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State Superintendent of
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Model Continuation High School Recognition Program

TECHNICAL ASSISTANCE WEBINAR

Wednesday, May 26, 2021

California Department of Education

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Background and Purpose

The Model Continuation High School (MCHS) Recognition Program:

- ➤ Began in 1990 as a collaboration between the California Department of Education (CDE) and the California Continuation Education Association Plus (CCEA Plus)

- ➤ Identifies and recognizes outstanding programs

- ➤ Creates a resource list of quality programs for visitations and other forms of technical assistance

- ➤ Identifies individuals to assist with the review and rating of applications and Site Validation Visits

Eligibility Criteria

Schools that meet the following eligibility criteria are invited to apply:

1. Established as a "continuation high school," per California *Education Code* (*EC*) sections 48430–48438

2. Accredited by the Western Association of Schools and Colleges (WASC)

3. WASC Visiting Committee Report verifies completion of full self-study

Important Note: Applicants are normally required to meet and/or address the 75 percent daily attendance rate standard. However, this information is **not required for the 2021–22 MCHS Application** due to the complications of COVID-19 and distance learning.

Timeline

Date	Activity
May 20, 2021	Applications available to the field
May 26, 2021	Application Webinar
September 17, 2021	Intent to Submit online form to be completed
September 24, 2021	Applications due
October 7–8, 2021	Northern Applications reviewed and rated
October 14–15, 2021	Southern Applications reviewed and rated
October 18, 2021–December 17, 2021	Site Validation Visits
December 15, 2021	District Audit Reports due
February 8, 2022	Schools notified
April/May 2022	Awards ceremony

Intent to Submit

➢ Applicants are required to submit an electronic Intent to Submit to the CDE by September 17, 2021.

➢ The link for the Intent to Submit is available on the CDE MCHS Recognition Program web page at https://www.cde.ca.gov/ta/sr/mc/index.asp.

➢ An automated email will be sent to confirm receipt of the online form. If you do not receive a confirmation email within 72 hours, please contact the Educational Options Office (EOO) by email at CONTINUATIONEDUC@cde.ca.gov.

➢ Please be sure to print a copy of your completed Intent to Submit for your records.

Highlighted Changes from 2020-21 Application

➢ **Student Assessment Results:** Discuss if there were any exceptions in your use of such data due to the COVID-19 pandemic or modifications to statewide assessments.

➢ **Student/Parent/Guardian/Caregiver Statements:** Examples of how the school has helped the student may include addressing stress factors that had been barriers to achievement.

➢ **Community Organization or Community Business Representative Statement** (Clarified title): This statement **must be placed on letterhead from their community organization or community business** and the representative's title must be included. It **must** be about the impact the school and its students have on the community. The representative making the statement must not be employed by the school district. This statement should not be about the "partnership" between the school and community organization or community business or what the community organization or business does for the school.

Attachments A–G (PDF Forms)

Attachments A–G **must** be:

➢ Taken from the current year's application (2021–22)

➢ Typewritten

➢ Submitted in the exact format as provided in the application (on 8 ½ by 11-inch white paper, and single sided)

Attachment A: Application Cover Sheet

➢ Please follow the link provided to access Attachment A: Application Cover Sheet: https://www.cde.ca.gov/ta/sr/mc/documents/atta-mchs21.pdf

How to Complete Attachment A: Application Cover Sheet

➤ Provide all requested information.

  o For assistance identifying your school's 14-digit CDS code, please visit the CDE California School Directory web page at https://www.cde.ca.gov/schooldirectory/.

  o For assistance identifying which CCEA Plus Region your school is a part of, please visit the CCEA Plus Regions web page at https://cceanet.org/about-us/regions/.

➤ Include the completed Application Cover Sheet as the **first page** of your application.

➤ The signature on this form may be original, electronic, or typed.

