



Checklist for Establishing a Community Day School (CDS)

- Review *Community Day School Laws*, available on the California Department of Education (CDE) Web site at <http://www.cde.ca.gov/sp/eo/cd/>
- Determine eligible students and procedures for assignment to the CDS (*Education Code* §48662(b))
- Identify the grade span for the CDS (*Education Code* §48660)
- Check minimum day requirements for CDS (*Education Code* §48663)
- Identify the site location of the CDS (*Education Code* §48661), for additional information about facilities, contact California Department of Education (CDE) School Facilities Planning Division at (916) 322-2470
- Obtain a local board vote to establish the CDS (*Education Code* §48660)
- Adopt policy that provides procedures for involuntary transfer to the CDS (local board action, *Education Code* §48662(a))
- Obtain CDE approval for the CDS attendance accounting systems (contact Kim Clement, kclement@cde.ca.gov CDE School Fiscal Services Division, 1430 N Street, Suite 3800, Sacramento, CA 95814, (916) 327-0857)). It is strongly recommended that the daily schedule be included. CDS attendance must be maintained and reported in clock hours for each school day (§ 48663 and 48664)
- Apply for the County-District-School (CDS) Code. Each CDS should have its own County-District-School Code. (Contact CDE Data Administrator at (916) 327-4014))
- Establish statewide accountability for your CDS. Every school is subject to statewide accountability. CDSs are held accountable through the Alternative Accountability System. To register, contact the Educational Options Office at (916) 322-5012 or Robert Bakke, Consultant for Alternative Accountability, at rbakke@cde.ca.gov
- Develop and adopt the CDS budget as a separate school, including Full Time Equivalents
- Develop community partnerships (e.g., services to students and families, resources, mentors, etc.)
- Identify the CDS Staff and related positions (teaching, learning support, and administrative personnel)

- Obtain district cooperation with county office of education, law enforcement, probation, and human services agencies working with at-risk youth (*Education Code* §48660.1)
- Identify and outline CDS curriculum (academic, pro-social skills/resiliency/asset building, and school-to-career)
- Inform the county office of education (COE) of plans to establish the CDS, include a copy of program description for COE review (*Educational Code* §48926, educational services for expelled pupils)
- Submit the Core Elements for Describing a CDS available on the CDE Web site to CDE contact:

Dan Sackheim, Education Programs Consultant
California Department of Education
Educational Options Office
1430 N Street, Suite 4503
Sacramento, CA 95814
Phone: (916) 445-5595
FAX: (916) 323-2039
E-mail: dsackhei@cde.ca.gov

For information about the Community Day Schools Network (CDSN) visit the CDSN Web site at www.cdsnetwork.org.