# Application to Establish a New Continuation High School

(California *Education Code* sections 48200, 48400–48403, 48430–48438, and 42243.7)



Educational Options Office

California Department of Education

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## Application Instructions

### Application Preparation

* Thoroughly read the Application to Establish a New Continuation High School package.
* The following application forms should be completed and included as part of the application package:
  + Application to Establish a New Continuation High School Cover Sheet (Attachment 1)
  + New Continuation High School Information Form (Attachment 2)
  + Staffing Configuration Form (Attachment 3)
* Respond to all items on pp. 3–7 providing all requested information.
  + Additional documents should be completed in Microsoft Word and included as part of the application.
* Obtain a copy of the Governing Board Resolution establishing the new continuation high school. (See pp. 3 and 9.)
* Obtain the forms necessary to request approval of a Work Experience Education (WEE) Plan (if an approved plan is not in place, see pp. 5–6) and a County-District-School (CDS) code. (See p. 6.)

### Application Assembly

In order to facilitate the review process, pages are to be single-sided with each page clearly identified. Assemble the completed Application to Establish a New Continuation High School in the following order:

* Application to Establish a New Continuation High School Cover Sheet (Attachment 1)
* District Superintendent Letter
* Governing Board Resolution
* Narrative
* Objectives
* High School Graduation Requirements
* Calendar and Daily Class Schedule
* School Plan—Students
* School Plan—Working Students
* WEE Plan—Include Statement or Cover Letter
* Attendance Accounting Form—Include Cover Letter
* County-District-School Code—Include Cover Letter
* Facility Certification—Include Statement or Letter
* New Continuation High School Information Form (Attachment 2)
* Staffing Configuration Form (Attachment 3)

### Application Submission

Submit a single PDF of the application that includes all of the required forms, letters, narratives, and other supporting documents to Dan Sackheim, Education Programs Consultant, Educational Options Office, by email to [continuationeduc@cde.ca.gov](mailto:CONTINUATIONEDUC@cde.ca.gov), with the name of the proposed school in the subject line after the following text, “Application for New Continuation High School.”

### Application Review and Approval

Applications to establish new continuation high schools will be reviewed upon receipt. The Reviewer’s Checklist (Attachment 4) is included for **informational purposes only**.

Please verify that all required information and documents are included in the submitted Application to Establish a New Continuation High School. If they are not, you will be contacted to supply the necessary information/documents. Please note, this will delay the approval process.

If the submitted Application to Establish a New Continuation High School package is complete, and approval is granted, an approval letter will be mailed/emailed to the attention of the individual listed as the contact on the Application Cover Sheet.

## Criteria for Establishing a New Continuation High School

Each item listed below is a required program element for establishing a new continuation high school. Complete items 1 and 17−18 using the forms provided. Respond to items 4–9, 11–13, and 16 on separate pages with the item number and title clearly indicated at the top of each page (e.g., 4. Narrative). When appropriate, the item must include a statement that the district will comply with the indicated legal citations. Also, submit each of the documents required for items 2, 3, 10, 11, and 14–16 on separate pages. The Application to Establish a New Continuation High School **will be incomplete and processing will be delayed** if any of the required items are missing.

1. **Application to Establish a New Continuation High School Cover Sheet (Attachment 1):** Provide all of the information requested on the cover sheet.
2. **District Superintendent Letter:** A cover letter from the District Superintendent requesting approval to establish a new continuation high school. The cover letter must cite California *Education Code* (*EC*) sections 48430–48438, and *California Code of Regulations*, Title 5 (5 *CCR*), sections 11000–11006, the statutes authorizing the establishment of a new continuation high school. (See p. 8 for sample cover letter.)
3. **Governing Board Resolution:** A copy of the Governing Board Resolution duly executed during a public board meeting. (See p. 9 for a sample resolution.)
4. **Narrative:** A brief narrative describing the need for a new continuation high school. The narrative should provide specific data on district enrollment size and growth and describe the facility proposed for housing the new continuation high school.
5. **Philosophy:** A statement of the philosophy guiding the continuation education program.
6. **Goals:** Include the following statement at the conclusion of this item: “The goals of the continuation education program, adhere to and reflect the legislative intent of *EC* sections 48430–48438, and 5 *CCR*, sections 11000–11006.”
7. **Objectives:** The school‑level objectives derived from the goals stated in Item 6 that will be used for the annual evaluation of the continuation education program.
8. **District Admission Regulations:** The district adheres to regulations that deal with student admission, voluntary and involuntary transfers, exemptions, expulsions, and referral committee procedures (*EC* sections 48413, 48432.3, and 48432.5). Provide a statement indicating that the district will comply with the indicated legal citations.
9. **High School Graduation Requirements**: Include the following statement at the conclusion of this item: “The district adheres to policies regarding continuation high school graduation requirements, including the courses and the number of credits required to graduate.” Also, include the requirements for traditional high school graduation (*EC* Section 51228 and 5 *CCR* Section 11004[e]).
10. **Calendar and Daily Class Schedule**: Provide a copy of the school calendar and daily class schedule. To receive approval, a continuation high school must meet the minimum instructional day requirement of 180 minutes (*EC* Section 46170). It is optional to provide a longer day to provide greater flexibility in scheduling students.
11. **School Plan—Students:** Provide a statement for each of the four areas. The school plan for: (a) Guidance, (b) Placement, (c) Follow‑up, and (d) A Systematic Review of Each Student’s Progress (*EC* Section 48431 and 5 *CCR* Section 11001).

