



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Referral to Community Day Schools

**NUMBER:** BUL-847

**ISSUER:** Merle Price, Deputy Superintendent  
Instructional Services

**DATE:** March 22, 2004

## **ROUTING**

Local District  
Superintendents  
Local District Directors  
Instructional Support  
Local District Directors  
School Services  
Administrators  
Principals  
UTLA Chapter Chairs

**POLICY:** This Policy Bulletin is to provide all schools and offices with guidelines and information on student referral to Community Day School.

**MAJOR CHANGES:** This bulletin replaces Bulletin No. M-110 titled, "Referral to Community Day Schools" issued by the Office of the Deputy Superintendent, dated August 31, 1999. Revisions to referral process (Attachments A and B).

**GUIDELINES:** The following guidelines apply.

### I. BACKGROUND

Community Day Schools (CDS) were established by Assembly Bill 922 (Chaptered 974, Statutes of 1995) and amended in 1998 by AB 1845. The schools are for pupils in kindergarten through grade 12 as an educational placement option for expelled and other high at-risk students (E.C. Sections 48660-48666). The law also allows for the alternative placement of special education students with behavioral problems, in addition to non-public school assignments.

### II. PROGRAM COMPONENTS

The legislative intent (E.C. 48660) is that the CDS site include the following program components:

- A. Elementary CDS programs are for students in grades K-6. Secondary CDS programs are for students in grades 7-12. The two programs may not be combined and must be located apart from comprehensive school campuses. CDS sites should have separate addresses and location codes.
- B. Programs shall provide individualized instruction and assessment in classes with low teacher to student ratios. Individualized learning plans should include specific designs for each student, covering strategies for improving academic performance and behavior, and the establishment of benchmark for the re-entry of students into traditional schools.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

- C. CDS personnel shall actively collaborate with multiple district support provides such as school counselors, school psychologists, Pupil Service and Attendance counselors, Health and Human Services personnel and Student Discipline staff.
- D. The district shall collaborate with the Los Angeles County Office of Education on placement of students and reinstatement to the district of students under expulsion orders.

### III. INSTRUCTIONAL PROGRAM

- A. The minimum school day for CDS is 360 minutes of instructional time (E.C. 48633(a)). Time allotted for breaks, recess, and lunch does not count toward the minimum day requirement of six hours of instruction for each student. There is no option for a shorter day unless it is specified in the Individualized Educational Program for a special education student.
- B. CDS operates on a year-round calendar of continuous enrollment. Students may be enrolled at any time during the school year.
- C. Independent study assignments shall not be used to provide any part of the minimum instructional day. Students shall be under the direct supervision of a certificated teacher for the entire instructional day.
- D. The CDS academic programs shall be comparable to those available to other pupils of a similar age and grade level in the district. Credits earned by students are transferable to district schools and secondary CDS qualify as diploma granting schools.
- E. CDS may operate after-school programs. Supplemental funding of \$4.00 per hour per student, for up to two hours is available to provide a supervised day beyond the required 360 minutes. An aide or any other classified personnel employee of the district may supervise students. Sites must offer quality after-school enrichment programs.

### IV. COURSES OFFERED AND CREDITS

Courses taught in the CDS are the same as those taught in the traditional schools.

Individualized direct instruction for all students focusing on their individual learning strengths is utilized in CDS schools. Students enrolled in CDS schools must meet the same standards-based course requirements and participate in state mandated testing.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

Credits earned in CDS schools must be accepted at full value by any other district school to which a student transfers. Students should not be enrolled in more than six courses (30 credits) in a semester. All marks are subject to Education Code and Board policies.

