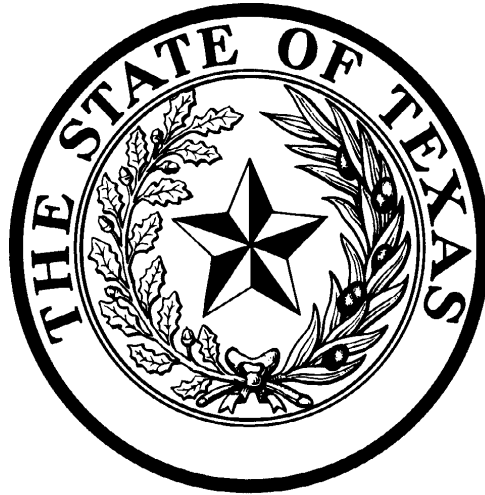


Texas Education Agency



APPLICATION

Updated May 2025

Optional Flexible School Day Program (OFSDP)

2025 - 2026

School Year

ELIGIBLE APPLICANTS: The Texas Education Agency (TEA) will make available to eligible school districts and open-enrollment charter schools an application form that must be completed and submitted annually to the TEA for approval.

Definition of Program Provisions

Eligible Students

A student in any grade level is eligible to participate in an OFSDP authorized under the [TEC, §29.0822](#), if the student is:

- at risk of dropping out of school, as defined by the [TEC, §29.081](#),
- attending a campus implementing an approved innovative campus plan,
- attending a TEA-designated ECHS as defined by the [TEC, §29.908](#), P-TECH, or ICIA,
- attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#), or
- not meeting attendance requirements under the [TEC, §25.092](#), resulting in denied credit for one or more classes in which the student has been enrolled.

AND

There must be an agreement in writing to the student's participation:

- by the student, if the student is over 18 years of age; or
- by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

Board Approval

The board of trustees of a school district must include the OFSDP as an item on a regular agenda for a board meeting. The board of trustees of a school district must discuss the progress of the program before approving the program and applying to operate an OFSDP (see Appendix Two). Please note that, pursuant to [TAC 129.1027](#), a progress report for OFSDP may be required to be included in subsequent annual applications starting the 2026-2027 school year.

Attendance Credit

A student attending an OFSDP under the TEC, §29.0822, may be counted in average daily attendance (ADA) 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 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.**

Assessment

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

Continuation or Revocation of Program Authorization

Applications are approved for a period of one (1) school year. Continuation of the approval for the OFSDP will be contingent on the demonstrated success of the program. Determination of success will include a review and analysis of data provided in the mandatory final progress report(s). The commissioner of education may revoke authorization for participation in the OFSDP after consideration of relevant factors, including performance of students participating in the program on assessment instruments required under the TEC, Chapter 39; the percentage of students participating in the program who graduate from high school; and other criteria agreed to in the application and adopted by the commissioner of education. A decision to revoke approval of the program by the commissioner of education is final and may not be appealed.

Reporting Requirements

Following approval of the application, the applicant may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. When requested, reports will require applicants to disclose the overall progress of the students in the program, the number of students enrolled in the program (disaggregated by ethnicity, age, gender, and socioeconomic status), the number of students graduating from high school (disaggregated by ethnicity, age, gender, and socioeconomic status), and additional criteria selected by the applicant and agreed to by the commissioner. The TEA will provide notice to applicants and additional instructions for completion of reports at least 45 days before the date a report is due, or as soon as possible, in order to give school districts and charter schools adequate time to prepare and submit the reports to the TEA. The TEA may request additional reports as necessary to monitor and assess the progress of students participating in the program.

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 authority of the University Interscholastic League (UIL) only if he or she meets all UIL eligibility criteria.

Provisions of Agreement

Article I – Parties to Agreement

This agreement is entered into by and between the Texas Education Agency, an agency of the State of Texas, hereinafter referred to as the "TEA," and

Huntsville Independent School District

(Legal Name of School District or Open-Enrollment Charter School)

located at

441 Fm 2821 East, Huntsville, Tx, 77320-9298

(Physical Address)

hereinafter referred to as "district."

Article II – Period of Agreement

The period of the agreement, as detailed by participating campus in **Appendix Five**, is for a maximum of one (1) school year plus an additional thirty (30) school days if the district is applying for credit recovery. **Note that the agreement term is subject to annual renewal.**

Article III – Purpose of Agreement

The district must perform all the functions and duties set out in the agreement, the authorizing program statute, and applicable regulations.

