

Appendix Three

Narrative Description of Proposed Program

The following is a brief description of the proposed program:

- Program goals and objectives: *The specific goal/objective is to increase the completion rate for students who have dropped out of school or may potentially drop out.*
- Proposed schedule offered to students participating in the optional flexible school day program: *The schedule will be flexible for each student, based on their needed courses and school requirements, and their issues outside of school, such as jobs and family commitments. Students would have the opportunity to attend school up to twelve hours per day Monday through Thursday and up to four hours on Friday. However, students would be required to attend a minimum of fifteen hours per week. Student hours would be determined by student need based on courses needed for graduation, work schedule, and family needs. Documentation of attendance would be maintained with a student sign in sheet overseen by the Intervention Teacher. Student attendance would be documented based the total number of contact hours documented on the sign in sheet.*
- Staff positions and resource personnel (teachers, administrators, and counselors, support staff, etc.) associated with the program. Include the contact hours the position and resource will be obligated to the program: *One part time Intervention Coordinator, one part time Intervention Teacher, two part time counselors, four part time core curricula teachers, one part time High School principal, one part time Alternative School principal, one High School PEIMS clerk / registrar.*
- Qualification standards established for each staff and resource position: *All professional staff will be certified and highly qualified as per TEA standards.*
- Local procedures for identifying students, including how the school confirms and documents student eligibility: *Students will first be identified as those local students who have already dropped out of school. The documentation for this will be from PEIMS and the Pearson Chancery Student Management System. The program will be small, so if there are additional spaces, then students who drop out from Beeville ISD during the year will be identified as participants in the program.*
- Procedures for obtaining student and parental consent for participation in the optional flexible school day program: *The Intervention Coordinator or the AC Jones principal will meet with each parent and student to discuss participation and get signatures on a form for admittance to the program.*

- Process that will be implemented to maintain records of student eligibility, consent, and attendance: *The Intervention Coordinator, registrar, PEIMS clerk, counselors, and principal of AC Jones High School will review and maintain the records for these students.*
- Procedure the district will establish to ensure all students enrolled in the optional flexible school day program are administered the required assessment instruments in the timeline established by the Texas Education Agency: *These students will be on the list maintained for all campus students who need to take required assessments. In addition, the principal or his designee, will maintain a separate list for these students to ensure they take and complete the required assessments.*
- The criteria selected to report the progress of students participating in the optional flexible school day program: *A form will be developed to track the progress of students in the program. The students will meet with a counselor or administrator at least once per six weeks to discuss the progress they have made on their completion plan.*