Attachment B: School Information Sheet

➤ Please follow the link provided to access Attachment B: School Information Sheet: https://www.cde.ca.gov/ta/sr/mc/documents/attb-mchs21.pdf

How to Complete
Attachment B: School Information Sheet

➢ Provide all requested information.

Important Note: Applicants are normally required to meet and/or address the 75 percent daily attendance rate standard. However, this information is **not required for the 2021–22 MCHS Application** due to the complications of COVID-19 and distance learning.

Attachment C: Certification Form

➢ Please follow the link provided to access Attachment C: Certification Form: https://www.cde.ca.gov/ta/sr/mc/documents/attc-mchs21.pdf

How to Complete
Attachment C: Certification Form

➢ Provide all requested information.

➢ The signatures on this form may be original, electronic, or typed.

Attachment D: Glossary

➤ Please follow the link provided to access Attachment D: Glossary: https://www.cde.ca.gov/ta/sr/mc/documents/attd-mchs21.pdf

How to Complete Attachment D: Glossary

➢ List **all** of the acronyms or initialisms used within the following documents:

- o Narrative Statements (excluding the Student Statement, Parent/Guardian/Caregiver Statement, and Community Organization or Community Business Representative Statement)

- o Program Effectiveness Statements

- o Quality Indicators (Self-Evaluation) Evidence

➢ Spell out the full name or term in the "Description" column.

➢ Use an additional sheet of paper, if necessary.

Attachment E: Quality Indicators (Self-Evaluation)

➢ Please follow the link provided to access Attachment E: Quality Indicators (Self-Evaluation): https://www.cde.ca.gov/ta/sr/mc/documents/atte-mchs21.pdf

How to Complete Attachment E: Quality Indicators (Self-Evaluation)

➢ Mark the box that describes the level of implementation of each Quality Indicator at the applicant school, "In Place" or "Not In Place.

➢ Provide the evidence for the Quality Indicators on a separate page. (See p. 14 of the application packet for specific formatting instructions.)

Attachment F: Exemplary Components Checklist

➤ Please follow the link provided to access Attachment F: Exemplary Components Checklist:
https://www.cde.ca.gov/ta/sr/mc/documents/attf-mchs21.pdf

How to Complete Attachment F: Exemplary Components Checklist

➢ Key in "Yes" to the corresponding component type if it is offered at the applicant school otherwise, key in "No."

➢ Describe any additional components that support the applicant school in providing exemplary practices on a separate page. (See p. 14 of the application for specific formatting instructions.)

Attachment G: Application Checklist

➢ Please follow the link provided to access Attachment G: Application Checklist: https://www.cde.ca.gov/ta/sr/mc/documents/attg-mchs21.pdf

How to Complete
Attachment G: Application Checklist

➢ Ensure that your application packet includes all **required** items.

  o "Required" items omitted from the application will **disqualify** an applicant.

➢ Place a check by each item included in the application packet

➢ Be sure to place the items in the order provided on the checklist and/or the Application Assembly section of the application packet.

➢ The completed checklist **must** be included as the **last page** of the application packet.

Narrative Statements

There are a total of seven (7) Narrative Statements.

1. School Profile

2. School Management

3. The Way Credits Are Earned

4. Staff Statement

5. Student Statement

6. Parent/Guardian/Caregiver Statement

7. Community Organization or Community Business Representative Statement

How to Complete the Narrative Statements

➢ Review the guidelines for each statement.

➢ Statements must be on 8 ½ by 11-inch paper, single-sided, typewritten, in 11 or 12-point Arial font, single-spaced, normal character spacing, with one-inch margins.

- o See Appendix 5 for reference

- o The top margin setting for the Community Organization or Community Business Representative Statement may be adjusted based on the position of the logo. However, the statement is still limited to one page.

➢ Each statement is limited to **one** page.

➢ Only **one** statement is to be submitted for each of the seven (7) topics.