Article IV – Reporting Requirements

The district may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. The TEA may request additional reports as necessary to monitor and assess the progress of students participating in the program.

Article V – General and Special Provisions to the Agreement

Each provision marked with an "X" below is hereby attached and incorporated by reference as part of this document:

- ☒ Appendix One, Assurances
- ☒ Appendix Two, Board Approval
- ☒ Appendix Three, Attendance and Compliance Procedures of Proposed Program (Attach PDF File)
- ☒ Appendix Four, District Contacts
- ☒ Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement (Attach Excel File)

Article VI – Application Process

- For questions or assistance regarding this application, email opflex@tea.texas.gov or call 512-463-8916.
- Applications should be submitted 30 days prior to the start of the program. Start date(s) on Appendix Five should be at least thirty (30) days after the application is submitted.
- Email the complete application and attachments to: opflex@tea.texas.gov.
- Email subject line should indicate: OFSDP Application - District Name, County District Number

Article VII – Agreement

AGREED and accepted on behalf of the school district or open-enrollment charter school to be effective on the earliest date written above by a person authorized to bind the district.

Typed Name	Marcus Forney	
Typed Title	Chief Academic Officer	Authorized Signature

Appendix One **Assurances**

The definition of the terms of the application applies to Appendix One, Assurances. The school district or open-enrollment charter school, hereinafter called “district,” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix One. All information requested must be included with this form.

The district agrees to enroll only eligible students to participate in an OFSDP authorized under this application. A student is eligible to participate in an OFSDP authorized under the 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 is attending a campus implementing an approved innovative campus plan; or
 - the student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#); or
 - the student is attending a campus with an approved early college high school program designation as defined by the [TEC, §29.908](#); 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.

and

2. there is an agreement in writing to the student’s participation
 - by the student, if the student is over 18 years of age; or
 - by the student and the student’s parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

The district agrees:

1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
2. to ensure all instructional materials and facilities are comparable 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.

AGREED and accepted terms and conditions of Appendix One on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Ken Holland, HISD Board President, 936-435-6300

Name, Title, and Telephone Number of School Board President

Signature of School Board President

Date

Dr. Scott Sheppard, Superintendent of Schools, 936-435-6300

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Two **Board Approval**

The definition of terms of the application applies to Appendix Two, Board Approval. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Two. All information requested must be included with this form.

1. The board of trustees of the school district or the governing board of the open-enrollment charter school **agrees to include the OFSDP as an item on the agenda** concerning the proposed application.
2. The board of trustees of the school district or the governing board of the open-enrollment charter school must discuss the progress of the program before applying to operate an OFSDP.

The proposed OFSDP application was on the agenda and discussed at the board meeting conducted on:

Month: June
Day: 17
Year: 2025
Time: 6:00 pm
Location: Hawkins Administration Building, Huntsville ISD

Agreed and accepted on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Ken Holland, School Board President, 936-435-6300

Name, Title, and Telephone Number of School Board President

Signature of School Board President

Date

Dr. Scott Sheppard, Superintendent of Schools, 936-435-6300

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Three

Attendance and Compliance Procedures of Proposed Program

The definition of terms of the application applies to Appendix Three, Attendance and Compliance Procedures of Proposed Program. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit a separate PDF document to concisely provide the information below, labeled with the corresponding number, for Appendix Three. Only responses in the specified format will be accepted. Do not submit any other documents in place of Appendix Three. All information requested must be included with this form and should be reviewed by the District PEIMS Coordinator prior to submission. If a question does not apply, please indicate “N/A” next to its number.

1. Describe the program goals and objectives. **Note:** Pursuant to TAC 129.1027, a progress report for OFSDP may be required to be included in subsequent annual applications starting the 2026-2027 school year.
2. Indicate the proposed schedule offered to students participating in the OFSDP, including days of the week and times courses are available.
3. Provide an outline of staff positions and resource personnel (teachers, administrators, counselors, support staff, etc.) associated with the program. Include contact hours each staff position will be obligated to the program.
4. Describe the procedures for identifying students, including how the school confirms and documents student eligibility and obtains student and parental consent for OFSDP participation.
5. Indicate the estimated number of OFSDP students that will be served per teacher.
6. **If** the OFSDP program will offer special education, career and technology education, pregnancy-related services, or bilingual education, 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](#).
7. OFSDP requires a teacher of record to record the actual number of students’ instructional minutes on any given day. NOTE: Absences and days present do not exist in the OFSDP

Explain the following:

- a. How the classroom teacher will verify the number of instructional minutes a student receives each day.
- b. How the district will ensure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.
- c. How will the district ensure 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. **Note:** It is recommended that the district apply the following formula to determine the maximum OFSDP

minutes a student is eligible = (Calendar School Days - Traditional Days Present) x 240.

