

**Ector County Independent School District**

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**ECISD Optional Flexible School Day Program (OFSDP)****1. Campus Based 2. Ector Acceleration Academies (EAA) 3. Community Outreach Center (COC) Guidelines and Procedure****Introduction**

The Optional Flexible School Day Program (OFSDP) is a program that ECISD is offering to provide flexible hours of attendance for students who have dropped out of school or are at risk of dropping out. The program's mission is to increase graduation rates and decrease dropouts by giving students more flexibility and a smaller learning environment. OFSDP provides an alternative method of attendance accounting. A student must receive a minimum of 45 minutes and maximum of 600 minutes of instruction on any given day to accrue eligible OFSDP minutes for the day. Funding is strictly based on the number of minutes of instruction. Detailed information about OFSDP funding can be found online in the Texas Education Agency ([tea.texas.gov](http://tea.texas.gov)) Student Attendance Accounting Handbook. There are three unique locations where a student can participate in OFSDP. The three different options are 1. Campus Based 2. Ector Acceleration Academies (EAA) and 3. ECISD Community Outreach Center (COC).

**Mission**

To assist students in achieving their educational and personal goals, leading to a high school diploma and fulfilling their future within our community and beyond. To increase graduation rates and decrease dropout rates for at risk students.

**Goals**

To increase graduation rates and decrease dropout rates for at risk students by recovering students who have dropped out or are about to drop out and providing them with an alternative option to obtain a diploma.

**Eligibility**

A student is eligible to participate in an optional flexible school day program (OFSDP) authorized under the Texas Education Code (TEC) §29.0822, if:

1. the student meets one of the following conditions:

- the student is at risk of dropping out of school, as defined by the TEC, §29.081; or
- the student, as a result of attendance requirements under the TEC, §25.092, will be denied credit for one or more classes in which the student has been enrolled;

- the student is attending a school with an approved early college high school program designation; or
- the student is attending an academically unacceptable campus implementing a campus turnaround plan approved by the commissioner under TEC 39A Subchapter C; or
- the student is attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or (e-2).

and

2. the student, if less than 18 years of age and not emancipated by marriage or court order, and the student's parent, or person standing in parental relation to the student, agree in writing to the student's participation.

## **Assessments**

The student must take the required state assessments specified under the TEC, §39.023, during the regularly scheduled assessment calendar.

## **Participation in University Interscholastic League (UIL)**

A student enrolled in an OFSDP under the TEC, §29.0822, may participate in a competition or other activity sanctioned or conducted under the University Interscholastic League (UIL) if the student meets all UIL eligibility criteria.

## **Attendance Credit**

A student attending an OFSDP under the TEC, §29.0822, may be counted in attendance for purposes of funding under the TEC, Chapters 46, 48, and 49, only for the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per 12-month period. **Students are enrolled in the traditional program for part of the year and the OFSDP program for part of the year may not earn more than one ADA.**

## **The district agrees**

1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
2. All instructional materials and facilities must be comparable to or exceed the required standards for students in similar programs;
3. that the students participating in an OFSDP will not be isolated from other academic and vocational programs of the school district and that all students will have access to school counselors for pre- and post-entry counseling, academic or personal counseling, and career counseling;
4. to provide faculty and administrators with baccalaureate or advanced degrees, highly qualified staff, and certified teachers as required by 19 Texas Administrative Code §129.1027 for the program;
5. to adopt a policy that does not penalize students participating in an OFSDP in accordance with the 90% rule (TEC, §25.092[a]) or the 75% to 90% rule for class credit (TEC, §25.092[a-1]);

6. to adopt a policy to require students to attend regularly scheduled instruction for the OFSDP with penalties for nonattendance including filing truancy charges, if appropriate;
7. to track the number of minutes the student receives instruction each day and to comply with applicable sections of the Student Attendance Accounting Handbook.
8. to comply with all reporting requirements established by the TEA;
9. not to discriminate based on disability, race, color, national origin, religion, or sex; and
10. to prohibit a student participating in an OFSDP from participating in a competition or other activity sanctioned or conducted under the authority of the UIL unless the student meets all UIL eligibility requirements.
11. provide at least one instructor for each 28 students.
12. to ensure that students will not receive more than 10,800 minutes per course.
13. to ensure that students will not be simultaneously enrolled in OFSDP and the traditional program.

