Burbank Unified School District

Alternative Education Master Plan

Matt Hill, Superintendent

Board of Education

Steve Ferguson, President

Dr. Roberta Reynolds, Vice President

Dr. Armond Aghakhanian, Clerk

Charlene Tabet, Member

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Alternative Education Master Plan Goals

Goal #1: To provide academic, behavior and social/emotional support for **middle school students** who are struggling in these areas.

	Action Item	Metric	Timeline	Personnel Responsible	Funding Source	Status Update
1.	Continue to meet regularly with identified at-risk students to provide resources, including mental health services, if appropriate.	Grades Attendance Behavior	2x per year per student, more often as needed	Intervention Counselor; Regular Counselors; Intervention Specialist; Administrator	LCAP Supplemental Grant	
2.	Continue to provide summer boot camps at each middle school to address academic gaps in ELA and Math. 5b2729 (v,) TD[o/AMCID 4 (;)Tj0.1.6 70.0e2- 3671.6 70.00.6)32.s3 (to)15.9 (0.481 3.3 (toef2.5r)]18 3917TJ0T56jI 202-1.970.e2-1.94 T m)136 (t	SBAC				

Alternative Education Master Plan Goals

Luther	989	784
Jordan	1047	870
Muir	1374	3,898 (1,962-Tardies)

School	Total Population	Number of Suspensions
Luther	989	64
Jordan	1047	80
Muir	1374	97

5. To create intervention teams at each of the secondary schools t2 ( )10.98 0.48 ref321.48 447 112588.56 4[Tm 0 0.4648 30/5a9 (t2 ( )10.98 0.48 re)1.9 (lt (t2 ( )19 (ar)-1.9 (y)12.8Db30/

Alternative Education Master Plan Goals

4.	To work with site administrators to expand offerings in boot camp and intervention classes, and to explore other options.

Alternative Education Master Plan Goals

					LCAP Supplemental Grant	
	Description of baseline information: Number of students who participated in the first Summer Boot Camp session = 31 Number of EL students who took English for initial credit = 17 (15 passed 1 year, 2 passed a semester) Number of EL students who took Social Studies for initial credit = 9 (9 passed 1 year, 1 passes a semester) Number of EL students who took Science for initial credit = 3 (1 passed 1 year, 2 passed a semester)					

Goal #4: To provide more opportunities for **Special Education** students to participate in post-secondary education, training, and/or the workplace.

	Action Item	Metric	Timeline	Personnel Responsible	Funding Source	Status Update
1.	To continue to provide and expand credit recovery opportunities for special education students.	Number of students who participate in Summer Session	Begin to expand, summer, 2017	Director of Secondary Education, Principals; API's	LCAP Supplemental Grant	
2.	To expand professional development for teachers to include elective teachers who work with special education students.	Number of teachers who participate in professional development	Begin to explore fall, 2017	Assistant Superintendent; Director of Secondary Education; Director of Special Education	LCAP Base Grant Educ17.1 (be)-1.6 (r)-4 (of)-3.9 ( )]TJETQ7 (	

Alternative Education Master Plan Goals

	Action Item	Metric	Timeline	Personnel Responsible	Funding Source	Status Update
1.	To continue to provide options for dual enrollment with District Schools.	Number of courses offered and number of participants in the program	Began 2015 & continues	Assistant Superintendent	CTE – Base Grant	
2.	To submit a portion of the course offerings at Monterey High School to be approved as meeting the UC/CSU a-g requirements.	Number of courses approved on the UC Doorways list	Begin the process fall 2017	Assistant Principals	LCAP – Base Grant	
3.	To continue and expand the number of students served who can participate in the Business Preparation course – which is preparation for an internship.	Number of participants in the program	Began spring of 2017	Assistant Superintendent; ARTs/CTE Coordinator; CTE Counselors	CTE – Base Grant	

Description of baseline information:
Currently the District offers 8 courses for dual enrollment:

Glendale Community College	**Los Angeles Valley College**
Armenian 101	Communication Studies – Speech
Armenian 102	Child Development
American Sign Language	
Art 201- Animation	
Art 205 – Fundamentals of Animation	
Photoshop	

In Spring 2017 there were 15 students who participated in an internship.
In Summer of 2017 there were 26 students who participated in an internship

Goal #6: To increase Career Technical Education offerings for alternative schools.

	Action Item	Metric	Timeline	Personnel Responsible	Funding Source	Status Update

Alternative Education Master Plan Goals

1.

