



ECISD Optional Flexible School Day Program (OFSDP)

1. Campus Based 2. Ector Acceleration Academies (EAA) 3. Community Outreach Center (COC)

Guidelines and Procedures

Introduction

The Optional Flexible School Day Program (OFSDP) is a program that ECISD is offering to provide flexible hours of attendance for students who have dropped out of school or are at risk of dropping out. The mission of the program is to increase graduation rates and decrease dropouts by giving students additional flexibility and a smaller learning environment. OFSDP provides an alternative method of attendance accounting. A student must receive a minimum of 45 minutes and maximum of 600 minutes of instruction on any given day to accrue eligible OFSDP minutes for the day. Funding is strictly based on the number of minutes of instruction. Detailed information about OFSDP funding can be found online in the Texas Education Agency (tea.texas.gov) Student Attendance Accounting Handbook. There are three unique locations a student could attend OFSDP. The three different options are 1. Campus Based 2. Ector Acceleration Academies (EAA) and 3. ECISD Community Outreach Center (COC).

Mission

To assist students in achieving their educational and personal goals, leading to a high school diploma and a fulfilling future within our community and beyond. To increase graduation rates and decrease dropout rates for at risk students.

Goals

To increase graduation rates and decrease dropout rates for at risk students by recovering students who have dropped out or are about to drop out.

Eligibility

A student is eligible to participate in an optional flexible school day program (OFSDP) authorized under the Texas Education Code (TEC) §29.0822, if:

1. the student meets one of the following conditions:

- the student is at risk of dropping out of school, as defined by the TEC, §29.081; or
- the student, as a result of attendance requirements under the TEC, §25.092, will be denied credit for one or more classes in which the student has been enrolled;
- the student is attending a school with an approved early college high school program designation; or
- the student is attending an academically unacceptable campus implementing a campus turnaround plan approved by the commissioner under TEC 39A Subchapter C; or
- the student is attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or (e-2).

and

2. the student, if less than 18 years of age and not emancipated by marriage or court order, and the student's parent, or person standing in parental relation to the student, agree in writing to the student's participation.

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Assessments

The student must take the required state assessments specified under the TEC, §39.023, during the regularly scheduled assessment calendar.

Participation in University Interscholastic League (UIL)

A student enrolled in an OFSDP under the TEC, §29.0822, may participate in a competition or other activity sanctioned or conducted under the University Interscholastic League (UIL) if the student meets all UIL eligibility criteria.

Attendance Credit

A student attending an OFSDP under the TEC, §29.0822, may be counted in attendance for purposes of funding under the TEC, Chapters 46, 48, and 49, only for the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per 12-month period. **Students are enrolled in the traditional program for part of the year and the OFSDP program for part of the year may not earn more than one ADA.**

The district agrees

1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
2. All instructional materials and facilities must be comparable to or exceed the required standards for students in similar programs;
3. that the students participating in an OFSDP will not be isolated from other academic and vocational programs of the school district and that all students will have access to school counselors for pre- and post-entry counseling, academic or personal counseling, and career counseling;
4. to provide faculty and administrators with baccalaureate or advanced degrees, highly qualified staff, and certified teachers as required by 19 Texas Administrative Code §129.1027 for the program;
5. to adopt a policy that does not penalize students participating in an OFSDP in accordance with the 90% rule (TEC, §25.092[a]) or the 75% to 90% rule for class credit (TEC, §25.092[a-1]);
6. to adopt a policy to require students to attend regularly scheduled instruction for the OFSDP with penalties for nonattendance including filing truancy charges, if appropriate;
7. to track the number of minutes the student receives instruction each day and to comply with applicable sections of the Student Attendance Accounting Handbook.
8. to comply with all reporting requirements established by the TEA;
9. not to discriminate based on disability, race, color, national origin, religion, or sex; and
10. to prohibit a student participating in an OFSDP from participating in a competition or other activity sanctioned or conducted under the authority of the UIL unless the student meets all UIL eligibility requirements.