- 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.
 - 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](#).
 - f. How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-week attendance reporting period.
8. If eligible OFSDP students participate in a credit recovery program offered in the summer, funding is limited to the attendance necessary for the student to recover class credit. Please describe how attendance will be monitored to ensure additional minutes are not reported for funding.
9. If students are attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or (e-2):
- a. Will the district operate the dropout recovery education program or utilize an education management organization? If services will be contracted, please provide the organization name, accreditation status, and the name of the accrediting agency.
 - b. Indicate how students will be offered or provided referrals for mental health services.
10. If students are attending a dropout recovery program offered in a remote or hybrid setting, as defined by TEC, §29.081 (e-2):
- a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.
 - b. Describe the individual learning plan or process used to monitor each student's progress.
 - c. Indicate how students will be served by an academic coach and local advocate.
 - d. Indicate the date of the month that monthly student progress reports will be provided to the student's school district.
 - e. Provide the location and a brief description of the in-person student engagement center.

Appendix Four **District Contacts**

The definition of terms of the application applies to Appendix Four, Contact(s) Sheet. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Four. All information requested must be included with this form.

District Contacts for the Application

District/Charter School Superintendent:	Dr. Scott Sheppard
Mailing Address:	441 Fm 2821 East,
City, State, Zip Code:	Huntsville, Tx, 77320-9298
Telephone Number:	936-435-6300
Email Address:	ssheppard@huntsville-isd.org

District PEIMS Coordinator:	Dr. Thad Mitchell
Email Address:	tmitchell@huntsville-isd.org

OFSDP Contact Name:	Marcus Forney
Email Address:	mdforney@huntsville-isd.org

OFSDP Contact Name:	Dr. Jamey R. Johnson
Email Address:	jjohnson2@huntsville-isd.org

NOTE: Most of the contact for the approved OFSDP is done via email. Valid email address(es) must be submitted on this form. Provide the full name(s) of the person(s) who is (are) the email contact(s) to ensure that the TEA has accurate information.

Appendix Five

Participating Campuses, Student Eligibility, and Period of Agreement

The definition of terms of the application applies to Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Five. All information requested must be included with this template and submitted in a separate Excel file.

Download and complete Appendix 5, which can be found on the [OFSDP webpage](#) under the *Applications and Templates* section.

Once completed, email the following to OPFLEX@tea.texas.gov:

1. The application (in PDF file format)
2. Appendix Three (in PDF file format)
3. Appendix Five (in MS Excel file format)

***All file names should include the district/charter school’s name**

Appendix Three

Attendance and Compliance Procedures of Proposed Program

The definition of terms of the application applies to Appendix Three, Attendance and Compliance Procedures of Proposed Program. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

1. Describe the program goals and objectives. Note: Pursuant to TAC 129.1027, a progress report for OFSDP may be required to be included in subsequent annual applications starting the 2026- 2027 school year.

Program Goals and Objectives:

The goal of the Optional Flexible School Day Program (OFSDP) in Huntsville Independent School District at Huntsville High School is to re-engage students who have fallen substantially behind in earning the credits required for graduation and to provide a pathway for dropout recovery. The program is designed to address the needs of students who are at risk of dropping out due to personal, academic, or economic challenges that prevent them from participating in a traditional school schedule.

The OFSDP at Huntsville High School, managed through the Hornet Success Academy, will focus on the following key objectives:

1. **Increase Graduation Rates:** By providing flexible scheduling and targeted academic support, the program aims to increase the number of students who successfully earn a high school diploma.
2. **Reduce Dropout Rates:** The program will identify and support students at risk of dropping out by offering them an alternative pathway that fits their individual circumstances, such as employment obligations, parenting responsibilities, or other personal barriers.
3. **Promote Credit Recovery:** The Hornet Success Academy will offer personalized credit recovery plans to help students regain lost ground academically and accelerate their progress toward graduation.
4. **Offer Flexible Scheduling:** The program will allow students to attend school on a modified schedule that aligns with their availability, including attending on specific days or for a limited number of hours, ensuring that external responsibilities do not hinder their academic progress.
5. **Maintain State Funding Eligibility:** The OFSDP will use the alternative attendance accounting method authorized under Texas Education Code (TEC) §29.0822, enabling Huntsville High School to receive funding based on the actual number of instructional hours completed by participating students.

