.

GUIDELINES: The following guidelines apply.

I. BACKGROUND

Continuation high schools are designed to meet the social and educational needs of students who are deemed at risk of not completing high school graduation requirements. The small campus size fosters close relationships among students and teachers, providing equal emphasis on academic instruction and personal guidance. They do this through personalized and direct instruction for all students, focusing on the students’ learning strengths. The goal for each student is to make up credit deficiencies and either graduate from the continuation school or transfer back to the traditional high school.

II. PUPIL ELIGIBILITY

Continuation high schools should not be viewed as a routine placement for students with poor attendance, behavioral problems or who enroll late, but should be a positive educational alternative for students with specific needs that can best be met at the continuation high school.

Students who are eligible to enroll in a traditional comprehensive District high school are eligible to attend a continuation high school if they meet the criteria below:



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- A. Pursuant to Ed Code Section 48400, students must be at least 16 years old to attend a Continuation High School.
- B. Students 18-19 years of age may be eligible if they have been continuously enrolled in a District school and have unusual educational needs, such as a limited number of courses to qualify for graduation.
- C. Students who are 20 years of age or older shall be provided assistance and support from the principal or counselor to immediately enroll in Adult School, Occupational Center, or prepare and register for the HiSET (High School Equivalency Test).
- D. Students meeting the age criteria who are also legally employed with work schedules that prohibit attendance at a traditional high school may be eligible.
- E. Students with an Individualized Education Plan (IEP) may attend a continuation high school if their IEP specifies that a continuation high school setting meets the students' needs. As part of preparatory activities for the IEP team meeting, District staff shall communicate with Local District Special Education Service Center staff and the continuation high school principal to obtain information to share with the IEP team. The decision to attend continuation high school must be made in concurrence with the IEP committee, the Local District Special Education Office, and the continuation school Principal.
- F. English Learners: To ensure the appropriate placement of English Learners at a continuation high school, the following guidelines apply:
 - 1. Students enrolled in ELD 1AB or 2AB should not be referred to a continuation high school.
 - 2. Students enrolled in ELD Level 3AB can be referred to a continuation high school on a case-by-case basis with a Student Support and Progress Team (SSPT) referral.
 - 3. Students enrolled in ELD Level 4AB can be referred to a continuation high school with an SSPT referral.
 - 4. Long Term English Learners (LTEL) can be referred to a continuation high school with an SSPT referral

III. TRANSFER OF STUDENTS TO A CONTINUATION HIGH SCHOOL

Pursuant to the aforementioned eligibility requirements for students to be transferred to a continuation high school, the following transfer



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types are available:

- A. Voluntary Transfer: A student, in agreement with the parent and principal or a designee, may transfer voluntarily to a continuation high school. A student who has voluntarily transferred shall have the right to return to the traditional high school at the beginning of the following semester or, with the consent of the traditional high school, at any time.
- B. Involuntary Transfer: Pursuant to E.C. 48432.5, a decision to transfer the student involuntarily shall be based on finding that the student committed an act enumerated in Section 48900, or had been habitually truant or irregular in attendance from instruction that he or she is lawfully required to attend, and that the continuation high school is determined by the Student Discipline and Expulsion Support (SDES) Unit to be the most appropriate placement for the student.
 1. Per Delegation of Authority by the board of Education, the SDES Unit is given the responsibility to ensure that all expelled students are provided with the most suitable placement that is conducive to promote student success. Therefore, placement of expelled students who are age 16 and older at a continuation high school by the SDES Unit shall be taken as a prioritized involuntary transfer when deemed the most appropriate placement for the student.
 2. Per District policy outlined in BUL-6362.0, Opportunity Transfer (O.T.) – Policy and Procedures, dated January 16, 2015, students may be involuntarily transferred to a continuation high school for behavior intervention reasons. Such transfer is considered an opportunity transfer and all the requirements described in BUL-6362.0 shall be followed.
 3. Except for expelled students (who are not yet reinstated from Expulsion), no involuntary transfer shall extend beyond the end of the semester following the semester during which the acts leading directly to the involuntary transfer occurred, unless the school, student and parent/guardian agree to remain voluntarily.
 4. Students who are involuntarily transferred to a continuation high school shall have the right to return to the regular high school at the beginning of the school year and, with the consent of the Local District Superintendent or designee, may return at any time.



IV. ENROLLMENT PROCEDURES

The school of attendance shall conference with the student and parent or guardian regarding educational options for the student, including but not limited to on-site interventions, School Attendance Review Board (SARB), opportunity transfers, community day school, and continuation high school.

- A. When a decision is made to transfer to a continuation high school, the school of attendance shall contact the requested continuation high school. The school of attendance should provide the continuation high school with pertinent student information and set up an appointment for an intake conference.
1. For students and parents: The purpose of the intake conference is to provide an opportunity to visit the schools, meet with the principal, learn first-hand about the unique features and requirements of the school, and have the opportunity to ask and receive answers to their questions.
 2. For the continuation high school principal: The intake interview provides an opportunity to review a student's academic progress, set goals, begin to develop a plan to achieve those goals and determine if enrollment at the continuation school is in the best interest of the student. For students with an IEP, the IEP team determines if the continuation high school meets the student's unique needs.
 3. The school of attendance shall initiate check-out procedures only after an agreement is made with the continuation high school to enroll the student. The school of attendance should send check-out marks for all classes in which the student is currently enrolled, a copy of the transcript for all work completed, and a student transfer form, which includes immunization records, to the continuation high school.
 4. For students with IEPs, placement in the continuation high school is determined by the IEP team. For students without IEPs, if the nearest continuation high school is unable to enroll the student, it is the responsibility of the referring school administrator to find another appropriate educational setting in the District for the student. Enrollment appeals may be addressed to the Local District office.
 5. The referring schools and the receiving continuation school should work together to ensure that a student is not absent from school. The check-out dates and enrollment dates should be within a 48-hour period.



