

Texas Education Agency



APPLICATION

Updated April 2022

Optional Flexible School Day Program (OFSDP)

2022-2023 School Year

ELIGIBLE APPLICANTS: The Texas Education Agency (TEA) will make available to eligible school districts and open-enrollment charter schools an application form that must be completed and submitted annually to the TEA for approval.

Definition of Program Provisions

Eligible Students

A student in any grade level is eligible to participate in an OFSDP authorized under the [TEC, §29.0822](#), if the student is:

- at risk of dropping out of school, as defined by the [TEC, §29.081](#),
- attending a campus implementing an approved innovative campus plan,
- attending a TEA-designated ECHS as defined by the [TEC, §29.908](#), P-TECH, or ICIA,
- attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#), or
- not meeting attendance requirements under the [TEC, §25.092](#), resulting in denied credit for one or more classes in which the student has been enrolled.

AND

There must be an agreement in writing to the student's participation:

- by the student, if the student is over 18 years of age; or
- by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

Assessment

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 authority of the University Interscholastic League (UIL) only if he or she meets all UIL eligibility criteria.

Attendance Credit

A student attending an OFSDP under the TEC, §29.0822, may be counted in average daily attendance (ADA) 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 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.**

Board Approval

The board of trustees of a school district must include the OFSDP as an item on a regular agenda for a board meeting. Board of trustees of a school district must discuss the progress of the program before approving the program and applying to operate an OFSDP (see AppendixTwo).

Continuation or Revocation of Program Authorization

Applications are approved for a period of one (1) school year. Continuation of the approval for the OFSDP will be contingent on the demonstrated success of the program. Determination of success will include a review and analysis of data provided in the mandatory final progress report(s). The commissioner of education may revoke authorization for participation in the OFSDP after consideration of relevant factors, including performance of students participating in the program on assessment instruments required under the TEC, Chapter 39; the percentage of students participating in the program who graduate from high school; and other criteria agreed to in the application and adopted by the commissioner of education. A decision to revoke approval of the program by the commissioner of education is final and may not be appealed.

Reporting Requirements

Following approval of the application, the applicant may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. When requested, reports will require applicants to disclose the overall progress of the students in the program, the number of students enrolled in the program (disaggregated by ethnicity, age, gender, and socioeconomic status), the number of students graduating from high school (disaggregated by ethnicity, age, gender, and socioeconomic status), and additional criteria selected by the applicant and agreed to by the commissioner. The TEA will provide notice to applicants and additional instructions for completion of reports at least 45 days before the date a report is due, or as soon as possible, in order to give school districts and charter schools adequate time to prepare and submit the reports to the TEA. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

Provisions of Agreement

Article I – Parties to Agreement

This agreement is entered into by and between the Texas Education Agency, an agency of the State of Texas, hereinafter referred to as the "TEA," and

Crowley Independent School District
(Legal Name of School District or Open-Enrollment Charter School)

located at

512 Peach St. Crowley, Texas 76036
(Physical Address)

hereinafter referred to as "district."

Article II – Period of Agreement

The period of the agreement, as detailed by participating campus in **Appendix 5**, is for a maximum of one (1) school year plus an additional thirty (30) school days if the district is applying for credit recovery. **Note that the agreement term is subject to annual renewal.**

Article III – Purpose of Agreement

The district must perform all the functions and duties set out in the agreement, the authorizing program statute, and applicable regulations.

Article IV – Reporting Requirements

The district may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

Article V – General and Special Provisions to the Agreement

Attached hereto and made a part hereof by reference is each of the provisions indicated below with an "X" beside it:

- Appendix One, Assurances
- Appendix Two, Board Approval
- Appendix Three, Attendance and Compliance Procedures of Proposed Program (Attach PDF File)
- Appendix Four, Contact Sheet
- Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement (Attach Excel File)

Article VI – Application Process

- For questions or assistance regarding this application, email opflex@tea.texas.gov or call 512-463-9294.
- Applications should be submitted 30 days prior to the start of the program. Start date(s) on Appendix 5 should be at least thirty (30) days after the application is submitted.
- Applications submitted by July 15th should be approved by August 15th.
- Email the complete application and attachments to: opflex@tea.texas.gov.
- Email subject line should indicate: OFSDP Application - District Name, County District Number

Article VII – Agreement

AGREED and accepted on behalf of the school district or open-enrollment charter school to be effective on the earliest date written above by a person authorized to bind the district.

Typed Name	<u>Dr. Michael McFarland</u>	<u>_____</u>
Typed Title	<u>Superintendent</u>	Authorized Signature

Appendix One Assurances

The definition of terms of the application applies to this Appendix One, Assurances. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix One. All information requested must be included with this form.