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2.	To develop Board Policy that addresses the evaluation and translation of foreign transcripts.	Revised policy	By January, 2018	Assistant Superintendent	NA	
3.	To revise Board Policy that sets criteria for an EL student to be eligible for a fifth year of study.	Revised policy	By January, 2018	Assistant Superintendent	NA	
4.	To develop Board Policy that allows for voluntary transfer to Community Day School	Revised policy	By June, 2018	Assistant Superintendent	NA	
	Description of what is and baseline information: Currently BP allows EL students in grade 12 to be eligible for a fifth year of study. Currently BP does not address evaluation of foreign transcripts Currently BP addresses partial credit for special populations but not for all students. Currently BP does not address voluntary transfer to Community Day School					

Goal #10: To expand social emotional learning, including corresponding parent education, and caring school climate strategies into middle, high school, and alternative education schools as per LCAP Positive School Climate and Parent Engagement requirements.

	Action Item	Metric	Timeline	Personnel Responsible	Funding Source	Status Update
1.	To review and update as needed existing BUSD Board of Education Policy to reflect federal and state guidance and research-based guidance on caring school climate and social emotional learning (SEL).	Revised policy	By June 2018	Director of Wellness	Title IV-A or LCAP	In process

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3.	To refine and expand caring school climate strategies and mechanisms including all BUSD staff training at district and school sites.	BUSD Wellness Programs and Services committee minutes, web page content, and staff training pre / post surveys.	By June 2018	Director of Wellness	Title IV-A or LCAP	In process
4.	To expand parent SEL education and parent engagement opportunities in safe and caring school climate committees.	BUSD Wellness Programs and Services committees minutes, web page content and parent education pre / post surveys.	By June 2018	Director of Wellness	Title IV-A or LCAP	In process

Alternative Education Master Plan Goals

Appendix A – Revised Board Policies

Burbank USD

Student Services and Attendance Specialist

48911, 48915.5, 48918.1)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)

4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

(cf. 5141.6 - School Health Services)
(cf. 5148.2 -

his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.

d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth (he)4 ( )-10uu0 v

If the foster youth or a person with the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

(cf. 9320 - Meetings and Notices)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

The district shall not be responsible for providing transportation to and from the school of origin.

(cf. 3540 - Transportation)
(cf. 3541 - Transportation Routes and Services)

Effect of Absences on Grades

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foster youth or any person acting on behalf of a foster youth. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while he/she is still enrolled in school or if he/she transfers to another school or school district. (Education Code 51225.1)

Upon making a finding that a foster youth is reasonably able to complete district graduation

Burbank USD

Board Policy

High School Graduation Requirements

BP 6146.1
Instruction

The Board of Education desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 5147 - Dropout Prevention)
(cf. 6143 - Courses of Study)
(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

(cf. 6011 - Academic Standards)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6152.1 -

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)
(cf. 6142.94 - History-Social Science Instruction)

5. One course in visual or performing arts (Education Code 51225.3)

(cf. 6142.2 - World/Foreign Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Centes (n C)-3 (d[V)U)4 (t)-lP /AMCID 6 BDC -29.8 -1.15 Tdp (n)-4 na2 (a)

to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. (Education Code 51225.1)

to change based on a comprehensive review of the transcripts and other enrolling documentation.

If students arrive without transcripts, the grade level placement will be based on age.

The transcripts shall be evaluated by the Superintendent or Designee, with a maximum of seventy (70) credits awarded per grade level, per year.

A change in grade level placement, if necessary, shall occur within thirty (30) calendar days.

When necessary, Instructional Services will arrange for the translation of the transcript. In no circumstances shall the enrollment of the student be delayed pending translation, nor shall parents/guardians be required to pay for translation of transcripts.

Parents/Guardians may appeal the grade placement to the Superintendent or his/her designee. A written response will be provided within 10 business days.

6. Students must receive prior approval from the Superintendent or designee before any college or high school coursework taken at another site while enrolled in a district school will be accepted on the high school transcript.

7 High school credit may be granted for a college course taken prior to completion of the eighth grade based on the following criteria:

a. Must receive prior approval from the middle school principal before registering for the college course.

b. The principal must complete an approval form and develop a written academic plan.

c. Must receive prior approval from the Superintendent or designee before class begins.

d. Content of the course must be aligned to state standards and District standards.

8. Students may take course credit via on-line instruction while enrolled in high school, grades 9-12. Students who want to take online courses not offered by the District, must receive prior approval from the Superintendent or designee for on-line instruction under the following conditions:

a. No more than 20 semester credits for on-line courses taken outside the District may be applied towards graduation, unless students receive prior approval from the Superintendent or his/her designee.

b. Grades submitted for on-line courses will be credited on a four-point scale.

c. The student will arrange for a teacher to proctor the final exam before enrolling in the course, or take the final exam for the equivalent course at the high school.

d. Upon completion of the on-line coursework, it is the student's responsibility to arrange for the student's transcript to be forwarded to the high school registrar.