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- B. Students entering from independent charter high schools or other schools outside of LAUSD who now live within LAUSD boundaries may enroll directly with proper enrollment documentation, which includes verification of check-out from the previous school. The Principal shall meet with the parent and student for an intake interview.

The continuation school receiving students directly from outside of the District becomes the official school of attendance. As such, all policies and procedures pertaining to the responsibilities of the school of attendance apply.

If a student who enrolled directly from outside the District is unsuccessful at the continuation high school, the continuation high school shall collaborate with the comprehensive high school of residence to determine the next appropriate placement.

Students under an active expulsion order from independent charter schools or other school districts shall not be enrolled in a continuation high school and shall be referred to the SDES Unit for the state mandated admission process.

- C. The continuation high school shall create an individualized learning Plan (ILP) for each incoming student.

V. COURSES OFFERED

Courses offered in continuation high school are the same as those offered in a traditional high school. Personalized and direct instruction for all students, focusing on their individual learning needs and strengths, is the model for continuation high schools. Students enrolled in continuation high school must meet the same standards-based course and graduation requirements and participate in District and State mandated testing to earn a high school diploma.

Only students who meet the LAUSD high school graduation requirements will be able to participate in the graduation ceremony. See BUL-1295.1, Diploma and Graduation Guidelines.

Credits earned in a continuation high school must be accepted at full value by any other District school to which a student transfers. All marks are subject to Education Code and Board policies.

VI. ATTENDANCE



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Pursuant to Ed Code 46170, the minimum number of minutes of attendance for Continuation education is established by law at 180 minutes per day. The Los Angeles Unified School District has chosen to increase the minimum time for daily attendance to 250 minutes. The minimum of 250 minutes excludes nutrition and lunch periods per Ed. Code Section 46170.

VII. INDEPENDENT STUDY PROGRAM IN CONTINUATION SCHOOL

Independent study is available to students who have been continuously enrolled and are 18 years old and younger. Generally, students 18 years of age or older should be referred to Adult Education Programs.

Students who are under an expulsion order shall be referred to the SDES Unit for approval before enrollment in an independent study program.

In addition, all of the requirements of Independent Study, as noted in District Bulletin 6679, "Guidelines for Independent Study Programs," must be followed in the continuation high school context. **No more than 10% of ADA for independent study pupils in continuation high schools shall be eligible for apportionment credit.** Ed Code Section 51745 (b).

VIII. WORK EXPERIENCE PROGRAM FOR CONTINUATION SCHOOLS

To be enrolled in a continuation school Work Experience Program, a student must be at least 16 and under 18 years old unless the student has been continuously enrolled in a District school before his or her eighteenth birthday. As a general rule, students who are 18 and older should be referred to an Adult Education Program.

The student must be regularly employed for a minimum of 15 hours per week and hold a valid work permit. It is the responsibility of school administration to verify employment and secure proper documentation regarding work experience, i.e., work permit, recent pay stubs.

Students who are enrolled in work experience and are temporarily unemployed must be scheduled to attend 15 hours per week during periods of unemployment.

IX. SERVICES PROVIDED

Attendance and academic services (Pupil Services and Attendance, counseling, testing, transportation, food, psychologist, nurse, etc.) are the same for continuation high school students as for other secondary pupils in the District. Students in continuation high schools will have access to



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special services for which they qualify, regardless of their school of attendance. Any services provided through categorical funds to meet exceptional needs will be available, as required, to the school of attendance serving those students. Local District offices are to provide assistance to all continuation high schools in a manner equal to traditional high schools.

AUTHORITY: Education Code sections 46140, 46170, 48231, 48260, 48430-48438, 48400-48414, 51220, 51745

RELATED RESOURCES: BUL-847.1, *Referral to Community Day Schools*, dated December 16, 2016

BUL-1295.1, *Diploma and Graduation Guidelines*, dated August 1, 2007

REF-2515.0, *Attendance Accounting and Reporting for Continuation High Schools*, dated May 15, 2006

BUL-6362.0, *Opportunity Transfer Policy and Procedures*, dated August 14, 2014

BUL-6052.2, *Expulsion of Students – Policy and Procedures*, dated October 10, 2016

BUL-5655.3, *Guidelines for Student Suspension*, dated October 10, 2016

BUL-4692.5, *Section 504 of the Rehabilitation Act of 1973*, dated June 15, 2015

Special Education Policies and Procedures Manual - Disciplinary Procedures for Students with Disabilities, issued July 2, 2007

ASSISTANCE: For assistance or further information please contact Gary P. Garcia, Administrator, Division of Instruction, at (213) 241-5333, Carmen Hermosillo, Counseling Coordinator, Options at (213) 241-2540 or the Local District Counseling Coordinator.

For assistance regarding involuntary transfers through the Student Discipline and Expulsion Support Unit, please call (213) 202-7555. For all other involuntary transfers, contact the Local District Operations Coordinator.



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For assistance with MiSiS, please call the MiSiS Help Desk at (213) 241-5200.

For assistance regarding attendance policy, including the School Attendance Review Board (SARB) process, contact the Local District Pupil Services and Attendance Coordinator.