### V. PUPIL ELIGIBILITY AND ENROLLMENT PROCEDURES

#### A. Eligibility

1. Students recommended for expulsion and expelled students with suspended enforcement are assigned to the CDS program by the Educational Options Placement Unit (E.C. Sections 48660-48666). Students on probation may be referred to the CDS by the Probation Department and/or District Pupil Services through the Educational Options Placement Unit. In addition, the school site personnel, including assistant principal, deans, and counselors may decide that a student who is on probation would be better served in a CDS setting after multiple interventions have been used (Welfare and Institutions Code Sections 300 and 602).
2. Students referred by the School Attendance Review Boards (SARB) can be referred to CDS Bulletin No. Z-63, "Referral to Community Day Schools via SARB", issued by Student Health and Human Services, July 6, 1999.
3. Students referred by "other district level processes" are those students who exhibit any of the following behaviors: history of excessive behavioral problems, repeated academic failure, negative peer-group involvement, lack of interest/motivation in school, and attendance problems. The requesting school must offer clearly documented evidence that the student is unable to function within the traditional classroom setting. This evidence should be in the form of a school success team (SST), referrals to school resources, evidence of interventions used. This evidence should be attached to the referral form sent to Educational Options Placement Unit.

#### B. Procedures for Enrollment

1. Expulsion referrals are received from the Student Discipline Proceeding Unit for interim placement by the Educational Options Placement Unit.
2. The Educational Options Placement Unit must be contacted to determine if an opening is available at the CDS that is geographically



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

near the student's residence. The referring school is to hold a conference with the student and parent/guardian concerning the student's progress and interventions that have been unsuccessful at the referring school. The parent/guardian is informed of the student's rights and responsibilities. If a student has an active IEP, an IEP conference must be held and change of placement reviewed for most appropriate placement to the CDS. Interim services shall be provided by the local district if necessary.

3. School personnel shall arrange placement to the appropriate CDS with the Educational Options Placement Unit with the agreement and cooperation of the student's parent/guardian. This process should not cause a student to be absent from school. The check-out dates and the enrollment dates should be within a 48-hour period.
4. The referring school shall provide to the Educational Options Placement Unit and CDS:
  - a. CDS Referral Forms (Attachments A & B) and a Pupil Accounting Record (PAR).
  - b. Legible copies of the student's cumulative record and grades-in-progress.
  - c. ID20 or ID01 fields 100 – 500
  - d. Attendance records (SARB contract if applicable)
  - e. Student Success Team information and/or evidence of other school intervention efforts
  - f. Probation/DCSF/court referral if applicable
  - g. Social adjustment record
  - h. Health record

### VI. UNSUCCESSFUL CDS PLACEMENTS

- A. Expelled or expulsion referred students are to be referred back to the Educational Options Placement Unit at (213) 241-4586 for a new educational placement.
- B. Probation-referred students are to be returned to the home school.
- C. SARB referred students are to be referred to the SARB chairperson.
- D. Other referred students are to be referred to the sending school for reassessment and placement by disciplinary personnel.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

### VII. SUCCESSFUL CDS PLACEMENTS

Students who successfully perform in a CDS setting for a minimum of one semester shall be eligible to re-enroll at their sending school. The determination of successful academic and behavioral performance is made by the CDS staff. Those students, who are referred to CDS due to an expulsion, shall be eligible for reinstatement to a traditional school after term of expulsion and in consultation between CDS staff and AB 922 At-risk Intervention Unit.

### VIII. LOCATION OF COMMUNITY DAY SCHOOLS

The Educational Options Office shall maintain a current list of all CDS locations to be provided to all district offices.

CDS facilities must conform to Field Act requirements unless a State waiver is granted to the district.

School site personnel may call the Educational Options Office for additional information regarding the establishment of a new CDS location.

### IX. SERVICES PROVIDED

Services (PSA, counseling, testing, transportation, food, psychologist, nurse, etc.) are the same for CDS students as for other students in the district. Students in CDS schools shall 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 shall be available, as required by the Education Code, to the school of enrollment serving those students. Local district offices are to provide assistance to all CDS schools in a manner similar to that provided in traditional schools.

Students referred to a CDS due to an expulsion shall receive services from AB 922 At-risk Intervention Unit.

