

Appendix III – Attendance and Compliance Procedures of Proposed Program

1.
 - Provide students with quality opportunities to participate in and complete the educational process toward high school graduation.
 - Promote student success through alternative instructional methodology and mentorship.
 - Provide students with instruction in the skills necessary to become successful, integral members of the community we serve.
 - Start the process to form a drop-out recovery program where students that have previously dropped out of school can complete their high school diploma.
2. The flex program is held after-hours (from 2:30 p.m. to 6:30 p.m. Monday through Friday evenings) during the district's current instructional calendar and summer school instructional periods. Student schedules are customized to best meet individual needs -- thus affording students the ability to attend a traditional five-day schedule or a modified schedule that meets their home or work demands.

Students are completing courses necessary for credit recovery via Edgeunity in a classroom with the direct support of their classroom teacher of record. Students are not accessing the program remotely or off campus as the program is firewalled from outside the district.

3. Each student in the in the after-hours program will be served by:
 - A teacher that will provide a minimum of 5 contact hours per week / per student.
 - A counselor and administrator will each provide at least 0.25 contact hours per week / per student.
4. Students in the flex program will be identified and referred by high school campuses as at-risk of not graduating within their four or five-year cohorts. Additionally, students returning to school to complete their high school diploma program will be referred to the program. Students are identified as at-risk in the student management system (Skyward). Minimum requirements for program admission include:
 - at least 12 credits
 - a passing score on at least three of five EOCs
 - and a review of attendance, discipline, and/or special circumstances.

Based on these criteria, school counselors and/or administrators identify students that would benefit from the program's services. Once identified, eligible students receive an application for student / parent completion. Additionally, parents may submit a request for application by reaching out to the designated campus counselor / administrator. Applications are submitted through Eduphoria Formspace. Once approved, students are identified and their progress toward graduation requirements is tracked in Skyward.

5. It is anticipated that no more than 15 students will be served per teacher.
6. Not Applicable
7.
 - a. All students participating the Lamar CISD flex program will be afforded flexible afternoon scheduling, both outside traditional district operating hours. Student attendance is tracked through the following process:
 - i. Students check in and check out with the teacher who documents daily arrival and departure time using a paper attendance log. The teacher certifies the student attendance with their signature.
 - ii. A copy of the paper attendance log is given to the attendance clerk that enters the daily arrival and departure times into the district's Skyward SIS. Skyward automatically converts the entry and departure times into minutes that are calculated and automatically included into submission 3.
 - b. Students that do not attend the minimum 45 minutes per day do not receive credit for the day and will not be logged into Skyward for that day. Students will not receive more than 10,800 minutes per course.
 - c. All OFDSP students will be assigned an ADA code of 7 or 8, as appropriate per the Student Attendance Accounting Handbook, once they are admitted to the program via an application process. Students in this program are scheduled separately from students in the traditional day programs and have unique sections reserved for the flex program. Hours will be tracked using Skyward and will be capped at 10,800 minutes.
 - d. To ensure that students are only enrolled in the OFSDP program, students are assigned to the district designated OFSPD instructional track within the Skyward and are only enrolled in the courses / sections that are aligned to that track. This will ensure that students are only counted for flexible ADA and are not counted for traditional ADA.
 - e. All program teachers are required to log student attendance on a daily basis on a paper log that will be signed by the teacher weekly. The program clerk will be required to enter attendance data into the student information management system for each section / period the student accrues 45 or more minutes during the school day.
 - f. Teachers will be required to track the entry and exit times for the flex program daily on individual student logs. Those are entered weekly in the automated attendance system – Skyward – that converts the entry and exit times into minutes. Each six weeks the program's principal shall review and certify the number of minutes on the principal's attendance report.

Teachers shall review and sign paper reports of Skyward attendance records each six weeks to confirm that attendance logs reflect system entries. Copies of these attendance records shall be maintained by the program administrator for five years for the purposes of internal and external audit.

8. This OFDSP program does not have summer program for attendance time / credit recovery for students that lose credit under the 90% rule. Students requiring credit restoration will be served

by the district's summer school program that is open to all students requiring restoration of credits for graduation.

9. Not Applicable

10. Not Applicable