By offering a flexible and supportive learning environment, Huntsville High School's OFSDP seeks to provide a second chance for students who are disengaged or struggling, equipping them with the tools, time, and resources needed to complete their education and transition successfully into adulthood.

Offering a flexible schedule through the OFSDP will reduce the number of high school dropouts and increase high school graduation rates. The OFSDP will provide opportunities for Huntsville High School to offer flexible schedules while maintaining eligibility for state funding, using an alternative method for calculating school attendance. Students attending the Optional Flexible School Day Program at Huntsville High School under

Texas Education Code (TEC) §29.0822 may be counted in attendance for purposes of funding under Chapters 41, 42, and 46 of the TEC for the actual number of contract hours the student receives.

2. Indicate the proposed schedule offered to students participating in the OFSDP, including days of the week and times courses are available.

Proposed Student Schedule:

Students enrolled in the Optional Flexible School Day Program (OFSDP) at Huntsville High School will be individually scheduled based on their academic needs, personal responsibilities, and availability. The program will operate Monday through Friday between the hours of **7:30 AM and 4:00 PM** at a designated district location.

To accommodate diverse student circumstances, three flexible scheduling options will be offered:

1. Morning (AM) Schedule:

Students will attend from **7:30 AM to 11:30 AM**, Monday through Friday.

2. Afternoon (PM) Schedule:

Students will attend from **11:25 AM to 3:25 PM**, Monday through Friday.

3. Full-Day Schedule:

Students may also attend a **full-day session from 7:30 AM to 3:25 PM**, Monday through Friday, depending on their academic needs and availability.

Each student's schedule will be developed in consultation with school counselors, administrators, and program staff to ensure it supports both academic progress and personal circumstances such as work obligations, parenting, or other critical responsibilities.

3: Provide an outline of staff positions and resource personnel (teachers, administrators, counselors, support staff, etc.) associated with the program. Include the number of contact hours each staff member will be obligated to the program.

Staff Positions and Resource Personnel for OFSDP – Huntsville High School / Hornet Success Academy

The Huntsville High School Optional Flexible School Day Program (OFSDP), housed within the Hornet Success Academy (HSA), is supported by a team of staff who work collaboratively to ensure students receive academic support, credit recovery, and dropout prevention services. Staff assignments and contact hours are as follows:

1. HSA Director

Role: Provides overall leadership and administrative oversight of the HSA and OFSDP program. Coordinates scheduling, supervises staff, ensures program fidelity, and monitors student attendance and progress.

Contact Hours: Full-time (40 hours/week)

- **Responsibilities:**

- Approves student applications and Attendance Improvement Plans (AIPs)
- Conducts orientation meetings with students and parents
- Oversee academic progress, staff supervision, and program compliance TEC §29.0822
- Maintains hard copies of applications and consent forms
- Ensures attendance, instructional minutes, and state reporting are properly documented

2. Teachers (Credit Recovery Instructors)

Role: Provide instruction via Edgenuity, monitor student academic progress, and verify daily instructional minutes.

Contact Hours: Varies per assigned schedule (AM, PM, or full-day shifts); each teacher serves approximately 15 students.

Responsibilities:

- Track and certify student instructional minutes daily
- Support student learning and credit recovery using Edgenuity
- Maintain accurate attendance and academic records

3. HSA Counselor

- **Role:** Provides academic advising, emotional support, and develops graduation plans for participating students.
- **Contact Hours:** Part-time (20-24 hours/week)
- **Responsibilities:**
 - Assist with student scheduling and application processing
 - Communicate program expectations to students and families
 - Develop and support student Attendance Improvement Plans (AIPs)

6. PEIMS/Administrative Assistant

- **Role:** Tracks and calculates student attendance data and reports instructional minutes.
- **Contact Hours:** Part-time or full-time depending on enrollment (est. 20–30 hours/week)