### Referrals and Enrollment Process to OFSDP Programs

Questions	EAA	COC	Campus Based
<b>What should I do if I have a student at risk of withdrawing from high school?</b>	When an ECISD student is determined to be at risk for abandoning education, the counselor, administrator, or teacher will refer the student to EAA using the District referral Google Form.	When an ECISD student who is coded as McKinney Vento is determined to be at risk for abandoning education, the counselor, administrator, or teacher will refer the student to COC using the District referral Google Form.	If staff recommends the student attend campus-based OFSDP, they will consult and gain approval from the campus principal.
<b>What students are eligible?</b>	Students at risk of dropping out or students who have dropped out.	Students who are at risk of dropping out or have dropped out. Students should be at least juniors or seniors and should have passed at least 3 EOCs. The students must be identified as McKinney Vento Homeless or as current or former Emergent Bilingual (EB).	
<b>What happens after the referral form is completed?</b>	An EAA representative will contact the family to set up an orientation meeting with the student and parent.	The COC Grad Lab Supervisor will contact the family to set up a meeting to determine eligibility.	The campus principal or campus representative will meet with students to review expectations.
<b>What happens after a student is approved?</b>	The EAA registrar will update referral sheet with approval notice. The EAA registrar will note the start date and update FOCUS	The Grad Lab Supervisor will email the campus principal for their approval. Once approved by the campus principal, the Grad Lab	The student will meet with their counselor who will assign courses. The student can begin

	SIS. EAA will notify campus principal and counselor of the decision.	Supervisor will email the campus registrar to update FOCUS SIS. The Grad Lab Supervisor will also request a transcript review from the student's counselor to place the student in the correct classes. The counselor should email the Edgenuity courses and EOC testing needed for the student to meet graduation requirements. An enrollment contract meeting will then take place.	courses after they are assigned.
<b>What happens if a student is not approved?</b>	EAA representative will inform student and parent of decision and inform of next steps.	COC Grad Lab Supervisor will inform student and parent of decision and inform of next steps. The referral sheet will also be updated with the decision to facilitate campus communication.	The students will be informed that they have not been approved and alternative options will be offered or discussed.
<b>What should a student do while awaiting a response?</b>	The student should remain at their home school until they ATTEND orientation at EAA.	The students should remain at their home school until they are given a start date.	The student should continue to attend classes as scheduled.
<b>Is attending this program a requirement?</b>	No, this is a voluntary option, and students cannot be required to attend EAA instead of the home campus.	No, this is a voluntary option, and students cannot be required to attend COC instead of the home campus.	No.
<b>How does a student who has a drop out leaver code get referred to these programs?</b>	A student or guardian can complete the online application on the EAA website. EAA staff will then contact the family to determine eligibility and provide the family with next steps.	Campus personnel and drop out specialists may submit the Google referral form after speaking with the family and deciding that the program may be a good option for them.	The campus principal will consult with the student to determine eligibility and provide approval.
<b>Tracking student progress</b>			
<b>How do home schools know if students are</b>	EAA will communicate progress with the home campus designee and the	COC will communicate progress with home campus designee and the progress	Student's counselor will track progress at the home campus.

<b>meeting graduation requirements such as FAFSA, credits, and police video?</b>	progress will be recorded in the ECISD SIS.	will be recorded in the ECISD SIS.	
<b>How does the district approve graduation requirements?</b>	EAA will send relevant transcripts and supplemental graduation completion documents to the home campus designee for review and approval.	COC will send relevant transcripts and supplemental graduation completion documents to the home campus designee for review and approval.	The student's counselor will review requirements.

### **Students Receiving Special Education Services**

Before a student who receives special education services can be approved to attend the campus based OFSDP, the COC Grad Labs, or EAA the campus must hold an ARD meeting to determine if the OFSDP program can meet the educational needs of the student. COC or EAA staff will be invited to attend the ARD meeting to ensure the special needs can be met at the change of placement. Educational decisions through the IEP will be made on a case-by-case basis. The ARD committee will be advised that students at the COC complete their coursework in Edgenuity and students at EAA complete coursework through Edmentum.

