

2024-2025 Southwest ISD OFSDP Appendix 3

1. Describe the program goals and objectives.

The goal of the Southwest ISD OFSDP is to provide students who are at risk or in danger of dropping out of school, an opportunity to continue their education by utilizing flexible hours and days of attendance. The desired outcome is that students who participate in the program will stay in school and graduate.

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

Students in the OFSDP may attend school Monday through Friday from 8:00 am to 6:00 pm. Weekend hours will be on Saturday from 8:00 am to 2:00 pm as needed. Students who are not available during these hours may make arrangements with campus administration to provide services during other times as convenient to the student.

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.

The Southwest ISD OFSDP high school program will be housed at the Crossroads Academy, our dropout prevention program. There will be two certified administrators, one certified counselor, five certified teachers, one attendance clerk, and one instructional aide who will be available to work with OFSDP students. All personnel at the Crossroads Academy will dedicate a minimum of 8 contact hours daily to working with OFSDP students. Teachers and staff who work on the weekend will be expected to have at least 6 contact hours with OFSDP students. In the event that a student may not be available during those hours, arrangements may be made by the administrators and staff to have additional contact hours with the OFSDP students. If additional teachers or staff are needed to work with OFSDP students, teachers from the Crossroads Center will be assigned to the Crossroads Academy to help provided services to the students.

In the case of middle school students who may participate in the OFSDP, student consideration of their individual circumstances, transportation and needs of the students will be reviewed in order to determine the best location for the student to participate in the OFSDP. If it is determined that the middle school student will remain at their home campus, at least one administrator, one counselor, two teachers an instructional aide and the campus PEIMS/attendance clerk will be assigned to support the program and ensure that all student OFSDP applications, parent consent, PEIMS coding, minutes of instruction, and documentation of attendance are all properly completed and documented.

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

Students who are identified for the OFSDP are identified by their home campus. The campus administration, counselors or social workers will determine if the OFSDP is right for the identified student. After discussing the options with the student, the parent of the student is contacted to provide them information and expectations about the program. If the student and parent are in agreement that the OFSDP is their best course of action, the student and parent report to the Crossroads Academy to meet with an administrator and counselor. During this meeting, program hours and expectations are discussed again. If the student and parent agree to enter the program, the campus counselor will review

the student's transcript and a plan on completing the necessary coursework is created. Student and parent will then sign the OFSDP application and consent. The application is sent to the student's home campus where the campus principal will approve the application and the PEIMS clerk will code the student as an OFSDP student. Once that occurs, the student may start in the program.

5. Indicate the estimated number of OFSDP students that will be served per teacher.

The Southwest ISD OFSDP will be available to provide services for 50 students from Southwest High School, 50 students from Southwest Legacy High School, and 25 students from CAST STEM High School. The program will be housed at the Crossroads Academy, our dropout prevention program, which has five teachers assigned to the program. At any one time, there will be a maximum of 20 students assigned per teacher in the OFSDP. If additional teachers are needed to service additional students, teachers from the Crossroads Center will be made available to help maintain the set maximum number of students. In addition to the high school students, the Southwest ISD OFSDP will be available to provide services for 25 students from McAuliffe Middle School, 25 students from McNair Middle School, 25 students from Resnik Middle School, and 25 students from Scobee Middle School. Student consideration of their individual circumstances, transportation and needs of the students will be reviewed in order to determine the best location for the student to participate in the OFSDP. If it is determined that the middle school student will remain at their home campus, at least one administrator, one counselor, two teachers an instructional aide and the campus PEIMS/attendance clerk will be assigned to support the program and ensure that all student OFSDP applications, parent consent, PEIMS coding, minutes of instruction, and documentation of attendance are all properly completed and documented.

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](#).

The Southwest ISD OFSDP will provide the following services to students:

- Special education – students who receive special education services and wish to participate in the OFSDP will have an ARD committee review the student application to make sure that the placement is in the best interest of the student and to review and update the student's IEP. Once the student is accepted into the OFSDP Program, the student will receive special education services from our highly qualified special education teacher and/or special education aide in accordance to their IEP.
- Career and technology education – students who are participating in career and technology courses when entering the OFSDP will be allowed to continue participating in those classes. The CTE teacher will be trained in and will be responsible for documenting the number of minutes of instruction the student receives while in the CTE course. Minutes of instruction will be documented and applied towards OFSDP attendance.
- Parenting and pregnancy related services – The Southwest ISD OFSDP will be provided to our student parents and soon to be parents services through our district Student Outreach Services. The building does house a day care for students with children and provides parenting classes and support through our Student Outreach Services and through external entities such as Parent Child Inc. and Communities in Schools. Parenting classes are provided through our certified and highly qualified teacher and support is available through our certified Social Worker. Any student who is receiving

parenting or pregnancy related services will be removed from OFSDP if they are placed on Compensatory Education Home Instruction (CEHI).