- **Responsibilities:**
 - Maintain OFSDP Daily Contact Register
 - Reconcile attendance and instructional time
 - Submit PEIMS coding for membership verification

7. Attendance Clerk

- **Role:** Reconciles attendance between Edgenuity, Skyward, and on-campus sign-in systems.
- **Contact Hours:** Full-time (40 hours/week)
- **Responsibilities:**
 - Generate weekly attendance reports
 - Maintain compliance documentation for audits

8. Special Program Staff (as needed)

- **Roles Include:**
 - Special Education Teachers/Paraprofessionals
 - Bilingual/ESL Teachers
 - Pregnancy-Related Services (PRS) Coordinators
- **Contact Hours:** As needed per student IEP/504 plan or service requirement
- **Responsibilities:**
 - Provide specialized services in accordance with student learning plans
 - Collaborate with HSA team for proper accommodations and instructional support

9. CTE Teacher (for students in traditional CTE programs)

- **Role:** Deliver Career and Technical Education to students in the HSA credit recovery program utilizing the online Edgenuity Platform.
-
- **Contact Hours:** 40 hours
-
- **Responsibilities:**
 - Document daily instructional minutes for CTE participation
 - Ensure certification and compliance for funding eligibility

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

Students are identified through a referral process involving school counselors, teachers, administrators, and the HSA Director. Eligibility is based on academic need, credit deficiency, risk of dropout, and personal circumstances.

The placement process includes:

- A review of academic transcripts and graduation plans
- A mandatory orientation meeting involving the student, parent/guardian, counselor, and HSA Director/Principal
- Completion of an OFSDP application, signed by the student (and parent if under 18)
- Documentation of the student's commitment to abide by OFSDP program guidelines

All consent forms and placement documents are stored in the student's cumulative folder (registrar's office) and in the HSA Director's office for audit purposes.

5: Indicate the estimated number of OFSDP students served per teacher.

At Huntsville High School's Hornet Success Academy, the estimated number of students served per teacher in the Optional Flexible School Day Program (OFSDP) is **15 students per teacher**. This ratio ensures that each student receives focused academic support and personalized instruction aligned with their individual graduation and credit recovery needs.

For the upcoming school year, we anticipate serving approximately **100 students** through the OFSDP. Staffing assignments and instructional resources will be structured to maintain the 15:1 student-to-teacher ratio, allowing for effective monitoring of student progress, personalized interventions, and compliance with instructional time and attendance reporting requirements.

6. If the OFSDP program will offer special education, career and technology education, pregnancy-related services, or bilingual education, 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.

Huntsville High School will ensure that all students enrolled in the Optional Flexible School Day Program (OFSDP) who are eligible for special programs—such as Special Education, Career and Technical Education (CTE), Pregnancy-Related Services (PRS), and Bilingual/ESL Education—will receive appropriate services in compliance with the Student Attendance Accounting Handbook (SAAH) and federal/state guidelines.

☐ **Special Education**

Students receiving Special Education services will continue to have their Individualized Education Programs (IEPs) implemented with fidelity. Services will be coordinated by certified special education teachers and paraprofessionals assigned to support Hornet Success Academy (HSA) students. All special education staff meet TEA certification standards. Admission, Review, and Dismissal (ARD) committee meetings will be conducted as required, and appropriate accommodations/modifications will be provided within the OFSDP instructional setting..

☐ **Bilingual/ESL Services**

English learners participating in OFSDP will continue to receive language support and instructional accommodations per their Language Proficiency Assessment Committee (LPAC) plans. Bilingual/ESL-certified teachers and staff will assist in ensuring language development needs are met. Students may receive direct instruction or consultative support from bilingual personnel, and staff will monitor progress regularly.

☐ **Pregnancy-Related Services (PRS) and Compensatory Education Home Instruction (CEHI)**

Students who are pregnant or parenting will be served through Huntsville ISD's PRS/CEHI program, which includes access to homebound instruction, transportation, counseling, and healthcare-related support. Pregnant and postpartum students may participate in OFSDP if they are able to attend school, or they may be served exclusively through CEHI when confined. Attendance will be tracked in accordance with PRS and CEHI guidelines in the SAAH to ensure accurate reporting and funding compliance.

