




SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: July 21, 2025

Agenda Section: Discussion Agenda

Agenda Item Title: Approve the Optional Flexible School Day Program application for the 2025-2026 school year.

From/Presenters: Dr. Jennifer Gutierrez, Superintendent 

Additional Presenters if Applicable: Rosemary Morales, Director of Guidance & Counseling

Description: The Optional Flexible School Day is approved for a period of one (1) school year. The program aims to improve the graduation rates for students who are in danger of dropping out of school, have dropped out, or who are behind in courses required to meet graduation requirements. The Optional Flexible School Day (OFSD) allows for flexible scheduling for our at-risk students.

Historical Data: The board approved the same application last year on July 20, 2023, and July 17, 2024.

Recommendation: Approve the Optional Flexible School Day Program application for the 2025-2026 school year.

Purchasing Director and Approval Date: N/A

Funding Budget Code and Amount: N/A

South San Antonio Independent School District

Optional Flexible School Day Program



2025-2026 School Year

I. Description

South San Antonio Independent School District offers a credit recovery program, Optional Flexible School Day Program (OFSDP). The Optional Flexible School Day Program allows districts to provide flexible hours and days of attendance for students who meet at least one of the requirements of the Texas Education Code §29.0822(a). The goal of the program is to improve graduation rates for students who are in danger of dropping out of school, have dropped out, or are behind in core subject courses. There are various reasons why a student may be approved to attend the OFSDP. The following are student eligibility requirements.

1. Eligible Students

A student in any grade level is eligible to participate in an OFSDP authorized under the TEC Code: §29.0822, Optional Flexible School Day Program, if the student is:

- (1) at risk of dropping out of school, as defined by TEC 29.081;
- (2) attends a campus that is implementing an innovative campus plan.
- (3) not meeting attendance requirements under TEC 25.092, resulting in denied credit for one or more classes in which the students have been enrolled.

AND

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

- By the student, if the student is 18 years of age; or
- By the student and the student's parent or legal guardian, if the student is less than 18 years of age and not emancipated by marriage or court order.

2. SSAISD Enrollment Requirements

- Students will attend classes in the designated area at South San Antonio High School.
- Students must be at least 16 years of age.
- Students must have passed at least three of the five STAAR/ EOC assessments.
- Students must be physically present on campus a MINIMUM of TEN hours a week to generate either part time or full time attendance (ADA).
- Students must be enrolled in a course that satisfies a curriculum requirement for graduation adopted under Section §28.025
- Students must meet all CCMR requirements prior to OFSDP enrollment, or must complete CCMR requirements while enrolled in the OFSDP.

Additional considerations:

- Students with excessive absences (not attending at least 10 hours per week), will be REMOVED from the program.
- Once students are placed in the program, they must remain in OFSDP for the remainder of the current semester.
- All courses will be taken via Edgenuity, and will count toward the students grade point average (GPA).
- Students MUST complete an OFSDP application yearly. Admission for the following school year is NOT guaranteed.

II. **Policies and Procedures**

1. Application Process

Students must apply annually for admittance to the Optional Flexible School Day (OFSDP.) The completed application will be reviewed by the student's counselor, high school administrator, and Director of Guidance and Counseling. A complete application will include the following:

- Optional School Day Program Application
- Assessment Requirement Form
- Signatures Required on all documents included in the Student/OFSDP Handbook.
- Approval indicated on the committee form included in the Student/OFSDP Handbook.

2. Schedule

Students **MUST** commit to attending OFSDP a minimum of **10 hours per week**. Students must indicate either a morning or afternoon schedule. The morning schedule times are 9:00 am-12:00 pm, the afternoon schedule times are from 1:00 pm-4:00 pm.

Please indicate the day and times you will be attending OFSDP. If for any reason you must adjust your schedule, you must notify the teacher of record. This change must be approved PRIOR to the student starting their new schedule.

Days of the Week	Morning or Afternoon Schedule
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

3. Attendance

Attendance is a crucial part of the OFSDP and student success. In order to remain in the OFSDP, the following process will be followed for those students not meeting attendance requirements

- First offense: The student will be counseled by their teacher of record.
- Second offense: The student will be sent to their counselor/administrator to discuss the attendance issue and the parent/guardian will be contacted.
- Third offense: The student will be sent to their counselor/administrator for removal from the program.

4. Discipline

The Optional Flexible School Day Program is an academic placement program, which allows students who are at-risk of not graduating to successfully graduate from South San Antonio High School. All students approved to enroll in this program are required to comply with district behavior guidelines described in the South San Antonio ISD Student Handbook and Code of Conduct. Any serious or persistent violations of the South San Antonio ISD Student Code of Conduct will cause a student to be removed from the program.

Each student participating will adhere to the following learning expectations:

1. Be respectful.
2. Be prepared to work from bell to bell.
3. Students are not allowed to use websites that are not approved or not being used for educational purposes.
4. Students must complete coursework as soon as possible.
5. Students must be actively engaged in Edgenuity throughout the entire period.

The following process will be followed for students NOT meeting discipline requirements

- First offense: The student will be counseled by their teacher of record.
- Second offense: The student will be sent to their counselor/administrator to discuss the discipline issue and the parent/guardian will be contacted.
- Third offense: The student will be sent to their counselor for removal of the program.

5. Meals

1. OFSDP students who wish to eat breakfast should arrive 15 minutes prior to the start of the school day.
2. OFSDP students who stay for a full day will have a lunch provided. If an OFSDP student stays after 11:45 am, they will have the option of a grab and go lunch.
3. Any OFSDP student who abuses the breakfast and lunch privileges will not be allowed to stay on campus for lunch or arrive early for breakfast.

