

Appendix Three Narrative Description of Proposed Program

Judson Independent School District (Judson High School, Veterans Memorial High School, Wagner High School and Judson Learning Academy) Optional Flexible School Day Program 2019-2020

Program Goals and Objective

The goal of the Judson Independent School District is to improve the graduation rate and reduce the number of high school dropouts for at-risk students. During the 2019-2020 school year, JISD will offer flexible scheduling to students who meet the Texas Education Agency (TEA) criteria for at-risk students. By providing scheduling flexibility and time, students are able to accrue credits while working, parenting, or contributing to their households.

The Optional Flexible School Day Program (OFSDP) serves students who have fallen substantially behind in acquiring the credits and/or attendance necessary for graduation. 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 Judson High School, Veterans Memorial High School, Wagner High School, Judson Early Collage Academy, and Judson Learning Academy to offer flexible schedules while maintaining eligibility for state funding. An alternative method will be used for calculating school attendance.

Students attending the Optional Flexible School Day Program at Judson High School, Veterans Memorial High School, Wagner High School, Judson Early Collage Academy, and Judson Learning Academy, 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 contact hours the student receives.

Proposed Schedule Offered to Students Participating in the OFSDP

Students enrolled in the OFSDP will have the option of attending Judson High School, Veterans Memorial High School, Wagner High School, Judson Early College Academy, and Judson Learning Academy for a minimum of 45 minutes of instruction per day, not to exceed 720 hours of instruction for 2020 school year. Judson, Veterans Memorial, or Wagner High School students enrolled in the OFSDP of their home campus will attend classes after the regular school day on Monday-Thursday from 4:30 p.m. to 7:30 p.m. They will also have the opportunity to attend during regular scheduled school hours and on select Saturdays. Judson Learning Academy and Judson Early College Academy students enrolled in the OFSDP will be able to attend the regular school day on Monday-

Friday from 7:30 a.m. to 4:00 p.m. as long as they attend the required hours a day for the 2020 school year. The required hours can be divided or adjusted beyond the traditional morning or after session. Each student's schedule will be tailored to meet individual needs.

Students will be served through the Optional Flexible School Day Program from August 13, 2019 through May 28, 2020. Students will also have the opportunity to attend the OFSDP during the summer school schedule for Credit Recovery at a district specific campus(s). The academic year includes eight 9-week terms with credits awarded upon completion of the course. During an academic school year, students can earn up to ten credits in the day program. Up to ten credits can be earned in the OFSD program.

Judson High School, Veterans Memorial High School, Wagner High School, Judson Early College Academy, and Judson Learning Academy staff will work with District Administration staff to adopt procedures that require students to attend regularly scheduled instruction for the OFSDP with penalties for non-attendance.

Principals/Asst. Principals, School Guidance Counselors, At-Risk Counselors and At-Risk Social Workers, Registrars and McKinney Vento Coordinator/Liaisons will collaborate to enroll students into flexible schedules according to their need. School At-Risk Counselors will create individualized graduation plans for each student. Campus intervention teams will provide ongoing support for students, including monitoring attendance, monitoring academic success, and connecting students with resources needed to stay in school.

Staff Positions, Resource Personnel, and Qualification Standards

Contact Hours	Staff/Resource Personnel	Qualification Standards
6 – 16 weekly	Principal, Asst. Principal, Counselors/McKinney Vento Coordinator/Liaisons	Administrators, counselors and coordinator/liaisons are SBOE certified and has a proven record of working with at-risk students. Annual performance evaluations and recommendations are used as standards.
9 – 14 weekly	Teachers (based on enrollment)	All teachers serving students enrolled in the OFSDP will meet the Highly Qualified Teacher qualifications, as established by ESSA. Teachers will comply with all District grading guidelines, campus grading guidelines, and District curriculum guidelines. Annual performance evaluations and recommendations are used as standards. The teachers utilized will be current staff at either campus and will be compensated for anything beyond his/her contract time.

6 – 16 weekly	OFSDP Coordinator to oversee students, staff, program (non-administrative) in addition to teachers	Each OFDSP Coordinator meets/exceeds District’s hiring qualifications including highly qualified standards. They have a proven record of working with at-risk students and work with a team of highly qualified teachers to supervise the program including student attendance, student progress, credit completion, and communication with students, parents and campus/district staff. Annual performance evaluations and recommendations are used as standards.
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Students served by the OFSDP at Judson High School, Veterans Memorial High School, Wagner High School, Judson Early College Academy, and Judson Learning Academy will be eligible for special programs, including special education, career and technology education, and ESL programs. The District will ensure that students participating in the OFSDP shall not be isolated from other academic and CTE programs of the school district and that all students shall have access to school counselors for pre-and post-entry counseling, academic or personal counseling and career counseling.