Campus based

If staff recommends the student attend campus based OFSDP they will consult and gain approval from the campus principal.

Referrals to Ector Acceleration Academies (EAA)



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Enrollment Process FAQs

Questions	Action	Person Responsible
INTERNAL REFERRALS		
<p>What should I do if I have a student at risk of withdrawing from my high school?</p>	<ul style="list-style-type: none"> When an ECISD student is determined to be at risk for abandoning education, the counselor, administrator or teacher will refer the student to the campus principal (or designee) for School Based Team review by scanning QR code or accessing the link on the District Referral form. Considerations: For students participating in Special Ed a change of placement ARD needs to be called to determine if EAA is the appropriate instructional setting for the student. IEP/504 Accommodations must be attached to the District Referral Spreadsheet. 	<p>Counselor, Administrator or Teacher</p>
<p>What happens after the District Referral Form is completed?</p>	<ul style="list-style-type: none"> The Campus Principal reviews the shared Referral Form Spreadsheet and leads the School Based Support team meeting to determine if EAA would be the preferred instructional option. The Campus principal (or designee) If so, Principal will complete Columns J-K. Note: The student will not withdraw from their home school. 	<p>School-based Principal or Designee</p> <p>School-Based Support Team</p>
<p>What happens after a student is referred to EAA?</p>	<ul style="list-style-type: none"> The EAA Director conducts a local review and adds approval or denial to the shared Referral Form Spreadsheet in Column M. Once approved, the EAA team will schedule the student's orientation date and mark that date/time Column N. If not approved by district, Principal will notify student and inform student of next steps. 	<p>EAA Director EAA Registrar</p>

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<p>How does the campus know the student is enrolled at EAA?</p>	<ul style="list-style-type: none"> The student should remain at their home school until they ATTEND orientation at EAA. This will be indicated in Column O. The EAA Registrar will mark students in the SIS as Track 3 and then request records or pull from the District SIS (Demographic and Transcript). 	
<p>EXTERNAL REFERRALS</p>		
<p>How does a withdrawn student apply for enrollment with EAA?</p>	<ul style="list-style-type: none"> Student/Guardian logs in and completes this online application. It can also be found on our website at Ectordiploma.com. 	<p>Student</p>
<p>What happens if the student has never been enrolled in ECISD?</p>	<ul style="list-style-type: none"> The student is referred to the home campus for District Registration. After the student registers with ECISD, then the internal referral process would apply. 	<p>EAA Registrar EAA Director</p>
<p>FAQs</p>		
<p>How do home schools know if kids are meeting grad requirements- FAFSA, police video, etc.</p>	<ul style="list-style-type: none"> It will be recorded in the ECISD SIS 	<p>EAA Director</p>
<p>How does the district approve graduation requirements?</p>	<ul style="list-style-type: none"> EAA Director will send relevant transcripts and supplemental graduation completion documents/information to ECISD 	<p>EAA Director</p>

Note: District Liaison will collaborate with ECISD EDLs to ensure principals have a school based team that will follow an internal process to include a review of currently enrolled students at-risk of abandoning education. This team will also implement appropriate campus based drop-out prevention strategies prior to approving a referral to EAA.

Referrals to Community Outreach Center (COC)

Students must be prescreened by Community Outreach Center (COC) staff before a student starts attending the COC OFSDP program. For COC OFSDP referrals, campus principals or counselors should contact the Grad Lab Supervisor or the COC Director at 456-8569 to discuss the student's eligibility to attend COC. After this initial consultation the COC staff will meet with the student and their parent to discuss the program and the program's requirements. The COC Grad Lab program is a voluntary program and students cannot be required to attend the COC instead of the home campus. It is recommended that students who are referred to the COC Grad Lab Program should be at least juniors or seniors and have passed 3 or more EOC's. The students must be identified as McKinney Vento Homeless or current or former Emergent Bilingual (EB) and must meet the other eligibility requirements in this document.

