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State Superintendent of  
Public Instruction

# Model Community Day School Recognition Program

Technical Assistance Webinar  
Wednesday, September 20, 2023  
California Department of Education

# **Overview of the 2023–24 Model Community Day School Application**

The following set of slides provide an overview of the 2023–24 Model Community Day School (MCDS) Application.

# Overview

- ▶ Background
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# Background

- ▶ The California Continuation Education Association (CCEA) Plus is the merged organization of the CCEA and the Community Day School Network that occurred in 2019.
- ▶ Following the merger, discussions began about the possible development of a MCDS Recognition Program, based on the Model Continuation High School Recognition Program and the priorities of the State Superintendent of Public Instruction, through a collaboration between the California Department of Education (CDE) and CCEA Plus.
- ▶ The proposed application for the MCDS Recognition Program emerged at the end of July 2023.

# Purpose

The MCDS Recognition Program:

- ▶ Identifies and recognizes exemplary programs.
- ▶ Creates a resource list of outstanding programs and practices for school visitations and other forms of peer mentoring.

# The Role of Model Community Day School Educators

The MCDS educators will meet as a group, facilitated by the CDE Education Programs Consultant (EPC) who oversees community day schools, to discuss how best to:

- ▶ Bring forward their expertise and exemplary practices (and needs), through webinars, web pages, statewide or regional summits, etc.
- ▶ The CDE EPC will document the participation of the MCDS educators in providing their knowledge to others.

# Public Information

Information about each MCDS may be published online by the CDE and/or CCEA Plus for those interested in mentorship or information. This will include:

- ▶ School and principal contact information
- ▶ Narrative Statements
- ▶ Description of exemplary practices and program summary from the site visit report

# Timeline

<b>Date</b>	<b>Activity</b>
September 13, 2023	Applications available to the field
September 20, 2023	Application Webinar
October 13, 2023	Intent to Submit online form to be completed
October 20, 2023	Applications due
November 3, 2023	Applications reviewed and rated
November 13, 2023– December 15, 2023	Site Validation Visits
February 7, 2024	Schools notified
April/May 2014	Awards ceremony



# Intent to Submit

- ▶ Applicants are required to submit an electronic Intent to Submit to the CDE by October 13, 2023.
- ▶ The link for the Intent to Submit survey is <https://surveys3.cde.ca.gov/go/mcnds-intent-2023-24.asp>.
- ▶ An automated email will be sent to confirm receipt of the online form. If a confirmation email is not received within 72 hours, please contact the Educational Options Office by email at [CommunityDayScl@cde.ca.gov](mailto:CommunityDayScl@cde.ca.gov).
- ▶ Please be sure to print a copy of the completed Intent to Submit.

# Overall Content of the Application

- ▶ There are four (4) pages/PDFs for signatures and basic school information, Attachments A–D.
- ▶ There are five (5) Narrative Statements that will be scored based on ratings of being exemplary (above the performance of normally effective community day schools).

# Narrative Statements

There are a total of five (5) Narrative Statements as described on pages 10–13 of the application.

1. School Profile
2. School Management
3. Educating “This Whole Child” (Instruction)
4. Educating “This Whole Child” (Social, Emotional and Mental Health and Development)
5. School Evaluation of Effectiveness

# How to Prepare the Narrative Statements

- ▶ Review the guidelines for each statement.
- ▶ Each of the topics includes multiple elements, all of which should be addressed.
- ▶ The title of the statement must be included as the header.
- ▶ Statements must be on 8 ½ by 11-inch white paper, typewritten, using 11 or 12-point Arial font, single-spaced, normal character spacing with one-inch margins.
- ▶ Each statement is limited to two pages.

# Narrative Statement 1: School Profile

Please describe the following:

- ▶ The school, grade levels served, student demographics, community context, staffing, and district support.
- ▶ Describe the use of professional learning communities and professional development to identify needs and approaches to support continuous improvement for students and the community day school.

# Narrative Statement 2: School Management (Slide 1 of 2)

Please describe the following:

- ▶ How staff, students, and other educational partners are involved in collaborating and contributing to school management.
- ▶ How the community day school coordinates with the traditional schools and other alternative education schools within the district to provide for seamless and supportive transfer into and from the community day school, including how student assets are emphasized in addition to any challenges.

# **Narrative Statement 2: School Management (Slide 2 of 2)**

- ▶ How district leadership, other district schools, educational partners and community members are informed of the activities, successful academic, social and emotional progress of community day school students, and challenges within the community day school needing additional support.