### **Counselor & Registrar - Additional Enrollment Procedures**

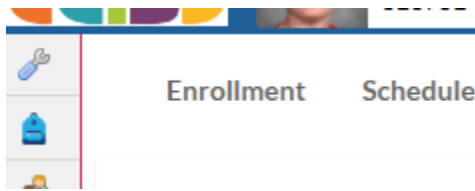
Counselors will meet with OFSDP eligible students and their parent/guardian and will have an OFSDP Enrollment Contract signed by the student, parent/guardian, counselor, and campus administrator. Counselors will keep all the signed contracts until the first day of the next grading/attendance cycle. On the first day of the cycle, the counselor will then add/modify the students' schedules accordingly and indicate the total minutes of courses scheduled on the Contracts. Counselor also will indicate the entry date (the 1st day of the grading/attendance cycle) on the contracts.

The counselor will then make one copy of the contracts to keep for their records and the original contracts will go to the registrar. For best document handling purposes, make sure to stamp or write "COPY" on the copy. Once the registrar receives the original Enrollment Contracts, they will withdraw the student with withdraw reason 33. The students will then be re-entered with eligibility code 7 for OFSDP. At this time, the registrar will email the designated attendance clerk about the withdrawal/re-entry so that the attendance clerk can account for the students on their Entry/Withdrawal notebook. Once the registrar completes the withdrawal/re-entry, the registrar will sign the Contracts and return them to the counselor. The counselor will then verify the student is enrolled with eligibility code 7 in FOCUS. Students cannot be moved to eligibility code 7 except at a grading cycle. The original Contracts will then be given to the designated attendance clerk to be stored in the attendance audit box(es).

### **OFSDP – FOCUS Registration**

## Change of Status

1. From the FOCUS Registration application, go to the student's profile. Click on Enrollment.





2. Registrars will drop the student's current enrollment record based on the dates provided in the contract.
  - The drop date will be in accordance with the date listed on the contract provided by the counselor
  - The drop code will be changed to a [33] Record Status Change

Drop Date	Drop Code	Second School	Status Change	Grade Promotion Status	Prim
			<input type="checkbox"/>		N/A
			<input type="checkbox"/>		N/A
			<input type="checkbox"/>		N/A
			<input type="checkbox"/>		N/A
			<input type="checkbox"/>		N/A
			<input type="checkbox"/>		N/A
			<input type="checkbox"/>		N/A
			<input type="checkbox"/>		N/A
			<input type="checkbox"/>		N/A
			<input type="checkbox"/>		N/A

3. Add a new enrollment record for the current year to reflect the student's OFSDP status.

- Enrollment date in accordance with the new grading/attendance cycle.
- Enrollment code [07] Eligible – Flexible Attendance Program Participation

### Enrollment

Export	 	Filter: OFF	Toggle Columns	Page Size: 20			
Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second S
2023-2024	002 - ODESSA HIGH S...		05/22/2024				
<a href="#">View</a>	2024-2025	002 - ODESSA HIGH S...	12th Gr...	08/01/2024			
<a href="#">View</a>	2023-2024	002 - ODESSA HIGH S...	11th Gr...	08/14/2023			
<a href="#">View</a>	2022-2023	002 - ODESSA HIGH SCHOOL	10th Grade	08/17/2022			
<a href="#">View</a>	2021-2022	003 - PERMIAN HIGH SCHOOL	9th Grade	08/10/2021			
<a href="#">View</a>	2020-2021	047 - ECTOR COLLEGE PREP SUCCESS ACADEMY	8th Grade	09/09/2020			
<a href="#">View</a>	2019-2020	047 - ECTOR COLLEGE PREP SUCCESS ACADEMY	7th Grade	08/21/2019			
<a href="#">View</a>	2018-2019	047 - ECTOR COLLEGE PREP SUCCESS ACADEMY	6th Grade	08/20/2018			
<a href="#">View</a>	2017-2018	124 - NOEL ELEMENTARY SCHOOL	5th Grade	08/21/2017			
<a href="#">View</a>	2016-2017	124 - NOEL ELEMENTARY SCHOOL	4th Grade	08/22/2016			
<a href="#">View</a>	2015-2016	128 - JOHNSON ELEM SCHOOL	3rd Grade	08/24/2015			
<a href="#">View</a>	2014-2015	128 - JOHNSON ELEM SCHOOL	2nd Grade	08/25/2014			

Filter...