Once the student has been approved to attend COC by the COC staff the COC will email the campus principal for their approval for the student to attend COC. Upon approval the COC staff will email the campus counselor and request a

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review of the student's transcript. The counselor should email the Edgenuity Courses and EOC testing needed for the student to meet graduation requirements. The COC staff will email the campus registrar asking the registrar to move the student to zero track during a cycle and then request to move the student to eligibility code 7 at the next grading cycle. Students cannot be moved to eligibility code 7 except at a grading cycle. Students at the COC will be placed in track 02 and students at Ector Acceleration Academies will be in track 03.

Students Receiving Special Education Services

Before a student who receives special education, services can be approved to attend the campus based OFSDP or the COC Grad Labs, or EAA the campus must hold an ARD meeting to determine if the OFSDP program can meet the educational needs of the student. COC or EAA staff will be invited to attend the ARD meeting to ensure the special needs can be met at the change of placement. Educational decisions through the IEP will be made on a case-by-case basis. The ARD committee will be advised that students at the COC complete their coursework in Edgenuity.

Counselor & Registrar – Enrollment Procedures for Campus based and COC only.

Counselors will meet with OFSDP eligible students and their parent/guardian and will have an OFSDP Enrollment Contract signed by the student, parent/guardian, counselor, and campus administrator. Counselors will keep all the signed contracts until the first day of the next grading/attendance cycle. On the first day of the cycle, the counselor will then add/modify the students' schedules accordingly and indicate the total minutes of courses scheduled on the Contracts. Counselor also will indicate the entry date (the 1st day of the grading/attendance cycle) on the contracts. The counselor will then make one copy of the contracts to keep for their records and the original contracts will go to the registrar. For best document handling purposes, make sure to stamp or write "COPY" on the copy. Once the registrar receives the original Enrollment Contracts, they will withdraw the student with withdraw reason 33. The students will then be re-entered in track 1 or 2(COC) with eligibility code 7 for OFSDP. At this time, the registrar will email the designated attendance clerk about the withdrawal/re-entry so that the attendance clerk can account for the students on their Entry/Withdrawal notebook. Once the registrar completes the withdrawal/re-entry, the registrar will sign the Contracts and return them to the counselor. The counselor will then verify the student is enrolled in track 1 or 2(COC) with eligibility code 7 in Ascender. The original Contracts will then be given to the designated attendance clerk to be stored in the attendance audit box(es).



OFSDP – Ascender Registration

Change of Status

From the Ascender Registration application, go to Maintenance > Student Enrollment. Then, in the STUDENT field, enter the student ID to retrieve the student and go to the W/R ENROLL tab.

ASCENDER Application Directo... ASCENDER Registration - Stud...
http://18.ascendertx.com/Registration/app/str0010/wStrFrame.htm
Getting Started Google Voice Sign In - Blackboard Connect Admin Ed-Fi Bulk Data Excha... Schoology Meeting A... COVID-19 Support: Dis... SQL Anywhere (In-Me... ASCENDER Login ASCENDER TeacherPo...
Maintenance > Student Enrollment Registration adrian.garcia
Save Student Information School Year: 2021-2022 Campus 002: ODESSA HIGH SCHOOL Change
STUDENT: 320589 - SMITH, ANGELINA NICOLE 3 TEXAS UNIQUE STU ID: 4341652281 Retrieve 4 Directory Hist Directory
Comments Bus Info Prev Next
DEM01 DEM02 DEM03 AT RISK CONTACT W/R ENROLL 5 SPEC ED G/T BI/L/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS
Delete Details Campus Entry Date Exit Date Reason Status Exclusion Grade Elig Cd Track Attrb Cd Camp Res CTE Elig Comnts Res Fac
002 08-12-2021 -- 1 12 1 01 00 -- [x] [i] [x]

Below the table, enter the 1st day of the current cycle coming up in the Exit Date: field, then click on the [+33] button. (Note: if there is more than one re-entry rows for the student, the oldest entry date, the top row, is selected. Be sure to select the most recent re-entry at the bottom of the list.)