Please address the following within your statements:

* Outline the intervention process that the district uses prior to assignment to the continuation education program. Include a discussion of other means of correction and Multi-Tiered Systems of Support, which may include a student success team or student assistance program, directed interventions, referral to a School Attendance Review Board for students with behavior and/or attendance challenges instead of expulsion considerations, and alternative placements.
* Describe the referral process for assigning students to the continuation education program. Describe how the educational assets and level of development of the students will be identified regarding strengths and interests, as well as challenges in academics, behavior and social-emotional development, and attendance, and where improvement is needed. Discuss individualized assessment, guidance, follow-up, and review of student progress. Include a **copy** of **referral forms**.
* Outline the exit criteria framework for students who are involuntarily assigned to the continuation education program.
* Explain how the academic programs in the continuation education program are comparable to those available to pupils of similar age in the traditional schools in the district.
* Describe how students will participate in credit recovery.
* List supplemental resources provided to students in the classroom (i.e., computers, distance learning, management system, curricular support teachers).
* Describe how students use technology in their class work.
* Describe how the educational needs, interests and progress of the students will be identified and supported within the continuation education program. Please address academics, behavior and social-emotional development, resiliency, and attendance.
* Describe how the school climate is respectful and supportive of cultural diversity.
* Describe the pro-social skills and resiliency component of the continuation education program. How are these elements integrated into the total school program?
* Describe the means of identifying and appropriately responding to the need for social, emotional and other health supports, including mental health and other trauma-informed practices, provided by appropriately credentialed and licensed staff and practitioners.
* Describe the school-to-career component and activities of the continuation education program.
* Describe the plan for professional development for continuation education program staff in all roles.
* Describe the plan to invite and provide support for key adults and family members to be part of the team in support of the continuation education students.
* Describe the community resources (e.g., business members and associations, senior citizens, etc.) that participate in and support the continuation education program.
* Describe the special education component for the continuation education program.
* Describe how the efficacy of the continuation education program will be evaluated, both on an ongoing basis and as measured over time.

1. **School Plan—Working Students:** Provide a statement indicating that the district will comply with the indicated legal citations. Students are required to attend class four hours per week (*EC* sections 48433, 48435, and 48436 and 5 *CCR* sections 11002 and 11003).
2. **Work Experience Education Plan:** The district policy regarding continuation education and work experience (*EC* sections 48433, 48435, and 48436 and 5 *CCR* sections 11002 and 11003).

* If the school provides work experience education, the district must have a California Department of Education (CDE)-approved WEE Plan.
* If the district has a CDE-approved WEE Plan, submit a statement that includes the approval date.
* If the district does not have a CDE-approved WEE Plan, information about WEE is available on the CDE WEE web page at <https://www.cde.ca.gov/ci/ct/we/>. For more information regarding WEE or to request that an application be emailed to you, please contact Erle Hall, Education Programs Consultant, Career Technical Education Leadership and Instructional Support Office by email at [ehall@cde.ca.gov](mailto:ehall@cde.ca.gov). Submit a completed application and proposed plan with a cover letter requesting approval to:

Erle Hall, Education Programs Consultant

Career Technical Education Leadership Office

California Department of Education

1430 N Street, Suite 4202

Sacramento, CA 95814-5901

* Include the **approved plan statement or a copy of the cover letter** requesting approval of the proposed plan with the **Application to Establish a New Continuation High School**.

1. **Attendance Accounting Form:** Identify a form to be used for period and monthly attendance accounting. Submit the proposed form with a cover letter requesting CDE approval to:

Ruthann Munsterman, Education Fiscal Services Consultant

School Fiscal Services Division

California Department of Education

1430 N Street, Suite 3800

Sacramento, CA 95814-5901

Include a **copy** of the **cover letter** with the **Application to Establish a New Continuation High School**.

For information and questions about the attendance accounting form, please contact Ruthann Munsterman, Education Fiscal Services Consultant, School Fiscal Services Division, by phone at 916-324-6178 or by email at [rmunsterman@cde.ca.gov](mailto:rmunsterman@cde.ca.gov).

