

Galveston Independent School District

AIM College and Career Preparatory

Appendix 3: Attendance and Compliance Procedures of Proposed Program

1. AIM's OFSDP program goal is to improve graduation rates for students at risk of dropping out due to factors such as: loss of credit, previously a dropout, behind in content, failure of STAAR EOCs, etc.

The program objectives include:

- to increase schedule flexibility for students working while in school
- to provide personalized learning experiences to support student needs.
- to support high SEL needs for students who have anxiety with a full school day.

2. The proposed schedule options for OFSDP students at AIM are 7:30 am -12:00 pm or 11:00 am -3:30 pm Monday-Friday.

3. Outline of staff positions and resource personnel associated with the program.

Position	Qualification Standards	Contact Hours
Principal	Principal Certification	Flexed hours
Content Specialist	Secondary ELA, Health, PE, ESL Certifications	Flexed hours
Counselor	Counselor,4-8 Generalist, Health, ESL Certifications	Flexed hours
Math Teacher	Secondary Math Certification	Options: 5 hours per week; Flexed hours
Science Teacher	Secondary Science, 4-8 Science Certifications	Options: 5 hours per week; Flexed hours
ELA Teacher	Secondary ELA, SPED, ESL Certifications	Options: 5 hours per week; Flexed hours
Social Studies Teacher	Secondary Social Studies Certification	Options: 5 hours per week; Flexed hours
CTE/Elective Teachers	CTE Certifications pertinent to the course	Options: 5 hours per week; Flexed hours
Special Education Teacher	Special Education Certification	Options: 5 hours per week; Flexed hours
Pregnancy Related Teacher	Registered Nurse	Options: 5 hours per week; Flexed hours

4. Eligibility of the program can be considered if the student has a documented job with evidence provided by the student from the employer with a signed letter and a work schedule. Students are required to be classified as a junior or senior. The counselor will meet with the student in order to select the classes for the student to begin once in the program with additional classes to be added as necessary. Parent will sign permission for the student to participate in the program, if the student is not 18 years of age. Once the student/parent have signed, the principal signs a status change to document the program adjustment. Then, the registrar makes the appropriate changes in skyward. The student then receives a schedule for OFSDP classes. The student signs in and out daily from this point on to track attendance minutes. The minutes are calculated and documented in Skyward weekly.

5. In the 2022-2023 school year, we estimate that we will serve 10-20 OFSDP students total. These students will receive support from at least 5 teachers daily.

6. The AIM campus has a special education teacher assigned to provide in class support for students to ensure compliance with state and federal Special Education laws and requirements. Pregnancy services are provided by a district staff person that supports multiple campuses. If a pregnant student receiving this support goes on Homebound services, they will be removed from the OFSDP attendance accounting process. CTE courses are taught through in person instruction. Online courses through the Edgenuity program. Bilingual students on campus receive support in their coursework from teachers who are certified ESL supplemental.

7. a. Teachers will verify instructional minutes through Edgenuity course tracking.

b. Student sign-in and out sheet will be monitored daily to ensure students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.

c. We will use the formula (calendar days - traditional days present) x 240 to ensure that students transferring from the traditional program to OFSDP 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. Attendance will be monitored weekly to review the number of minutes to ensure compliance. Data will be entered each week to record weekly minutes in Skyward. Attendance will be verified each 6 weeks through the PEIMS reporting.

d. During the process of enrolling for OFSDP and the status change form, the leadership team will ensure that students are not coded in a traditional program on the same day that the student is accumulating OFSDP instructional minutes.

e. Student sign-in and out on paper based on their scheduled on campus time.

The amount of instruction time is documented in Edgenuity by minutes. Reports of student work can be printed at any time.

f. The Student Detail Audit report for the OFSDP track will be reviewed and certified for each six week attendance recording period by the principal and registrar.

8. AIM does not offer summer programming for OFSDP students. All credit is completed by the end of the Spring semester.

9. N/A