[00] Enrolled - Not in Membership

[01] Eligible For Full Day Attendance

[02] Eligible For Half Day Attendance

[03] Eligible Transfer Student-Full Day

[04] Ineligible-Full Day

[05] Ineligible-Half Day

[06] Eligible Transfer Student-Half Day

[07] Eligible - Flexible Attendance Program Participation

[08] Ineligible - Flexible Attendance Program Participation

4. Select Save

5. Select View for the new enrollment record & update the calendar (track)

Rolling/Retention Options

Next Grade

Include in Class Rank

Graduation Requirement Program

Team

Progression Plan

Second School

Filter...

ACCEL ACADEMY Dropout Recovery

COC OFSDP

Secondary Calendar 10th-12th

Secondary Calendar 9th

Summer School

Student Info

Admin

2023-2024

5th

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

TREx Export

Grad

Filter fields...

Primary Info

Addresses & Contacts

Alert Icons

At Risk Reason

Attendance Notification...

Enrollment

Export

Filter

Toggle Columns

Page Size

20

Year

School

Grade Level

Enrollment Date

Enrollment Code

Drop Date

Drop Code

Second School

Calendar Change

Grade Promotion Status

Primary Campus

Next Year Educator

2023-2024

003 - PERMAN HIGH SCHOOL

9th Gra

02/20/2024

[07] Eligible - Flexible Attendance

2024-2025

003 - PERMAN HIGH SCHOOL

10th Gr

08/01/2024

[01] Eligible For Full Day Att

2023-2024

003 - PERMAN HIGH SCHOOL

6th Gra

08/09/2023

[01] Eligible For Full Day Att

02/16/2024

[3] R

No

P - Academically Promoted

N/A

2022-2023

045 - WILSON & YOUNG MIDDLE SCHOOL

6th Grade

06/11/2022

[01] Eligible For Full Day Attendance

No

P - Academically Promoted

N/A

New enrollment record has the start date for S2C2.

Drop the student with the status change. Date is the last day of S2C1.

Save

Enrollment

Year

2023-2024

School

003 - PERMAN HIGH SCHOOL

Grade Level

9th Grade

Enrollment Date

02/20/2024

Enrollment Code

[07] Eligible - Flexible Attendance Program Participation

Drop Date

Drop Code

Calendar

Secondary Calendar 10th-12th

Rolling/Retention Options

Next Grade

ACCEL ACADEMY Dropout Recovery

Include in Class Rank

Graduation Requirement Program

COC OFSDP

Save

## Teachers and Attendance Clerk – Attendance Procedures

There is no ADA period for posting attendance for OFSDP ADA funding purposes and therefore there is no need for teachers to post attendance in txGradebook (absences, tardies, etc.). OFSDP ADA funding is strictly based on the number of minutes of instruction and therefore requires a teacher of record to record the actual number of students' instructional minutes on the Optional Flexible School Day Program (FLEX) Daily Log Sheet. The teacher must verify and sign the Daily Log Sheet each day. The teacher will then turn in the Daily Log Sheet to the designated attendance clerk no later than the next school day. The attendance clerk will code daily OFSDP attendance from the teachers' Daily Log Sheets in FOCUS OFSDP Posting by Teacher. See OFSDP Daily Attendance Data Entry Instructions (below) for detailed instructions. When OFSDP data entry from the Daily Log Sheet has been completed, the attendance clerk will sign and date the bottom of the log sheet. All Daily Log Sheets must be kept in the attendance audit box(es) and all student data will be maintained in compliance with sections 2.2.3 and 11.6 of the Student Attendance Accounting Handbook. The District's six-week reports are both reviewed and certified accordingly. Attendance Balancing - Once the attendance clerk is notified by the registrar by email that an OFSDP student has been enrolled, the attendance clerk records the withdrawal/re-entry on their Entry/Withdrawal Notebook for attendance balancing purposes. Students will not be simultaneously enrolled in OFSDP and traditional programs.