Sample Email to Community Organization or Community Business Representative (Slide 1)

Dear Sarah Brown:

I sincerely appreciate your willingness to write a letter of support for Sample High School (SHS). This document will be included as part of our school's 2021–22 Model Continuation High School (MCHS) Application.

The application describes specific guidelines that **must** be followed in order for a school to be considered for MCHS recognition by the California Department of Education (CDE). Therefore, I ask that you adhere to the following guidelines when preparing your letter.

➢ The letter **must** be placed on your organization's letterhead and **must** include your title

Sample Email to Community Organization or Community Business Representative (Slide 2)

➢ The letter **must** be about the impact the school and its students have on the community

➢ The letter should **not** be about the "partnership" between the school and community member or what the community organization or community business representative does for the school.

In addition, your letter is limited to **one** page and **must** be typewritten on 8 ½ by 11-inch white paper, using 11 or 12-point Arial font, single-spaced, normal character spacing, with one-inch margins. The top margin may be adjusted based on the positioning of your organization's logo.

Sample Email to Community Organization or Community Business Representative (Slide 3)

Since our MCHS application is due to the CDE by September 24, 2021, I would appreciate receiving your letter by September 13, 2021.

Please feel free to contact me if you have any questions or concerns regarding this subject.

Again, thank you for your continued support of SHS!

Sincerely,

Martha Winters, Principal
Sample High School

Program Effectiveness Statements

There are a total of four (4) Program Effectiveness Statements.

1. School Evaluation of Effectiveness

2. Student Assessment Results

3. Use of Additional Data

4. How Use of Data is Noteworthy

How to Complete the Program Effectiveness Statements

➢ Review the guidelines for each statement.

➢ Statements must be on 8 ½ by 11-inch paper, single-sided, typewritten, in 11 or 12-point Arial font, single-spaced, normal character spacing, with one-inch margins.

   o See Appendix 5 for reference.

➢ Each statement is limited to **one** page.

➢ Only **one** statement is to be submitted for each of the four (4) topics.

Evidence for Quality Indicators (Self-Evaluation) Slide 1

➢ On a separate sheet of paper, provide evidence for each Quality Indicator.

- o Briefly describe the evidence that substantiates the implementation of each Quality Indicator.

- o Clearly indicate the letter and number of each Quality Indicator above your response.

- o Evidence must be on 8 ½ by 11-inch paper, single-sided, typewritten, in 11 or 12-point Arial font, single-spaced, normal character spacing, with one-inch margins.

- o Place the evidence directly behind Attachment E.

Evidence for Quality Indicators (Self-Evaluation) Slide 2

➤ The intent of Quality Indicator B2 is to verify that students have access to courses that meet the University of California entrance requirements.

➤ If Quality Indicator C3 is marked, "Not in Place" signifying that the student-teacher ratio exceeds 20:1, an applicant may submit a one-page narrative that describes how the school is exemplary and request that the 15:1 ratio be waived.

  o The narrative must be on 8 ½ by 11-inch paper, single-sided, typewritten, in 11 or 12-point Arial font, single-spaced, normal character spacing, with one-inch margins.

  o Place the narrative behind Attachment E.

Assembling the Application (Slide 1)

➢ The completed application is to be submitted as a **single PDF** document.

➢ Pages are to be single-sided.

➢ Assemble the application as outlined on the next two slides. Also refer to p. 3 of the application packet and/or the Application Checklist (Attachment G).

