



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Enrollment in Continuation High Schools

NUMBER: BUL-2430.0

ISSUER: Robert Collins, Chief Instructional Officer
Instructional Services

DATE: May 9, 2006

ROUTING
Local District
Administration
Continuation Principals
UTLA Chapter Chairs
Continuation Office
Managers
PSA Coordinators
PSA Counselors

POLICY: 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 revision replaces Bulletin-29 issued by the Office of the Deputy Superintendent dated June 30, 1992. Additional sections with rules relating to Independent Study and Work Experience in Continuation High School have been added.

GUIDELINES: The following guidelines apply.

I. Background

Continuation schools are designed to meet the social and educational needs of students seeking help and assistance in 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. The program is designed to be flexible enough to accommodate the individual learning styles, academic requirements and social needs of all students.

II. Pupil Eligibility

Students who are eligible to be enrolled in a traditional District high school are eligible to attend Continuation High School, subject to the conditions described below.

A. 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 a Continuation High School.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- B. Students must be at least 16 years old to attend a Continuation High School.
- C. Special Education students are eligible to attend Continuation High School only if their IEP specifically states that a Continuation High School setting meets the student's needs.
- D. English Learners: To ensure the appropriate placement of English Learners at a Continuation High School, the following guidelines apply:
 - 1. Students at an ESL Level 1 or 2 should not be referred to a Continuation High School.
 - 2. Students at an ESL Level 3 can be referred to a Continuation High School on a case-by-case basis.
 - 3. Students at an ESL Level 4 can be referred to a Continuation High School.
- E. Students Eligible for Voluntary Transfer: A student, in agreement with the parent and principal or a designee, may transfer voluntarily to a Continuation High School. A student that 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. The following conditions apply:
 - 1. Students 16 or 17 years of age, who would benefit from a smaller school and instructional setting.
 - 2. Students 18 years of age who have been continuously enrolled in a District school and have unusual educational needs, such as lacking a limited number of courses to qualify for graduation.
 - 3. Students meeting the age criteria that are also legally employed with work schedules that prohibit attendance at a traditional high school.
 - 4. Special Education students seeking enrollment in a Continuation High School that offers an appropriate Special Education program. (The decision to attend Continuation High School must be made in concurrence with the IEP committee, the Local District Special Education Office and Continuation school Principal.)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- F. Students Eligible for Involuntary Transfer: Students may also be involuntarily transferred to a Continuation High School, in accordance with the following conditions:
1. Only students 16 years of age or older may be involuntarily transferred to Continuation High Schools.
 2. Following the policies set forth by the Student Discipline Proceedings Unit (SDPU), a decision to transfer a student involuntarily shall be based on a finding that the student (a) committed an act enumerated in Ed. Code 48900, or (b) has been habitually truant or irregular in attendance from instruction which he or she is lawfully required to attend.
 3. Involuntary transfer to a Continuation High School shall be imposed only when other means to bring about student improvement have failed.
 4. Students may be involuntarily assigned to Continuation High School by the District Superintendent or the Superintendent's designee.
 5. 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 or guardian agree to remain voluntarily or the student is not reinstated after an expulsion order.

III. Procedures for the Transfer of Students to a Continuation High School

The school of residence 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 and Continuation High School.

- A. When a decision is made to transfer to a Continuation High School, the school of residence shall contact the requested Continuation High School. The school of residence should provide the Continuation High School with pertinent student information and set up an appointment for an intake conference.
- B. Every student who seeks to enroll in a continuation school will participate in an intake conference with their parent or guardian, the continuation school principal and/or other staff members.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

1. The intake interview process may be conducted individually or with a group of students, the time and duration to be determined by the continuation high school principal, and may include the following: pre-assessments, participation in counseling activities, a tour of the school and meetings with the principal, staff and students.
 2. For students and parents: The purpose of the intake conference is to provide an opportunity to visit the school, 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.
 3. 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 both.
- C. Only after an agreement is made with the Continuation High School to enroll the student may the school of residence initiate checkout procedures. The school of residence 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 Pupil Attendance Report (PAR) which includes immunization records, to the Continuation High School. Once the Integrated Student Information System (ISIS) is implemented at all schools, transfer of enrollment information will be automated.
- D. If the nearest Continuation High School is unable to enroll the student, it is the responsibility of the referring school administrator to find another educational setting for the student. Enrollment appeals may be addressed to the Local District office.
- E. Students in the Capacity Adjustment Program (CAP) should be referred to a Continuation High School nearest the student's residence.

IV. Courses Offered

Courses taught in Continuation High School are the same as those taught in a traditional high school. Individualized and direct instruction for all students, focusing on their individual learning strengths is the



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

model for Continuation High Schools. Students enrolled in Continuation High School must meet the same standards-based course requirements and participate in State mandated testing to earn a high school diploma.

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.

V. Attendance

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.

VI. Independent Study Program in Continuation School

To qualify for enrollment in an Independent Study Program in Continuation school, a student must be 18 years of age or younger. Generally students 18 years of age or older should be referred to Adult Education Programs.

In addition, all of the requirements of Independent Study, as noted in District Bulletin No. M-128, Guidelines for Independent Study, must be followed in the Continuation High School context.

VII. 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 kindergarten to grade 12 program since his or her 18th birthday. As general rule, older students should be referred to an Adult Education Program.

The student must be regularly employed and hold a valid work permit.

Students who are temporarily unemployed must be scheduled to attend 15 hours per week during periods of unemployment.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

VIII. Services Provided

Attendance and academic services (PSA, 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 special services for which they qualify, regardless of their school of enrollment. Any services provided through categorical funds to meet exceptional needs will be available, as required, to the school of enrollment serving those students. Local District offices are to provide assistance to all Continuation High Schools in a manner similar to traditional high schools.

AUTHORITY: Education Code sections 46140, 46170, 48430, 48432, 48401, 48400-48414, 48430-48450, 48231, 48260, 51220

RELATED RESOURCES:

- BUL-1287, Student Attendance Policy, Student Health and Human Services, dated September 10, 2004.
- BUL-1292.0, Attendance Procedures for Elementary and Secondary Schools, Student Health and Human Services, dated July 8, 2005.
- BUL-M128, Guidelines for Independent Study Programs, Educational Services, dated May 31, 2001.
- REF-2515.0. Attendance Accounting and Reporting for Continuation High Schools, School Fiscal Services, dated May 15, 2006.

ASSISTANCE: For assistance regarding continuation high school instructional programs, please contact the Educational Options Office at (213) 241-4586.

For assistance regarding involuntary transfers, please contact the Student Discipline Proceedings Unit at (213) 763-7450.

For assistance with SIS/ISIS, please call the ITD Help Desk at (323) 224-2277.

For assistance regarding attendance policy, including the SARB process, please contact the Local District Pupil Services and Attendance Coordinator.