## OFSDP Daily Attendance Data Entry Instructions

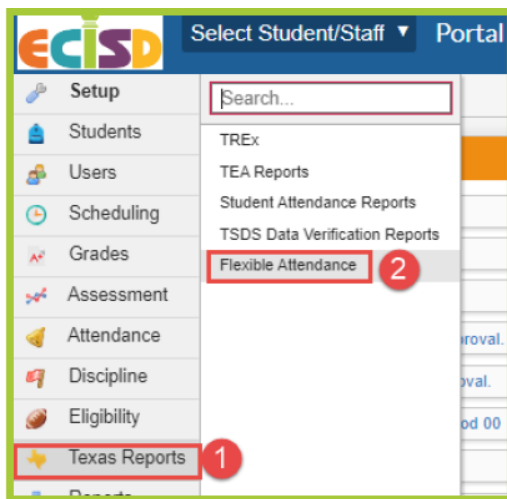
- The designated attendance clerk will receive the FLEX Daily Log Sheets from the teacher every day for the previous school day. Before entering the information, the attendance

clerk needs to confirm that the log sheet was filled out correctly and that the teacher's signature is present.

- The information from the FLEX Daily Log Sheets will be entered in FOCUS per the instructions below.
- The attendance needs to be entered by the total number of minutes per week.
- Data entry staff should set up an Excel Sheet that will allow them to add the minutes on a weekly basis for data entry one time per week. Email [leticia.bernal@ectorcountyisd.org](mailto:leticia.bernal@ectorcountyisd.org) to request a copy of the excel sheet.

### **FLEX ATTENDANCE WEEKLY DATA ENTRY**

Go to FOCUS ---> Texas Reports ---> Flexible Attendance



1. Filter: ON
2. Update the parameters to generate student list as needed.
  - School Calendar
  - ADA Code
  - Reporting Period (Attendance Cycle)
  - Reporting Period Week Number

If student name does not generate after selecting your parameters, verify the student's enrollment record

- Enrollment code [07]
- Enrollment Status (active)
- Enrollment Date
- School Calendar



Use this interface to enter Flexible Attendance Minutes for students per Calendar, ADA Code, Reporting Period, and Week Number. Can input data for either specific dates or total weekly minutes. If both are entered, weekly minutes are prioritized.

1 Filter: ON

2 Current default parameters.

School Calendar: ACCEL ACADEMY Dropout Recovery  
Reporting Period: 2023-2024  
ADA Code: ADA Code 7  
Reporting Period Week Number: Week 1 (05/09/2023 - 05/12/2023)

Save Records

Student ID	Student Name	Regular Minutes	CTE Minutes	Regular Minutes	CTE Minutes	Regular Minutes	CTE Minutes	Weekly Regular Minutes	Weekly CTE Minutes
3	P	0	0	0	0	0	0	0	0
3	N	0	0	0	0	0	0	0	0

You may use the Filter to search Student ID or Student name or select the Column Header if you want to order the student list alphabetically (ascending or descending).

1. Enter the daily OR weekly minutes under the Regular Minutes row.
2. Select the *Save Records* button.

Focus allows minutes to be entered for specific dates OR by total weekly minutes. If both are entered, weekly minutes will be prioritized.

1

2

Save Records

Student ID	Student Name	Tuesday 02/20/2024	Wednesday 02/21/2024	Thursday 02/22/2024	Friday 02/23/2024	Total Weekly Minutes
3	A	65	215	215	0	500

#### Notes:

- Weekly calculations must be made prior to entering minutes.
- InElig Mins can be entered for tracking purposes, ECISD only requires Elig Min

#### Instruction

OFSDP in ECISD COC and campus based programs will utilize Edgenuity. EAA will use Edmentum virtual program. Students work on the program and are monitored by teachers and facilitators to ensure matriculation towards graduation. Students are assigned to a teacher of record who monitors student progress in Edgenuity/Edmentum. Students are assigned goals and completion dates for each class. Edgenuity/Edmentum displays progress status to help the student stay on track. Campus facilitators monitor and provide individual assistance as needed. Tutoring is provided as needed. Students also are provided supplemental services including workforce readiness presentations, college group visits and other programming designed to help the student graduate.

#### Graduation

Campus counselors review credit recovery and EOC completions to ensure students meet graduation requirements.