Assembling the Application (Slide 2)

1. Application Cover Sheet (Attachment A)

2. School Information Sheet (Attachment B)

3. Certification Form (Attachment C)

4. Glossary (Attachment D)

5. Narrative Statements (7 statements)

6. Program Effectiveness Statements (4 statements)

7. Quality Indicators (Self-Evaluation) Form (Attachment E)
   a. Waiver request for Quality Indicator C3 (**If required**)

Assembling the Application (Slide 3)

8. Quality Indicators (Self-Evaluation) Evidence

9. Exemplary Components Checklist (Attachment F)

    a. Statement to describe additional components that support the school in providing exemplary practices (**Optional**)

a. Master Schedule

8. WASC Award Letter

9. Portfolio Criteria and Individual Learning Plans (**Optional**)

10. Link to Video Overview of Your School (**Optional**)

11. Application Checklist (Attachment G)

Submitting the Application (Slide 1)

Step 1: Naming Your Document. When you create your document, please name it as described below:

➢ School Name_County-District-School (CDS) code_MCHS21

➢ Example: Treasure High_34 65656 0000001_MCHS21

Note: Make sure that the document name **does not exceed** 40 characters, including blank spaces. It is appropriate to shorten your school's name, if necessary. Your 14-digit CDS code **must** be included in its entirety along with the text, "MCHS21".

Submitting the Application (Slide 2)

Step 2: Uploading Your PDF Document. Follow the instructions below to complete the upload process into the exFiles File Transfer System for the "2021–22 MCHS Applications" Project:

➢ After creating your PDF document and labelling as instructed above, enter the Project URL for the exFiles File Transfer System into your web browser.

➢ Once you arrive at the exFiles File Transfer System web page, you will be prompted to enter the Project Code.

➢ After you enter the Project Code, you will be prompted to enter the Password.

Note: The Project URL, Project Code, and Password will be provided to you via email.

Submitting the Application (Slide 3)

➢ After selecting the PDF document, you will return to the file upload screen. In the description text box, enter the exact name of the PDF document selected for upload.

Note: The name of the PDF document you selected and the description **must** be the same.

➢ Once you have selected the PDF document and entered the PDF document name into the description text box, click the "Upload File" button.

Note: Do not encrypt the file. Do not select a file encryption type or enter anything into the File Encryption Password text box. Just click the "Upload File" button.

Submitting the Application (Slide 4)

➤ After you click "Upload File", the name of the PDF document and the description of the PDF document (these should be the same), will be displayed in the File Listings table.

➤ Within the File Listings table, a date and time stamp will be displayed next to the PDF document name and description of your application.

Note: The information displayed in the File Listings table will serve as your confirmation receipt. It is highly recommended that you print this page for your records.

The EOO **will not** verify if the PDF document submitted contains all of the necessary required elements. It is the responsibility of each applicant to ensure their application is completed in full.

Submitting the Application (Slide 5)

If you suspect that you did not include all required documents, you must contact the EOO by email at CONTINUATIONEDUC@cde.ca.gov and request your previous submission be deleted. Once the previous submission has been deleted, you must then upload the new PDF document in its entirety, prior to the deadline on **Friday, September 24, 2021, at 4 p.m.**

If an applicant submits multiple PDF documents with only partial information, regardless of whether they comprise all the requirements in the 2021–22 MCHS Application, they will be considered two separate incomplete applications, and the application will automatically be disqualified from the reading process.

Evaluation Process (Slide 1)

Step 1: Application Screening

- ➢ Each application will be screened by EOO staff to determine if it meets the minimum eligibility criteria.

- ➢ EOO staff will not notify applicants of application omissions, and will not accept faxed or emailed additions to submitted applications.

- ➢ Applications that do not meet the minimum eligibility criteria will be disqualified.

- ➢ Applicants that do not pass the screening process will be notified via email.

Evaluation Process (Slide 2)

Step 2: Application Review

➢ Applications that pass the screening process performed by EOO staff will be evaluated by trained field experts. Narrative Statements and Program Effectiveness Statements will be rated on the following three-point scoring rubric:

Ranking	Points	Description
Strong Case	3 points	All requested components are addressed, includes evidence and descriptions of exemplary practices
Good Case	2 points	Most requested components are addressed, but lacks evidence and descriptions of exemplary practices
Fair Case	1 point	Few components are addressed, lacks evidence and descriptions of exemplary practices

Evaluation Process (Slide 3)

Step 2: Application Review (continued)

- ➢ It is possible to receive a score of 33 points—maximum of 21 points for the narrative statements and 12 points for the program effectiveness statements.

