

Appendix Three
Attendance and Compliance Procedures of Proposed Program

1) Describe program goals and objectives:

The OFSDP will provide select students with a flexible schedule to decrease dropout rate, and improve opportunities for graduation. Students will be provided online learning opportunities while on campus under the instruction of the teacher of record, as well as traditional resources with the objective to complete coursework needed for graduation.

2) Indicate the proposed schedule offered to students participating in the OFSDP, including days of the week and times:

Proposed hours are Monday through Friday 8:00 A.M. - 4:30 P.M. with outside hours and/or Saturday hours scheduled between students and staff by appointment.

3) Provide an outline of staff positions and resource personnel associated with the program. Include contact hours each staff position will be obligated to the program:

The OFSDP will include a full time highly qualified teacher certified by the State of Texas, a full-time administrator, and part time counselor(s). The teacher and administrator will be obligated during the hours indicated in question 2, and counselor(s) will be obligated on a bi-weekly basis.

4) Describe the procedures for identifying students, including how the school confirms and documents student eligibility and obtaining student and parental consent for OFSDP participation:

Identification of students will consist of monitoring student records to determine if a student has dropped out, or is at risk of dropping out using state guidelines. Students may also be identified by monitoring attendance records to determine if a student will lose course credit for non-attendance. Student and parent consent are obtained by conducting a scheduled in person or phone meeting with the student and or parent signing a document of consent to participate in the OFSDP.

5) Indicate the number of OFSDP students that will be served per teacher.

Fewer than 16. Our usual numbers are 3 – 16 students each year with 20 being our targeted maximum number of students at any given time in our OFSD program.

6) If the OFSDP program will offer special education, career and technology education, pregnancy related services or bilingual education, please indicate how services will be provided, the teacher certification standards in each program area, and how services will comply with the Student Attendance Accounting Handbook.

The services will be provided directly to the individual student by certified teachers in each area and will be documented in their IEP, PRS, CTE, or ELL plan and shared with students and parents following district policy and guidelines for each plan. We have a Special Education certified teacher on staff to provide services to SpEd population. We have ESL certified staff available and all students have access to any services or staff afforded students in the regular education setting. Counselors are available and make visits to ensure the needs of every student are being met. Many of the CTE courses we offer our students are available on our distance learning provider with accredited teachers providing the lessons. Students in the OFSDP are only given attendance credit, and academic credit when accessing the online curriculum while on the OFSDP campus under the direct supervision of a certified teacher. Where the course is not available, our regular campus teacher(s) provide course work, tutorials, or any other means

of help afforded all other students. If a student is receiving PRS, and the student is placed on CEHI, then the student will be removed from the OFSDP attendance accounting process.

7) **OFSDP requires a teacher of record to record the actual number of students' instructional minutes on any given day. Explain the following:**

a) **How the classroom teacher will verify the number of minutes of instruction a student receives each day.**

In writing by the teacher of record for each OFSDP student, which will be verified with a teacher signature daily. The teacher will then record all minutes on a summary form which will then be verified by the OFSDP administrator. The administrator submits the form to the Aransas Pass ISD PEIMS coordinator at the end of each grading period. (e.g.6 weeks)

b) **How the district will make sure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.**

By the teacher and principal verifying the teacher attendance documentation, and summary forms are accurate to indicate that all OFSDP students are in attendance no less than 45 minutes on any documented on-campus class session prior to submitting the summary forms to the Aransas Pass ISD PEIMS coordinator.

c) **How the district will make sure that students transferring from the traditional program (ADA Codes 0-6) to OFSDP (ADA Codes 7-8) will not generate more than one ADA in total for the school year and that students will not receive more than 10,800 minutes per course. It is recommended that the district apply the following formula to determine the maximum OFSDP minutes a student is eligible = (180 – Traditional Days Present x 240).**

By Aransas Pass ISD creating and maintaining a separate calendar for the OFSDP and assigning students in the OFSDP to that calendar on the date they begin in the program. Also, by applying the aforementioned formula. Students in the OFSDP will not receive more than 10.800 minutes per course. Additionally, students in the OFSDP will not be simultaneously enrolled in the OFSDP and any other traditional program. All data will be verified by the Aransas Pass ISD campus staff and the district PEIMS coordinator.

d) **How the district will ensure that students are not coded in a traditional program on the same day that the student is accumulating OFSDP instructional minutes.**

Students enrolled in the OFSDP are coded under the OFSD program on the district's student information system. Minutes accumulated at the OFSDP are entered into the SIS by the district PEIMS coordinator. Once a student is coded into the OFSDP, campus attendance clerks no longer have access to record attendance for the student in a traditional program. The district PEIMS coordinator will verify the student is coded correctly prior to entering instructional minutes.

e) **How the district will ensure that attendance practices and records comply with Sections 2.2.3 and 11.6 of the Student Attendance Accounting Handbook.**

Section 2.2.3: Aransas Pass ISD will retain paper copies of the OFSDP teacher generated student attendance records for the amount of time required by law.

11.6: Aransas Pass ISD will assign any OFSDP student to a separate calendar and attendance will be reported through the OFSDP 42401 series records. The Aransas Pass ISD will submit an annual application to TEA to continue the OFSDP.

f) **How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-weeks.**

Student Detail Audit reports for the OFSDP track will be reviewed and certified by the teacher, principal, and district PEIMS coordinator each six-weeks.

8) N/A- Aransas Pass ISD does not offer this option.

9) N/A- Aransas Pass ISD does not offer this option.

10)N/A- Aransas Pass ISD does not offer this option.