6. Dress Code

OFSDP students are required to follow what is set forth in the Student Dress Code listed in the South San Antonio ISD Student/Parent Handbook.

III. Academic Policies & Procedures

1. Graduation Requirements:

All students who are approved to enroll in OFSDP must successfully complete all graduation requirements and earn a **minimum of 26 credits**. In addition to earning 26 high school credits, a student must also qualify to be college, career, and military ready (CCMR) before graduation. This qualification can be earned by meeting [Texas Success Initiative \(TSI\) standards](#), earning college credit through dual credit or AP courses, or completing courses in a Program of Study through Career and Technical Education (CTE) courses.

Foundation Graduation Program with Endorsement

Courses	Credits
English Language Arts	4
Mathematics	4
Science	4
Social Studies	4
Physical Education	1
Languages Other than English	2
Fine Arts	1
Electives	6
TOTAL CREDITS	26

2. Assessments

South San Antonio Independent School District State Assessment Requirements/ STAAR/ End of Course (EOC)

It is a graduation requirement by the [State of Texas](#), all students successfully pass five state assessments STAAR/EOC's needed for graduation.

Student Name: _____ Date: _____

Student Grade: _____ Student ID#: _____

Counselor Name: _____

Counselor Signature: _____

Indicate the STAAR/(EOC) assessments the student has successfully PASSED:

☐ English I ☐ English II ☐ Algebra I ☐ Biology ☐ US History

Indicate the STAAR/(EOC) assessments the student will take this school year:

☐ English I ☐ English II ☐ Algebra I ☐ Biology ☐ US History

OFSDP students are taking courses in an untraditional setting that does not allow for face to face instruction. This requires that OFSDP students participate in any and all additional STAAR/EOC tutorials to prepare them for the STAAR/EOC assessments. This may include but is not limited to:

- STAAR/EOC tutorials on Edgenuity
- STAAR/EOC tutorials with a subject teacher

"I agree with the above guidelines to help me meet assessment requirements."

Student Signature

Date

3. Curriculum/ Credit Expectations:

The curriculum in OFSDP is completed on an online program called Edgenuity. This program is self-paced. Students are required to complete a minimum of two full credits in a 9-week grading period. Students who do not complete the minimum number of credits will be referred to their counselor for possible removal of the program.

OFSDP students will have until the end of the school year to complete all courses enrolled in on Edmentum. Courses will not be continued into the following school year.

IV. Acceptable Use Policy

All OFSDP students must adhere to the South San Antonio computer use policy. All OFSDP students must comply with the district/campus electronic device policy. Student and parent signatures are required on all documents.

Student Information Sheet

Student Name: _____ ID#: _____

Student Date of Birth: _____ Address: _____

Do you currently have a job? Yes or No If yes, please list your work schedule.

Employer: _____ Work Phone Number: _____ Contact: _____

Parent/Guardian Information:

Parent/Guardian: _____ Address: _____

Home Number: _____ Cell Number: _____

Emergency Contact (other than parent/guardian): _____

Relationship to Student: _____ Phone Number: _____

Student lives with: _____

Do you have any medical conditions/issues? Yes or No If yes, please list below.

In the space below describe how the Optional Flexible School Day will benefit you.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

South San Antonio Independent School District
Course Completion Form

Student Name: _____ ID#: _____ Date: _____

Address: _____ Phone #: _____ Grade: _____

To be completed by student's counselor:

Course Needed	Sem A	Sem B	Start Date	Goal End Date	End Date	Final Grade	Credit Earned

Signature: _____ **Date:** _____

OFSDP Teacher

Signature: _____ **Date:** _____

Counselor

Signature: _____ **Date:** _____

PEIMS/Registrar

OFFICE USE ONLY:

Student Name: _____ ID#: _____ Grade: _____

Special Programs: Circle Appropriate Areas

Special Education LEP Migrant 504 GT McKinney Vento Foster Care

1. High School Administrator.....Approve or Deny

Comments: _____

Administrator Name: _____ Signature: _____

2. Counselor..... Approve or Deny

Comments: _____

Counselor Name: _____ Signature: _____

3. Director of Guidance and Counseling.....Approve or Deny

Comments: _____

Counselor Name: _____ Signature: _____

4. Attendance Clerk- OFSDP student State ADA Eligibility Code is a 7.

Signature: _____ Date: _____

OFFICE USE ONLY:

OFSDP Approval Process

Parents, counselors, teachers, and administrators can recommend students to apply to the Optional Flexible School Day Program (OFSDP.) Students may also self enroll themselves in OFSDP. A thorough review of each student will be conducted by the high school team. A decision will be made by the team to determine if the student is a viable candidate for the program. The OFSDP process is as follows.

1. It is the student's responsibility to complete the OFSDP handbook and return it to their campus counselor.
2. Once the student submits an OFSDP application, the counselor will meet with the high school administrator and make a decision on admittance into the program.
3. If approved, the approval process page must be signed by the administrator, counselor, and Director of Guidance and Counseling.
4. If the application is approved by all three parties, the counselor will review the OFSDP program with the student, and will change the student's schedule.
5. The counselor will then provide the attendance clerk with a copy of the approval form and the attendance clerk will then change the student's entry code to "7."
6. A copy of the application will be given to the student and parent/guardian.
7. The student's counselor will also provide a copy of the application to the OFSDP instructor.