## Summer School

For eligible OFSDP students attending summer school courses for credit recovery, funding is limited to only funding for the attendance necessary for the student to recover class credit. Summer school staff will follow the OFSDP attendance procedures: OFSDP ADA funding is strictly based on the number of minutes of instruction and therefore requires a teacher of record to record the actual number of students' instructional minutes on the Optional Flexible School Day Program (FLEX) Daily Log Sheet. The teacher must verify and sign the Daily Log Sheet each day. The teacher will then turn in the Daily Log Sheet to the designated attendance clerk no later than the next school day. The attendance clerk will code daily OFSDP attendance from the teachers' Daily Log Sheets in FOCUS OFSDP Posting by Teacher. See OFSDP Daily Attendance Data Entry Instructions for detailed instructions. When OFSDP data entry from the Daily Log Sheet has been completed, the attendance clerk will sign and date the bottom of the log sheet. All Daily Log Sheets must be kept in the attendance audit box(es) and all student data will be maintained in compliance with sections 2.2.3 and 11.6 of the Student Attendance Accounting Handbook. The District's six-week reports are both reviewed and certified accordingly. Attendance Balancing - Once the attendance clerk is notified by the registrar by email that an OFSDP student has been enrolled, the attendance clerk records the withdrawal/re-entry on their Entry/Withdrawal Notebook for attendance balancing purposes. Students will not be simultaneously enrolled in OFSDP and traditional programs. Once a student has recovered the credit needed, their summer experience will be considered complete, and they will stop attending school until the start of the next school year. Campus and Grad Lab staff will ensure that students only sign in to work on classes needed to recover credit during summer by reviewing the student's graduation plan and ensuring courses assigned are needed for credit recovery. Campus staff and COC Grad Lab supervisor will review to ensure compliance with this requirement by noting each student's file before the summer session begins.

### **Ector County Independent School District Optional Flexible School Day Program Enrollment Contract**

*Please note a contract must be on file for every year the student participates.*

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Campus: \_\_\_\_\_ Grade: \_\_\_\_\_ Cohort: \_\_\_\_\_

Phone # \_\_\_\_\_ Address: \_\_\_\_\_

Please note the following program options:

1. Flexible Scheduling: During school day from 8:00am to 12:00pm or 1:00pm to 5:00pm
2. Flexible Scheduling: Students should attend a minimum of 20 hours per week.
3. Flexible Scheduling: Extended day and flexible schedules within the school day based on individual student need.

#### Eligibility

A student is eligible to participate in an optional flexible school day program (OFSDP) authorized under the Texas Education Code (TEC) §29.0822, if:

1. the student meets one of the following conditions:
  - the student is at risk of dropping out of school, as defined by the TEC, §29.081; or

- the student, as a result of attendance requirements under the TEC, §25.092, will be denied credit for one or more classes in which the student has been enrolled;
- the student is attending a school with an approved early college high school program designation; or
- the student is attending an academically unacceptable campus implementing a campus turnaround plan approved by the commissioner under TEC 39A Subchapter C; or
- the student is attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or (e-2).

and

2. the student, if less than 18 years of age and not emancipated by marriage or court order, and the student's parent, or person standing in parental relation to the student, agree in writing to the student's participation.

You agree to accept and comply with the ECISD's rules and regulations. The campus principal reserves the right to dismiss any student from the program when the behavior conflicts with the regular operations of the group or when a student does not obey rules and regulations.

By signing this agreement, \_\_\_\_\_ (Print student name) agrees to participate in the program in an effort to graduate according to their Personal Graduation Plan. The student understands and agrees that he or she may be dismissed from the program for non-participation at the discretion of the campus principal with penalties for nonattendance including filing truancy charges, if appropriate. The student also agrees to visit with their counselor on a regular basis to discuss progress and guidance.

EOC Assessments Needed (circle):    English I    English II    Algebra I    Biology    US History

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Counselor Date

\_\_\_\_\_  
Campus Administrator Date

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*For Office Use Only*

Total Minutes of Courses Scheduled: \_\_\_\_\_

Entry Date: \_\_\_\_\_ (must be day 1 of grading cycle)

Eligibility Code Change to \_\_\_\_\_ Registrar Signature: \_\_\_\_\_

Counselor Verification Signature: \_\_\_\_\_

## Optional Flexible School Day Program OFSDP Daily Sign In Sheet

Campus Number: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