# Narrative Statement 3: Educating “This Whole Child” (Instruction) (Slide 1 of 2)

Please describe the following:

- ▶ How instruction and curriculum are matched to student developmental levels, student learning strengths and interests, and the student’s lived-experience and identity.
- ▶ All methods students may use to earn credits. Indicate the maximum number of credits that can be earned per quarter, semester, and year.
- ▶ The scoring rubrics for projects, essays, and other individual assignments.



# Narrative Statement 3: Educating “This Whole Child” (Instruction) (Slide 2 of 2)

- ▶ The use of competency, mastery, in-class and out-of-class projects, homework, and length of each class period. State if all credits and partial credits are transferable to other schools in the district.
- ▶ The instructional delivery system (e.g., directed teaching, project-based assignments, group projects, and other modalities).
- ▶ If the number of credits to graduate from the community day school is less than the number required to graduate from the traditional high school(s) in the district, explain the differences and the rationale for requiring fewer credits.

# **Narrative Statement 4: Educating “This Whole Child” (Social, Emotional and Mental Health and Development) (Slide 1 of 4)**

Please describe the following:

- ▶ How social, emotional and mental health needs and appropriate responses are identified and provided to students, including trauma-informed practices, and by whom. How are these elements integrated into the total school program?
- ▶ How respect for the student within the school community is actively supported.

## **Narrative Statement 4: Educating “This Whole Child” (Social, Emotional and Mental Health and Development) (Slide 2 of 4)**

- ▶ How the school culture, climate and practices are supportive as a learning community, personally and culturally relevant, sustaining and revitalizing, respectful of the lived experience of the student and family, and how implicit and explicit bias are identified and addressed.

## Narrative Statement 4: Educating “This Whole Child” (Social, Emotional and Mental Health and Development) (Slide 3 of 4)

- ▶ The alternative means of supportive improvement and intervention used to prevent or respond to behavioral and/or attendance challenges and barriers, and to minimize the use of exclusionary practices such as suspension, expulsion and other restrictions on students’ active engagement and opportunities within the learning community. These might include restorative practices, student success teams, social, emotional and mental health supports, and other positive, asset-based recommended practices per California *Education Code* sections 48900.5 and 48900 paragraphs (v) and (w). Provide a specific explanation of how those practices relate to any disproportionate representation of minority students and any other identified equity concerns in such interventions.<sup>1</sup>

## **Narrative Statement 4: Educating “This Whole Child” (Social, Emotional and Mental Health and Development) (Slide 4 of 4)**

- ▶ How you collaborate with the student in identifying valid challenges, goals, values and pains that might be being expressed problematically, including those that the student identifies as a response to specific school practices, and in identifying positive, viable alternatives to the problematic behaviors.

## **Narrative Statement 4: Educating “This Whole Child” (Social, Emotional and Mental Health and Development) Reference<sup>1</sup>**

- ▶ For assistance in this area, you may review recent guidance issued by the U.S. Department of Education (ED) and the Department of Justice on the ED School Climate and Student Discipline Resources web page at <http://www2.ed.gov/policy/gen/guid/school-discipline/index.html>.

# Narrative Statement 5: School Evaluation Effectiveness (Slide 1 of 2)

Please describe the following:

- ▶ How the school evaluates the effectiveness of its educational program, both on an ongoing basis and as measured over time.
- ▶ What procedures are used to determine what is working and what needs to be improved (e.g., test results, student surveys, teacher feedback, and other examples).

# Narrative Statement 5: School Evaluation Effectiveness (Slide 2 of 2)

- ▶ How the community day school measures and records ongoing value-added academic, social and emotional, and attendance progress, compared to from before the student entered the CDS, and throughout their participation in the community day school.
  - Discuss how staff use these objective and formative data to support instructional and school culture improvement, and how this information is shared with the student, family members, community day school staff, district, educational partners and community members.



# Attachments (PDF Forms)

Attachments A–D must be:

- ▶ Taken from the current year's application (2023–24)
- ▶ Typewritten
- ▶ Submitted in the exact format as provided in the application (on 8 ½ by 11-inch paper)



# Attachment A: Application Cover Sheet

- ▶ Please follow the link provided to access Attachment A: Application Cover Sheet:  
<https://www.cde.ca.gov/ta/sr/mr/documents/attamcads23.pdf>.
- ▶ Provide all requested information.
- ▶ Include the completed Application Cover Sheet as the first page of your application.
- ▶ The signature on this form may be 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/mr/documents/attb-mcads23.pdf>
- ▶ Provide all requested information.

# Attachment C: Certification Form

- ▶ Please follow the link provided to access Attachment C: Certification Form:  
<https://www.cde.ca.gov/ta/sr/mr/documents/atcc-mcnds23.pdf>.
- ▶ By completing the form, the District certifies that the diploma earned at this community day school is equivalent to the diploma earned at the traditional high school(s) in the district, as appropriate, and that every graduate, whether from a traditional high school or community day school, is equally prepared for productive community participation.
- ▶ The District also certifies that all information presented in the 2023–24 MCDS Application is true and accurate.
- ▶ The signature on this form may be electronic or typed.