☐ **Career and Technical Education (CTE)**

Students enrolled in the OFSDP will receive CTE instructions and support by the Hornet Success Academy CTE teacher who holds appropriate industry and TEA certifications. Students will complete required CTE courses separately from their OFSDP time and must meet the minimum average daily minutes for each course as required by the SAAH.

All program services will be documented, monitored, and reviewed by appropriate departments in collaboration with the Hornet Success Academy Director/Principal to ensure compliance with TEA regulations and to provide equitable access and support for all students.

7. *OFSDP requires a teacher of record to record the actual number of students' instructional minutes on any given day. NOTE: Absences and days present do not exist in the OFSDP*
Explain the following:

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

Classroom teachers of record at the Hornet Success Academy (HSA) are responsible for tracking and certifying the actual instructional minutes each OFSDP student receives daily. Teachers verify attendance through:

- Direct observation and face-to-face engagement
- Edgenuity usage reports (login times, content accessed, time-on-task)
- Raptor Technologies (student check-in/check-out system)
- Paper documentation when electronic systems are unavailable

At the end of each instructional day, teachers record the exact number of instructional minutes received per student and sign the OFSDP Daily Contact Register to certify the information.

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

Students who do not attend for a minimum of 45 minutes on a given day are coded as “enrolled but not in membership” and are not claimed for Average Daily Attendance (ADA) funding. This is enforced by:

- Daily reconciliation of sign-in/sign-out times (Raptor or paper log)
- Instructional time verification in Edgenuity and by the teacher of record
- Coding oversight by the PEIMS/Administrative Assistant in coordination with the HSA Director

c. How the district will ensure 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.

To ensure compliance:

- Once a student is admitted to OFSDP, the PEIMS/Administrative Assistant updates the student’s ADA code from 0–6 to 7 or 8 in the system, under the supervision of the HSA Director.
- The district applies the TEA-recommended formula:
(Calendar School Days – Traditional Days Present) × 240 = Maximum OFSDP Minutes
This formula is used to calculate the number of instructional minutes a student is eligible to receive under OFSDP.
- Student course enrollments and progress are closely monitored to ensure no student exceeds 10,800 instructional minutes per course.

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.

Daily attendance reconciliation ensures that students are not dually coded for both traditional and OFSDP attendance on the same day. This is accomplished through:

- Skyward attendance tracking
- Teacher-of-record logs
- PEIMS coding oversight by the Administrative Assistant
- Weekly verification by the Attendance Clerk, HSA Director, and Counselor

Students participating in OFSDP are exclusively scheduled under the OFSDP track and do not simultaneously attend traditional classes.

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.

Huntsville ISD strictly adheres to the guidance provided in Sections 2.2.3 and 11.6 of the SAAH. Compliance is ensured by:

- Maintaining teacher-certified daily instructional minutes
- Verifying check-in/check-out times through Raptor Technologies and/or paper logs
- Retaining all OFSDP documentation (applications, attendance logs, instructional minute records) in the student's cumulative folder and HSA Director's office
- Ensuring that only eligible instructional time is reported for funding

f. How Student Detail Audit Reports for the OFSDP track will be reviewed and certified each six-week attendance reporting period.

At the end of each six-week reporting period:

- The Attendance Clerk generates Student Detail Audit Reports from Skyward
- Reports are reviewed and certified by the HSA Director, the Counselor, and the teacher(s) of record
- Discrepancies are reconciled against the OFSDP Daily Contact Register, Edgenuity usage reports, and Raptor logs
- Certified reports are archived for TEA audit readiness in both the attendance office and HSA administrative office

8. If eligible OFSDP students participate in a credit recovery program offered in the summer, funding is limited to the attendance necessary for the student to recover class credit. Please describe how attendance will be monitored to ensure additional minutes are not reported for Funding.

Huntsville High School, through the Hornet Success Academy (HSA), will offer a summer credit recovery program for students participating in the Optional Flexible School Day Program (OFSDP) who have lost course credit due to insufficient attendance during the regular academic year.