**RELATED RESOURCES:** Additional information on regulations and information on Community Day Schools can be found at: California Department of Education, Educational Options website, [http://www.cde.ca.gov/spbranch/essdiv/dcdis\\_index.html](http://www.cde.ca.gov/spbranch/essdiv/dcdis_index.html)



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

**ASSISTANCE:** For assistance or further information please contact Kathy Rattay, Director, Educational Options, Academies, and Career Development Branch, at (213) 241-6802, Sunshine Sepulveda-Klus, Coordinator, Educational Options at (213) 241-4586, Hector Madrigal, Director, Pupil Services at (213) 241-3844 or Carolyn Bright, Coordinator AB922 (323) 932-2119.

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Instructional Services

BULLETIN NO. BUL-847  
March 22, 2004

ATTACHMENT A

**Community Day School (CDS) Referral Form**

NAME \_\_\_\_\_ BIRTHDATE \_\_\_/\_\_\_/\_\_\_ GRADE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
Street City Zip Code

Grade \_\_\_\_\_ Ethnicity \_\_\_\_\_ District ID \_\_\_\_\_ LEP level \_\_\_\_\_

SAT 9: Math or English \_\_\_\_\_ SABE \_\_\_\_\_ APRENDA \_\_\_\_\_ SpEd \_\_\_\_\_ Eligibility \_\_\_\_\_  
Y/N

PARENT/GUARDIAN(s) \_\_\_\_\_

\_\_\_\_\_ Last First  
( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Phone Number Work Phone Number Emergency Phone Number

REFERRING SCHOOL \_\_\_\_\_ DATE OF REFERRAL \_\_\_\_\_  
Loc Code

PERSON MAKING REFERRAL \_\_\_\_\_

Name, Title

Phone Number ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Best Time(s) to contact \_\_\_\_\_

REASON FOR REFERRAL:

SARB \_\_\_\_\_ PROBATION \_\_\_\_\_ OTHER DISTRICT REFERRED \_\_\_\_\_

Statement of concern or reason for referral \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expulsion referrals shall be received from Student Discipline Proceedings Unit (213) 763-7450

Mail Attachments A & B to: Educational Options Placement Unit, 333 So. Beaudry Ave, Fl. 25  
Los Angeles CA 90017 (213) 241-4586.

**STUDENTS SHOULD NOT BE CHECKED-OUT OF REFERRING SCHOOL PRIOR TO  
AGREEMENT FROM THE EDUCATIONAL OPTIONS PLACEMENT UNIT.**

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Instructional Services

BULLETIN NO. BUL- 847  
March 22, 2004

ATTACHMENT B

**Community Day School (CDS) Referral Form**

**Actions taken prior to initiating CDS/SARB Referral. Please indicate actions taken below. (X)**

School Performance	Behavior
1. Does not complete assignments	10. Withdrawn or shy
2. Lacks motivation or interest	11. Defiant towards authority
3. Frequent tardies	12. Disrupts others
4. Fails to bring materials	13. Aggressive/short temper
5. Failing classes	14. Not accepted by peers
6. Frequent Absences	15. Other
7. Short Attention Span	
8. Other	
9. Anxious/nervous	

ACTIONS TAKEN	X	DATE(S)	COMMENTS
1. Changed Seating/Schedule			
2. Home Visits			
3. Peer Helper			
4. Simplified Assignments			
5. Change Program			
6. Review of Cum			
7. Student Conference(s)			
8. Parent Conference(s)			
9. IMPACT Referral			
10. Referral to Dean/Principal			
11. Tutoring			
12. Daily Attend. Check			
13. Contract			
14. Suspensions			
15. Detention(s)			
16. Referral: Psych/Nurse/PSA			
18. Comm. Agency Assessment			
19. Ref. To Counselor			
20. SARB			

ATTACHED DOCUMENTS: (X) Copies must be attached

Attendance Record (X) Transcripts (X) Social Adjustment Record (X) Student Study Team (X)  
IEP (if applicable) (X) ID20 (X) Test Scores (X) SARB (if applicable) (X)s