# Attachment D: Glossary

- ▶ Please follow the link provided to access Attachment D: Glossary: <https://www.cde.ca.gov/ta/sr/mr/documents/attd-mcads23.pdf>.
- ▶ List all of the acronyms or initialisms used within the Narrative Statements.
- ▶ Spell out the full name or term in the “Description” column.
- ▶ Use an additional sheet of paper, if necessary.

# Assembling the Application

The completed application is to be submitted as a **single PDF**. Each of the items listed below must be included for the application to be considered complete and must be assembled in the order listed below.

- ▶ Application Cover Sheet (Attachment A)
- ▶ School Information Sheet (Attachment B)
- ▶ Certification Form (Attachment C)
- ▶ Glossary (Attachment D)
- ▶ Narrative Statements (5 statements)

# Submitting the Application

An email was sent to everyone who registered for today's webinar. The email included a document with instructions on how to name and upload a PDF document into the exFiles File Transfer System. We will review the following steps together at the end of the presentation:

- ▶ Step 1: Naming Your Document
- ▶ Step 2: Uploading Your PDF Document

**Note:** These same general instructions can also be found on pp. 4–6 of the 2023–24 MCDS Application.

# Evaluation Process (Slide 1 of 4)

## Step 1: Application Screening

- ▶ Each application received by the application deadline, 4 p.m. on October 20, 2023, will be downloaded and reviewed by Educational Options Office (EEO) staff to ensure it meets the minimum eligibility criteria.

## Step 2: Application Review

- ▶ Applications that pass the screening process performed by EEO staff will be evaluated by trained field experts.



# Evaluation Process (Slide 2 of 4)

## Step 2: Application Review (continued)

- ▶ Each Narrative Statement will be rated on a twenty-point scale as follows, representing ratings of being exemplary (above the performance of normally effective community day schools) for a possible combined total of 100 points.
- ▶ Applications that receive a total score of 75 points or more will qualify for a Site Validation Visit.
- ▶ Applications that receive less than 75 points will be disqualified.

Rating	Points
Excellent	15–20
Moderate	6–14
Not above normal expectations	0–5

# Evaluation Process (Slide 3 of 4)

## Step 2: Application Review (continued)

- ▶ Applicants that receive a score of less than 75 points will be notified via email. Notifications will be sent out following the conclusion of the reading process.

## Step 3: Validation Visit

- ▶ A review team will conduct a Site Validation Visit to applicant schools receiving a total score of 75 points or more.
- ▶ The review team will interview the principal, teachers, students, guidance and support staff, stakeholders, and others familiar with the school.

# Evaluation Process (Slide 4 of 4)

## Step 3: Validation Visit (continued)

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

# Reasons for Disqualification from the Screening Process

- ▶ Any applications that are not received by the October 20, 2023, deadline **will be disqualified**.
- ▶ Narrative Statements that exceed the maximum of two pages, are not typewritten, in 11 or 12-point Arial font, single-spaced, normal character spacing, with one-inch margins and do not include the title of the Narrative Statement as a header will also be disqualified.

# Designation Period

- ▶ Schools that are awarded MCDS designation for the 2023–24 MCDS application year will be for the period of April 2024 through March 2027.
- ▶ Schools that receive the MCDS designation are encouraged to submit a new MCDS application in the 2026–27 MCDS application year to avoid a possible gap in model school designation status.
- ▶ Schools selected as MCDSs agree to submit an Annual Assurance of Services Form by June 30 for each of the **second and third years** of designation.

# Webinar Materials

The PowerPoint from today's webinar will be made available on the following web pages:

- ▶ CDE MCDS Recognition Program web page at <https://www.cde.ca.gov/ta/sr/mr/>.
- ▶ CCEA Plus Model School Recognition Program web page at <https://cceanet.org/awards/model-school/>.

# Questions

Send your questions and/or comments to the following email address: [CommunityDaySci@cde.ca.gov](mailto:CommunityDaySci@cde.ca.gov)

# Contact Information

For assistance with completing the application, please contact:

Dan Sackheim, Education Programs Consultant

Darice Barefield, Technical Assistant Analyst

California Department of Education

Educational Options Office

[CommunityDayScl@cde.ca.gov](mailto:CommunityDayScl@cde.ca.gov)

916-323-2183

Visit the CDE MCDS Recognition Program web page at

<https://www.cde.ca.gov/ta/sr/mr/>.



# exFiles

# Thank You