- ➢ Applications that receive a total score of 25 points or more will qualify for a Site Validation Visit. Applications that receive less than 25 points will be disqualified.

- ➢ The WASC Award Letter will be reviewed to verify that the applicant school is currently accredited.

- ➢ Applicants that receive a score of less than 25 points will be notified via email. Notifications will be sent out following the conclusion of the reading session.

Evaluation Process (Slide 4)

Step 3: Site Validation Visit

➤ A review team will conduct a Site Validation Visit to applicant schools receiving a total score of 25 points or more.

➤ The review team may recommend the applicant school for MCHS status to the CDE, where a final determination will be made.

Step 4: District Audit Report Review

➤ EOO staff will review the applicant school's District Audit Report provided to the CDE's School Fiscal Services Division.

➤ CDE staff will also review the District Audit Report to establish if there are any internal control findings or any other notes that may raise doubt as to the quality of the applicant's program.

Evaluation Process (Slide 5)

Recommendations and Final Decisions

➢ The site review teams make recommendations to the EOO. Final determinations are made by the Division Director of the Family Engagement Office.

➢ Applicants that are not recommended for MCHS designation will be notified via email.

➢ Applicants that are recommended for MCHS designation will be notified by a congratulatory phone call from EOO staff, an official letter from the State Superintendent of Public Instruction, and a news release issued by the CDE's Communications Division.

Reasons for Disqualification from the Application Screening Process (Slide 1)

➢ Waiver request that exceeds the one page limit on 8½ by 11-inch white paper, do not use an 11 or 12-point Arial font, are not singled-spaced, do not use normal character spacing, and do not have one-inch margins

➢ Narrative Statements that do not include the title of the statement as a header, are not typewritten, exceed the one page limit, are not typewritten on 8½ by 11-inch white paper, do not use an 11 or 12-point Arial font, are not singled-spaced, do not use normal character spacing, and do not have one-inch margins

➢ Program Effectiveness Statements that do not include the title of the page as a header, are not typewritten, exceed the one page limit, are not typewritten on 8½ by 11-inch white paper, do not use an 11 or 12-point Arial font, are not singled-spaced, do not use normal character spacing, and do not have one-inch margins

Reasons for Disqualification from the Application Screening Process (Slide 2)

➢ Any Quality Indicators marked "Not in Place", with the exception of Quality Indicator C3 (waiver may be requested)

   o Waiver request **must** be submitted if Quality Indicator C3 is marked "Not In Place." Applications with a waiver request for Quality Indicator C3 that exceeds the one page limit on 8½ by 11-inch white paper, do not use an 11 or 12-point Arial font, are not singled-spaced, does not use normal character spacing, and do not have one-inch margins

➢ Schools with Initial, Interim, Candidate status, or those that submit a certificate as verification of their WASC accreditation do not meet the criteria

Webinar Materials

➢ The PowerPoint from today's webinar will be made available on the CDE MCHS Recognition Program web page at https://www.cde.ca.gov/ta/sr/mc/index.asp and on the CCEA Plus Model School Recognition Program web page at https://cceanet.org/awards/model-school/.

Questions

Send your questions and/or comments to the email address listed below:
CONTINUATIONEDUC@cde.ca.gov

Contact Information

For assistance with completing the application, please contact:

Jacie Ragland, Education Administrator I
Dan Sackheim, Education Programs Consultant
Darice Barefield, Technical Assistant Analyst
California Department of Education
Educational Options Office
CONTINUATIONEDUC@cde.ca.gov
916-323-2183

Visit the CDE MCHS Recognition Program web page at
https://www.cde.ca.gov/ta/sr/mc/index.asp

Thank You For Your Participation