Second semester seniors must provide all documentation of the completed coursework at least 10 school days prior to the student's date of graduation.

e. A student may be requested to provide the principal or assistant principal evidence including, but not limited to, specific assignments competed, log-in records, and/or take an end-of-course assessment to determine mastery of course content before course credit is granted. If the student cannot show mastery and/or required evidence, then the principal can determine that the student cannot receive high school credit for the on-line coursework.

f. Students have one full year to complete on-line courses in order to receive high school credits. Students facing a graduation deadline in less than a month are prohibited from enrollment.

9. Students are expected to make up failed courses during the summer session as close as possible to the semester/year in which the course was failed. Options for repeating classes in addition to summer school may include the Adult School, Options for Youth, Monterey High, and community college enrollment.

The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless students, and children of military families in accordance with Education Code 51225.1 and 49701.

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education for Children of Military Families)

Retroactive Diplomas

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of the work required for grade 12. (Education Code 51440)

Summary of Required Courses and Credits:
English 40 Credits
Math 20 Credits, including Algebra 1
Science 20 Credits, including a Physical & Life Science
Social Studies 30 Credits
Visual/Performing Arts 10 Credits
Practical Art 10 Credits
Physical Education 20 Credits
Health/Careers 10 Credits
Electives 70
Total Credits 230

Legal Reference:
EDUCATION CODE
47612 Enrollment in charter school
48200 Compulsory attendance
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Eontinua868 (nua)4 (868 >(i)-22 (e)4 (fo2 (f)3 (s)-1un-1 (230)s)-1-2 (t)--6 (ro2 (f)
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approved by a high school counselor. If a student only completes one of the two courses, five credits will not be approved for high school credit.

2. The final exam for these two on-line courses, Health Education and Education and Career Planning must be proctored by a district high school teacher who is on staff at the student's school of attendance.

(cf. 5126 - Awards for Achievement)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6145.6 - International Exchange)
(cf. 6146.2 -

high school diploma from the student's school of residence. Options for reaching graduation status:

1. Attendance in the Burbank Unified School District's summer school program immediately following the originally proposed graduation date, including Monterey's summer session. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the school of residence.

2. Enrollment in the Burbank Adult School to obtain the needed credits/classes. Upon successful completion of the needed credits/classes, if completed by the beginning of the fall semester following the originally proposed graduation date, a high school diploma will be conferred from the school of residence.

3. Enrollment in a community college to obtain the needed credits/classes. Upon successful completion of the needed credits/classes, if completed by the beginning of the fall semester following the originally proposed graduation date, a high school diploma will be conferred from the school of residence.

4. If the student needs 10 credits or fewer, but the credits are completed after the end of the summer session or first semester following the senior year and within the Burbank Unified School District:

After a review of the application and a recommendation by the panel, the options identified below may be applied:

3. Return to the comprehensive high school site as a full-time student, being designated as a senior for the purpose of completing all high school graduation requirements. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the school of residence.

4. Enrollment at Monterey High School. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from Monterey High School.

5. Enrollment at the Burbank Adult School. Upon successful completion of the needed credits/classes, a high school diploma will be conferred from the Burbank Adult School.

For students needing more than 30 and up to 60 credits to graduate from high school:

1. If the student is under 18 years of age, options available in the district include:

a. Enrollment at Monterey High School

b. Enrollment at Burbank Adult School

2. If the student is over 18 years of age, options include:

a. Enrollment at the Burbank Adult School

b. Enrollment in a General Education Development (GED) program

c. Enrollment at a community college

d. Enrollment at Monterey High School

Criteria For Attendance After Age 18 - Monterey High School

1. Records of Monterey students d fs dm10 (e (n)2 ((n 15(n (or)3 050)-1 (2mudu)-10 (a)4 (t)-d b)3 (18)-1

a.

c.

2. For students attending Monterey High School needing 60 or fewer credits to graduate who have reached the age of 18, the student may:

a. Return to Monterey High School for a maximum of four quarters following the 18th birthday.

b. Enroll at the Burbank Adult School.

3. For students attending Monterey High School needing more than 60 credits to graduate who have reached the age of 18, the student may:

a. Enroll at Burbank Adult School.

b. Enroll in a community college.

c. Appeal for continued enrollment at Monterey High School, subject to the criteria identified above (a-d).

Restrictions

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63-69	4.5 Credits
70+	5 Credits

Students who arrive after week 3 in the semester will be eligible for partial credit based on the number of class periods attended as indicated in the chart above.

Notwithstanding the above, a student who enrolled in the school after the date estab72 183oT(numhe)4 ((a)4 (b

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Appendix B – Guide to BUSD Alternative Education Programs