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ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Maintenance

- District Profile
- Campus Profile
- Student Enrollment
- Prior Year Leaver Tracking
- Parent Portal
- Online Registration
- State Performance Plan 14
- Charter School Waitlist
- Spec Ed Lang Acq

Utilities

Reports

Save

Student Information

School Year: 2021-2022

Campus 002: ODESSA HIGH SCHOOL

Change

STUDENT: 320589 - SMITH, ANGELINA NICOLE

TEXAS UNIQUE STU ID: 4341652281

Retrieve

Directory

Hist Directory

Comments

Bus Info

Prev

Next

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BI/L/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

Delete	Details	Campus	Entry Date	Exit Date	Reason	Status	Exclusion	Grade	Elig Cd	Track	Attrib Cd	Camp Res	CTE Elig	Comnts	Res Fac
		002	08-12-2021	--		1		12	1	01	00	--	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Add

Campus: 002

Entry Date: 08-12-2021

Exit Date: 11-04-2021

Reason: +33

Status Cd: 1

Exclusion Code:

Grade Level: 12

Eligibility Code: 1

Track: 01

Attribution Cd: 00

Camp Resid: --

CTE Elig:

Residential Facility:

Version: 6 Build: 022017

Host: XXX-XXX-XXX.101 Browser: FF 93.0

STRO120 County/District: 068901

*** ESC18 Test System ***

Session Timer: 234 min and 13 sec

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The student will now have an additional row in the table and the newly created row will be selected. Change the Eligibility Code: filed to 7 and change the Track: field to 01 for campus based, 02 for COC and 03 for EAA. Then, click the [Save] button.

Make sure the “Save Successful” message appears at the bottom. If there are any errors preventing the change of status from being saved, the message at the bottom will specify what the error is that needs correction. (Note: After clicking the [Save] button, the 1st row in the table is selected and the data for that row is what is now showing below the table. Suggestion: You may click on the newly created row to double-check your data entry.)



ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Maintenance > Student Enrollment Registration adrian.garcia

Save Student Information School Year: 2021-2022 Campus 002: ODESSA HIGH SCHOOL Change

STUDENT: 320589 : SMITH, ANGELINA NICOLE TEXAS UNIQUE STU ID: 4341652281

Retrieve Directory Hist Directory

Comments Bus Info

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL S/PEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

Delete	Details	Campus	Entry Date	Exit Date	Reason	Status	Exclusion	Grade	Elig Cd	Track	Attrib Cd	Camp Res	CTE Elig	Comnts	Res Fac
		002	08-12-2021	11-04-2021	33	1		12	1	01	00	--	<input checked="" type="checkbox"/>	Rta	<input type="checkbox"/>
		002	11-04-2021	--		1		12	7	01	00	--	<input checked="" type="checkbox"/>	Rta	<input type="checkbox"/>

Campus: 002 Status Cd: 1 Track: 01 Residential Facility:
 Entry Date: 08-12-2021 Exclusion Code: Attribution Cd: 00
 Exit Date: 11-04-2021 Grade Level: 12 Camp Resid: --
 Reason: 33 Record Status Change -33 Eligibility Code: 1 CTE Elig:

Save Successful
 *** ESC18 Test System ***

Version: 6 Build: 0220.17
 Host: XXXX.XXXX.XXXX.101 Browser: FF 93.0
 STR0120 County/District: 068901 Session Timer: 239 min and 13 sec © 2020 Texas Computer Cooperative | Help