- Bilingual/ESL student services – any ESL student who wishes to participate in the OFSDP will have an LPAC committee review the student’s application to make sure that the placement is in the best interest of the student. Once the student is approved to attend the OFSDP, the student will receive instructional support and services through a highly qualified, certified ESL teacher in accordance to their IEP.
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.

The classroom teacher will verify the number of instructional minutes that a student receives each day by documenting that the student is present in class and ensuring that the student is receiving instruction during that time. The teacher will have a copy of the Optional Flexible School Day Program (OFSDP) Daily Contact Register and will document the student’s SSN or ID#, Student’s name, and the number of minutes that the student received instruction daily. At the end of the week, the teacher will print their name and sign the Contact Register, verifying the number of minutes documented per student. A copy of the register will be retained at the Crossroads Center and another copy will be sent to the student’s home campus for documentation and audit purposes. The Daily Contact Register is the official attendance reporting document. Additionally, the students will clock in and out on a fingerprint biometric reader. The biometric reader reports will be used to verify the number of minutes that the student was present. The report from the biometric reader is not the official attendance reporting document, it will only be used to verify that a student was present on campus.

- 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.

The Southwest ISD OFSDP will ensure that any student who did not attend a minimum of 45 minutes on any particular day will not be reported for funding. The process for ensuring that the student is not reported for funding will be as follows: The clock in/out times for any student attending will be verified by the attendance clerk at the Academy. Additionally, student log in and total time spent working on his coursework will be documented on the Daily Contact Register and correlated to their clock in/out times. Only minutes of instruction will be counted for funding and both the teachers and the attendance clerk will verify the times. This will be done on a weekly basis. The teacher will sign the Daily Contact Register weekly to verify the instructional minutes.

- 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. 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.

In order to ensure that any student does not generate more than one ADA when transferring from a traditional program to the OFSDP, we will calculate the maximum amount of OFSDP minutes that a student is eligible to accumulate. We will use the provided formula (eligible minutes = (180 – traditional days present x 240) to calculate the number of minutes eligible per student. The total amount of minutes eligible will be monitored by our attendance clerk to ensure that the students do not generate more than one ADA.

- 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.

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 by not allowing students to participate in the OFSDP until they are properly coded in PEIMS. This will be the responsibility of the Academy attendance clerk to verify the student's coding prior to beginning the program.

- 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](#).

Southwest ISD OFSDP is a dropout prevention and at-risk student program designed to assist students in meeting their goals continuing their education and ultimately, completing their high school graduation requirements. The Southwest ISD OFSDP will ensure that all attendance practices and student records comply with Sections 2.2.3 and 11.6 of the Student Attendance Accounting Handbook by doing the following:

- The OFSDP attendance clerk at the respective campuses will be responsible for keeping track and verifying attendance for all OFSDP students.

- The students will show that they were present on a particular day by clocking in and out at our biometric fingerprint reader.
- The students will work in our online program to receive the required instruction.
- The teacher for the student will monitor a student's instructional minutes and will document these minutes on the Daily Contact Sheet.
- The attendance clerk will print a weekly report from the biometric reader, showing the number of minutes and days that the student was in attendance on campus.
- The student's teacher will review the attendance report from the biometric reader and will correlate with the minutes documented on the Daily Contact Sheet. and verify the student's minutes of instruction. The teacher will sign the Daily Contact Sheet and will submit it to our attendance clerk for documentation.
- The attendance clerk will then submit the reported minutes to Southwest High School, Southwest Legacy High School, or CAST STEM High School attendance clerks for entry into our PEIMS attendance software at each campus.

- The attendance clerks at each campus will be responsible for monitoring and ensuring that no student accrues more than 10,800 minutes in any single course and no more than 43,200 minutes of instruction per year.
 - The attendance clerk will be responsible for maintaining the attendance data and maintaining the required documentation for audit purposes.
- f. How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-week attendance reporting period.

Student Detail Audit reports for the OFSDP track will be reviewed and certified every six weeks by the attendance clerk at each campus and will also be reviewed by a campus administrator for reasonableness. All documents will be signed by the attendance clerk and by a campus administrator each six weeks 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.

If eligible OFSDP students participate in a credit recovery program offered in the summer, the Southwest ISD OFSDP will review and document the number of minutes that a student will need in order to recover credit and will inform the student, parent, and summer school administrator of the required number of minutes needed. The summer school administrator and summer school attendance clerk will monitor the student's attendance and will only allow them to complete the minutes needed to recover credit. This will ensure that no additional minutes are recorded for attendance.

9. If students are attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or (e-2): **This question does not apply to our district**

- a. Will the district operate the dropout recovery education program or utilize an education management organization?
- b. Provide a brief description of the in-person student engagement center
- c. Indicate how many students will be 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): **This question does not apply to our district**

- 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. Describe the educational software utilized and explain how the software will track and certify the number of instructional minutes each student receives each day to monitor student progress.