1. **County-District-School Code:** Each new continuation high school must be named and issued a 14-digit CDS code. The **online** application for a CDS code is available on the Application for a CDS Code Instructions web page at <https://www.cde.ca.gov/ds/si/ds/cdsappinstructions.asp>.

After submitting your application, you will receive an email containing a confirmation number, links to the application summary and upload pages, and further instructions on how to complete the application process.

Include **a** **copy of the cover letter** in the **Application to Establish a New Continuation High School**.

For information and questions about requesting a CDS code, please contact the CDS Administrator by phone at 916-327-4014 or by email at [cdsadmin@cde.ca.gov](mailto:CDSadmin@cde.ca.gov).

1. **Facility Certification:** Educational facilities for continuation high school sites must meet all the standards required by the Field Act and related regulations for school site selections (*EC* Section 17280 et. sec.; *CCR*, Title 24).

* If the facility for the proposed new continuation high school has been certified by the Division of State Architect (DSA), submit evidence of the certification.
* If the facility has not been certified, submit an application and architectural plans to:

Division of State Architect

California Department of General Services

1102 Q Street, Suite 5100

Sacramento, CA 95811

Include **evidence of DSA approval certification or a copy of the letter** requesting DSA approval certification in the **Application to Establish a New Continuation High School**.

For information and questions about school facilities, please contact John Gordon, Education Administrator I, Facilities Planning Field Operations Office, by phone at 916-323-0575or by email at [jgordon@cde.ca.gov](mailto:jgordon@cde.ca.gov).

1. **New** **Continuation High School Information Form (Attachment 2):** Provide all of the information requested on the form, if applicable.
2. **Staffing Configuration Form (Attachment 3):** Provide all of the information requested on the form, if applicable.

## Sample District Superintendent Cover Letter

May 24, 2022

Dan Sackheim, Education Programs Consultant

California Department of Education

1430 N Street, Suite 4202

Sacramento, CA 95814-5901

Dear Dan Sackheim:

Subject: Application to Establish a New Continuation High School

The Achieve Unified School District (AUSD) has identified the need to establish a new continuation high school. The AUSD is experiencing rapid social change and is finding an increasing number of students at Excellence High School who are not earning the required number of credits on an annual basis. Consequently, these students are no longer on track to graduate.[[1]](#footnote-1)

There is currently one continuation high school in the AUSD, Choice High School. However, Choice High School does not have the capacity to meet the demand for alternative programming for those students in need of a continuation high school setting.

The target population for the new alternative program will be students who are behind in credits for graduation. The school will accept both voluntary and involuntary transfer students from Excellence High School.

California *Education Code* sections 48430–48438 and *California Code of Regulations*, Title 5, sections 11000–11006 require the establishment and maintenance of continuation education classes in each high school district and each unified school district.[[2]](#footnote-2)

The AUSD has continued to ensure all regulations are followed at Choice High School, and will ensure that all regulations will be followed at the new continuation high school.

As the District Superintendent, I hereby request approval to establish a new continuation high school in the AUSD. The new continuation high school will provide additional program space for continuation students deemed necessary by the district.[[3]](#footnote-3)

Sincerely,

Joseph J. Brown

Joseph J. Brown, Superintendent

Achieve Unified School District

## Sample Governing Board Resolution Authorizing the Establishment of a Continuation High School

**RESOLUTION NO.** **2728**

**WHEREAS:** California *Education Code* (*EC*) sections 48430–48432 require the establishment and maintenance of continuation education classes in each high school district and each unified school district; and

**WHEREAS:** The *EC* sections 42243.7 and 42244 and the *California Code of Regulations,* Title 5 (5 *CCR*), Section 11004, permit the adjustment of revenue limits to districts receiving approval for a continuation education high school from the “continuation high school” foundation program table; and

**WHEREAS:** In the judgment of the district superintendent and of the governing board, a high school established as a “continuation high school” will best serve the needs of the students who attend continuation classes and the needs of the district as a whole;

**NOW THEREFORE, LET IT BE RESOLVED:**

That the establishment of a continuation high school be designated, defined, and regulated by *EC* sections 48430–48432, 42243.7, and 42244; and by 5 *CCR*, Section 11004; should be and is hereby authorized in and by the Achieve Unified School District subject to the approval of the California Department of Education.

Adopted at a regular meeting of the Board of Education of the Achieve Unified School District held on May 24, 2022.

Joseph J. Brown

District Superintendent

Mary A. Taylor

Board of Education Member

1. The introductory paragraph should include a brief statement as to why a new continuation high school is needed in the district. [↑](#footnote-ref-1)
2. This paragraph must be included in its entirety. [↑](#footnote-ref-2)
3. The closing paragraph must include a sentence noting that the superintendent is requesting approval to establish a new continuation high school. [↑](#footnote-ref-3)