Teachers and Attendance Clerk – Attendance Procedures

There is no ADA period for posting attendance for OFSDP ADA funding purposes and therefore there is no need for teachers to post attendance in txGradebook (absences, tardies, etc.). OFSDP ADA funding is strictly based on the number of minutes of instruction and therefore requires a teacher of record to record the actual number of students' instructional minutes on the Optional Flexible School Day Program (FLEX) Daily Log Sheet. The teacher must verify and sign the Daily Log Sheet each day. The teacher will then turn in the Daily Log Sheet to the designated attendance clerk no later than the next school day. The attendance clerk will code daily OFSDP attendance from the teachers' Daily Log Sheets in Ascender OFSDP Posting by Teacher. See OFSDP Daily Attendance Data Entry Instructions (below) for detailed instructions. When OFSDP data entry from the Daily Log Sheet has been completed, the attendance clerk will sign and date the bottom of the log sheet. All Daily Log Sheets must be kept in the attendance audit box(es) and all student data will be maintained in compliance with sections 2.2.3 and 11.6 of the Student Attendance Accounting Handbook. The District's six-week reports are both reviewed and certified accordingly. Attendance Balancing - Once the attendance clerk is notified by the registrar by email that an OFSDP student has been enrolled, the attendance clerk records the withdrawal/re-entry on their Entry/Withdrawal Notebook for attendance balancing purposes. Students will not be simultaneously enrolled in OFSDP and traditional programs.

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OFSDP Daily Attendance Data Entry Instructions

- The designated attendance clerk will receive the FLEX Daily Log Sheets from the teacher every day for the previous school day. Before entering the information, the attendance clerk needs to confirm that the log sheet was filled out correctly and that the teacher's signature is present.
- The information from the FLEX Daily Log Sheets will be entered in Ascender per the instructions below.
- The attendance needs to be entered by the total number of minutes per week.
- Data entry staff should set up an Excel Sheet that will allow them to add the minutes on a weekly basis for data entry one time per week. Email Scott.Randolph@ectorcountysd.org to request a copy of the excel sheet.

FLEX ATTENDANCE WEEKLY REGISTER

Go to ASCENDER → ATTENDANCE → MAINTANENCE → FLEXIBLE ATTENDANCE → WEEKLY REGISTER WORKSHEET

1. Select track "01 (campus based) 02 (COC) 03 (EAA)"
2. Type the attendance cycle 1-6
3. Type week number within the cycle
4. Click "Retrieve"
5. Check the cycle dates
6. Click "Add"

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Save Student Information

7 2 3 4 5

Track: 03 Cycle: 5 Week: 2 Retrieve No Of Days Taught: (35) Cycle Date Range: (02-14-2022 to 04-08-2022)

Delete	Student ID	Student Name	Grd Lvl	Flex Att Program	Elig Mins	InElig Mins	Instr Set	Sp Ed Mins	CTE Mins	Excess Mins	BIL/ESL Mins	LEP	BIL/ESL Fund Cd	PRS Mins	G/T
--------	------------	--------------	---------	------------------	-----------	-------------	-----------	------------	----------	-------------	--------------	-----	-----------------	----------	-----

6 + Add



1. Enter students ECISD ID
2. Name and Grade level will populate, select the name
3. Select “1” under **Flex Att Program**
4. Type amount of minutes for entire week under **Elig Mins**
6. Click Save
5. **Instr Set** “40” (Mainstream) is selected automatically.
7. Click Add to enter another student.

Notes:

- Weekly calculations must be made prior to entering minutes.

- **InElig Mins** can be entered for

tracking purposes, ECISD only requires **Elig Min**

- After clicking on [Save] button, if an error message displays indicating the student is not eligible for OFSDP program, make sure the student’s eligibility code is 7. If the student’s eligibility code is not 7, contact the registrar to make the correction to the eligibility code. After the student’s eligibility code is corrected.