Procedures for Identifying Eligible Students

Principals/Asst. Principals, McKinney Vento Coordinator/Liaisons, Dropout Prevention Coordinator, At-Risk Counselors/Social Workers and the School Counselors will identify eligible students and ensure a systematic intake process to determine student placement. This process will include an interview with the students and parents and a course credit analysis. The District agrees to enroll students in the OFSDP in grades 9-12 at the beginning of the school year or semester, students who are at risk of dropping out of school as defined by TEC §29.081. If the student is less than 18 years of age, the District agrees to obtain parental and student agreement in writing.

A student enrolled in the OFSDP may participate in a competition or other activity sanctioned by the University Interscholastic League (UIL) only if the student meets all UIL eligibility criteria.

Judson High School, Veterans Memorial High School, Wagner High School, Judson Early College Academy, and Judson Learning Academy will ensure that District board policy GA (LEGAL) is followed.

Procedures for Obtaining Student and Parental Consent for Participating in the OFSDP

An essential component of student success is the involvement and commitment by the parent/guardian throughout the student’s tenure at Judson High School, Veterans Memorial High School, Wagner High School, Judson Early College Academy, and

Judson Learning Academy.

Consent	All parents and guardians must complete a consent form before the student can enroll in the OFSDP. Parents of the person(s) standing in parental relation to the student must provide written consent unless the student is 18 years of age or older or emancipated by marriage or court order.
Recommendations and Application Forms (Enrollment)	Students and parents, or person(s) standing in parental relation to the student will sign an OFSDP enrollment for an orientation. The campus Counselors will analyze transcripts and verify courses from graduation plans.

Process to Maintain Records

A designated person on each campus will ensure that teachers log instructional contact time for each student on the Daily Contact Hour Register. Enrolled OFSDP students must sign in when they arrive and sign out when they leave from class every day. An Excel spreadsheet calculates each student's daily instructional minutes, which are then entered into eSchoolPlus on a daily basis. The OFSDP staff also communicates with the campus PEIMS coordinator regarding any student(s) that need to be withdrawn or removed once they meet all graduation requirements. The OFSDP HS Coordinator at Judson High School, Veterans Memorial High School, or Wagner High School, or Counselor at Judson Early College Academy or Judson Learning Academy on each campus will ensure that the Weekly Totals Contact Hour Register is completed each week.

Judson High School, Veterans Memorial High School, Wagner High School, Judson Early College Academy, and Judson Learning Academy will work with the Judson ISD District PEIMS Coordinator to establish attendance accounting procedures for all students enrolled in the OFSDP including for daily, weekly and for each marking period. School attendance staff will use eSchoolPLUS, the District's student information system, to account for attendance.

All OFSDP enrollment and consent forms, orientation packets, individualized graduation plans, schedules, student reports, completions forms, and grades will be kept for each student in cumulative folders at each campus. Consent files are kept in a secured file cabinet in the Counselor's Office at Wagner HS, in the Registrar's office at JECA and JLA. A copy of the consent is also kept with the student's file in the OFSDP binder kept in the computer lab classroom and monitored by the OFSDP staff.

Procedure to Ensure Required Assessment Instruments

Principals/Asst. Principals, Campus Testing Coordinators, At-Risk Counselors, and

School Guidance Counselors will ensure that all students enrolled in the OFSDP take appropriate state assessments specified under TEC §30.023, according to the TEA assessment calendar.

Reporting Progress

Following approval of the application, the principals of Judson High School, Veterans Memorial High School, Wagner High School, Judson Early College Academy, and Judson Learning Academy will submit all reports required by TEA. The progress report will include daily/weekly totals contact hours, number of students enrolled, minutes logged in and reported to PEIMS, and the number of eligible ADA days. Campus administrators will also submit a detailed progress report to JISD District Administration to include; graduation rate/completion, credits awarded, number of students enrolled, and cost of the program for supplementary pay. Program data and progress will be submitted to the Board of Trustees, parents and local stake holders. The progress report will describe characteristics of program participants and their academic outcomes for 2019-2020.