To ensure that only the instructional minutes necessary to recover credit are reported for funding—and to remain compliant with TEA's funding limitations—HSA will implement the following procedures:

- Individualized Summer Plans: Each student attending summer credit recovery will have a documented Attendance Improvement Plan (AIP) that specifies the number of instructional minutes needed to meet the 90% attendance threshold required to regain course credit.
- Attendance Monitoring: The teacher of record will maintain a daily attendance log that includes exact check-in/check-out times for each student. Instructional minutes will be verified and recorded daily using a combination of:

- Sign-in and sign-out logs (using Raptor or paper forms)
- Edgenuity system usage reports
- Teacher verification of time-on-task
- Oversight and Verification: The HSA Director will review and reconcile the daily instructional minutes against the student's AIP to ensure only the required recovery minutes are served. Any excess attendance beyond the required minutes will not be reported for funding.
- Funding Compliance: The district will code students in PEIMS as "enrolled but not in membership" once they reach the limit of minutes needed to regain course credit, in accordance with the Student Attendance Accounting Handbook. This ensures that no additional ADA is generated beyond what is allowable.

All summer credit recovery records—including attendance logs, instructional time documentation, and AIP forms—will be stored in the student's cumulative folder and the HSA administrative office for auditing purposes.

9. If students are attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or (e-2):

- a. Will the district operate the dropout recovery education program or utilize an education management organization? If services will be contracted, please provide the organization name, accreditation status, and the name of the accrediting agency.
- b. Indicate how students will be offered or provided referrals for mental health services.

This question is not applicable. Huntsville Independent School District does not operate or contract with a community-based dropout recovery education program as defined by Texas Education Code §29.081(e-1) or (e-2). All students participating in the Optional Flexible School Day Program (OFSDP) at Hornet Success Academy are currently enrolled in Huntsville ISD and are served directly through district personnel and facilities.

Mental health services and referrals are provided in-district by certified school counselors, the district mental health team, and in collaboration with local mental health providers when needed.

10. If students are attending a dropout recovery program offered in a remote or hybrid setting, as defined by TEC, §29.081 (e-2):

- a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.
- b. Describe the individual learning plan or process used to monitor each student's progress.
- c. Indicate how students will be served by an academic coach and local advocate.
- d. Indicate the date of the month that monthly student progress reports will be provided to the student's school district.
- e. Provide the location and a brief description of the in-person student engagement center.

This question is not applicable. Huntsville Independent School District does not operate or contract with a community-based dropout recovery program offered in a remote or hybrid setting as defined by Texas Education Code §29.081(e-2). All students participating in the Optional Flexible School Day Program (OFSDP) at Hornet Success Academy are served directly by Huntsville ISD personnel in a district-managed setting. Instructional delivery is offered in person through certified teachers, with supplemental support provided via Edgenuity, a TEA-approved online curriculum aligned to Texas Essential Knowledge and Skills (TEKS).

Optional Flexible School Day Program (OFSDP) - Appendix 5

Insert 6-Digit District Number

School Year [Click here to enter the school year](#)

<p>Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4</p>	<p>Eligibility Designation</p> <p>1 = TEC §29.081 At-Risk Students 2 = TEC §25.092 Minimum Attendance 3 = TEC §29.908 Early College High School 4 = TEC §39A.107 Campus Turnaround Plan 5 = Credit Recovery** 6 = TEC §29.081(e-1) Campus-Based Dropout Recovery Program 7 = TEC §29.081(e-2) Remote/Hybrid Dropout Recovery Program</p>	<p>School Year Period of Agreement</p> <p>Reported in TSDS PEIMS Summer Collection 3</p> <p>Program start date must be 30 days after application submission.</p> <p>Program end date must not exceed the last day of the regular school calendar.</p>	<p>Summer Period of Agreement</p> <p>Reported in TSDS PEIMS Extended Collection 3</p> <p>**Credit Recovery - Designation</p> <p>Summer period of agreement should exceed 30 days or extend past July :</p>
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<p><u>Nine Digit District and Campus Number</u></p>	<p>Campus Name</p>	<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>	<p>5</p>	<p>6</p>	<p>7</p>	<p>Estimated Students Participating</p>	<p>Program Start Date</p>	<p>Program End Date</p>	<p>Proposed Days: SUMTWTWFS</p>	<p>Minutes Offered Per Day</p>	<p>Summer Program Start Date</p>	<p>Summer Program End Date</p>	<p>Proposed Days: SUMTWTWFS</p>
<p>236902002</p>	<p>HUNTSVILLE H S</p>	<p>1</p>				<p>5</p>			<p>100</p>	<p>9/13/2025</p>	<p>5/21/2026</p>	<p>MTWTHF</p>	<p>460</p>	<p>6/1/2026</p>	<p>6/25/2026</p>	<p>MTWTH</p>
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