Instruction

OFSDP in ECISD will utilize Edgenuity virtual program. Students work on the program and are monitored by teachers and facilitators to ensure matriculation towards graduation. Students are assigned to a teacher of record who monitors student progress in Edgenuity. Students are assigned goals and completion dates for each class. Edgenuity displays progress status to help the student stay on track. Campus facilitators monitor and provide individual assistance as

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needed. Tutoring is provided as needed. Students also are provided supplemental services including workforce readiness presentations, college group visits and other programming designed to help the student graduate.

Graduation

Campus counselors review credit recovery and EOC completions to ensure students meet graduation requirements.

Summer School

For eligible OFSDP students attending summer school courses for credit recovery, funding is limited to only funding for the attendance necessary for the student to recover class credit. OFSDP student sign in sheets will be for only classes needed to recover credit. Once a student has recovered the credit needed, their summer experience will be considered complete, and they will stop attending school until the start of the next school year. Campus and Grad Lab staff will ensure that students only sign in to work on classes needed to recover credit during summer by reviewing the student's graduation plan and ensuring courses assigned are needed for credit recovery. Campus staff and COC Grad Lab supervisor will review to ensure compliance with this requirement by noting each student's file before the summer session begins.



**Ector County Independent School District
Optional Flexible School Day Program
Enrollment Contract**

Please note a contract must be on file for every year the student participates.

Student Name: _____ ID: _____

Campus: _____ Grade: _____ Cohort: _____

Phone # _____ Address: _____

Please note the following program options:

1. Flexible Scheduling: During school day from 8:00am to 12:00pm or 1:00pm to 5:00pm
2. Flexible Scheduling: Students should attend a minimum of 20 hours per week.
3. Flexible Scheduling: Extended day and flexible schedules within the school day based on individual student need.

Eligibility

A student is eligible to participate in an optional flexible school day program (OFSDP) authorized under the Texas Education Code (TEC) §29.0822, if:

1. the student meets one of the following conditions:
 - the student is at risk of dropping out of school, as defined by the TEC, §29.081; or
 - the student, as a result of attendance requirements under the TEC, §25.092, will be denied credit for one or more classes in which the student has been enrolled;
 - the student is attending a school with an approved early college high school program designation; or
 - the student is attending an academically unacceptable campus implementing a campus turnaround plan approved by the commissioner under TEC 39A Subchapter C; or
 - the student is attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or (e-2).and
2. the student, if less than 18 years of age and not emancipated by marriage or court order, and the student's parent, or person standing in parental relation to the student, agree in writing to the student's participation.

You agree to accept and comply with the ECISD's rules and regulations. The campus principal reserves the right to dismiss any student from the program when the behavior conflicts with the regular operations of the group or when a student does not obey rules and regulation.

By signing this agreement, _____ (Print student name) agrees to participate in the program in an effort to graduate according to their Personal Graduation Plan. The student understands and agrees that he or she may be dismissed from the program for non-participation at the discretion of the campus principal with penalties for nonattendance including filing truancy charges, if appropriate. The student also agrees to visit with their counselor on a regular basis to discuss progress and guidance.

EOC Assessments Needed (circle): English I English II Algebra I Biology US History

Student Signature Date

Parent/Guardian Signature Date

Counselor Date

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Campus Administrator Date _____

For Office Use Only

Total Minutes of Courses Scheduled: _____

Entry Date: _____ (must be day 1 of grading cycle)

Eligibility Code Change to _____ Registrar Signature: _____

Counselor Verification Signature: _____



Optional Flexible School Day Program OFSDP
Daily Sign In Sheet

Campus Number: _____

Date: _____

Teacher: _____

Student ID	Student Name	School	OF SD P	CTE Y/N	Sign-in Time		Sign-out Time	
					HH	MM	HH	MM
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						
		_OHS_PHS_NTO_Other						

I hereby certify that all information provided on this daily log sheet are true, complete, and correct to the best of my knowledge.

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Teacher Signature: _____ Date: _____

FOR OFFICE USE ONLY

Attendance Data Entry By: _____ Date: _____