The district agrees to enroll only eligible students to participate in an OFSDP authorized under this application. A student is eligible to participate in an OFSDP authorized under the 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 is attending a campus implementing an approved innovative campus plan; or
 - the student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#); or
 - the student is attending a campus with an approved early college high school program designation as defined by the [TEC, §29.908](#); 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.

and

2. there is an agreement in writing to the student's participation
 - by the student, if the student is over 18 years of age; or
 - by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

The district agrees:

1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
2. to ensure all instructional materials and facilities are comparable 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.

AGREED and accepted terms and conditions of Appendix One on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Dr. La Tonya Woodson-Mayfield, School Board President, 817-297-5800
Name, Title, and Telephone Number of School Board President

Signature of SchoolBoard President

Date

Dr. Michael McFarland, Superintendent, 817-297-5800

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Two
Board Approval

The definition of terms of the application applies to this Appendix Two, Board Approval. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Two. All information requested must be included with this form.

1. The board of trustees of the school district or the governing board of the open-enrollment charter school **agrees to include the OFSDP as an item on the agenda** concerning the proposed application.

2. The board of trustees of the school district or the governing board of the open-enrollment charter school must discuss the progress of the program before applying to operate an OFSDP.

The proposed OFSDP application was on the agenda and discussed at the board meeting conducted on:

Month: June
Day: 9th
Year: 2022
Time: 6:00pm
Location: 512 Peach St. Crowley, Texas 76036

Agreed and accepted on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Dr. La Tonya Woodson-Mayfield, School Board President, 817-297-5800

Name, Title, and Telephone Number of School Board President

Signature of School Board President

Date

Dr. Michael McFarland, Superintendent, 817-297-5800

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Three

Attendance and Compliance Procedures of Proposed Program

1. Program Goals & Objectives:

Currently Crowley ISO offers a dropout prevention program where students attend a minimum of 20 hours a week but highly encourage 4 hours each school day to recover and earn graduation credits, as well as prepare for the required state assessment. One goal of the OFSDP is to target those students unable to attend school in a traditional setting, for example, because the student must seek employment to support his/her family or must provide child care during traditional school hours. Under circumstances of these types the student might be able to attend only on specific days for a couple of hours during the day. The OFSDP will provide an additional opportunity for students on a secondary level campus with special circumstances to have a more accommodating schedule. Another goal of the OFSDP will be to offer opportunities to recover credit when students are at risk of being denied credit for classes due to poor attendance.

2. Schedule:

Students enrolled in OFSDP will be individually scheduled to attend a district location between 7:30 AM and 4:30 PM Monday through Friday.

3. Staff Positions and Resource Personnel:

The district is working with the Connections Learning online program that provides additional certified teachers through online instruction. The Connections Learning teachers are available during a traditional 8 hour business day, as well as tutorials availability between 8:00 pm and 9:00 pm. Connections learning also assigns an advisory teacher to mentor each students progress. For the group of students that are receiving the Optional Flexible School Day Program through the avenue of the Global Prep program the 7 listed campuses respectively have supplied the program which is monitored by certified paraprofessionals, 2 certified counselors, and a certified teacher, to provide technical support and on-site monitoring and assessment of students participating in Connections Learning courses between 7:30 AM and 4:30 PM at all times. The Highly qualified staff will be working 8 hours a day, 5 days a week. Highly Qualified Teachers is always present and available during the connection learning program.

Qualifications & Standards:

Each teacher providing instruction through Connections Learning is certified by the state of Texas and is highly qualified to teach his/her assigned courses. All staff working with students will be highly qualified and vetted by Crowley ISO Employee Services Department. Highly qualified positions are; 1 teacher, 2 counselors, and 2 paraprofessionals.

4. Identification of Students:

Students are identified as At Risk with credit deficiencies or identified based on significant risk factors (Homeless, Pregnancy, Court-legal issues, Family or Financial hardships) and are recommended to the drop-out prevention program by their counselor and principal. Each of these students completes an application. As a student is being counseled for drop-out prevention, should circumstances prohibit the student from attending 4 hours daily, the OFSDP will be considered as another option.

Parent Consent:

Each student application must include a parent signature, unless the student is 18 years of age. The campus counselor and principal will ensure students and parents understand the requirements of OFSDP prior to recommendations. Student consent is required on the application.

NOTE: absences and days present do not exist in the OFSDP

5. Student-Teacher Ratio:
20 students per a certified teacher will be available.

6. N/A

7. Maintenance of Records:

The applications of all students enrolled in OFSDP will be reviewed to determine student eligibility and parental consent. Attendance will be kept electronically by the teacher of records with reports generated and verified weekly. Attendance taking practices will be in compliance with the Student Attendance Accounting Handbook. Student eligibility, parental consent forms and attendance records will be physically housed in secure file cabinets on the campus of attendance. Attendance records will be kept on sign-in sheets but will not be used as an official attendance records unless Excel has a function that will comply with SAAH's paperless attendance accounting system. The district will keep paper record in case there is an audit.

- State of Assessment Administration:
Each student's counselor will identify the appropriate state assessment for graduation. The assessment information is part of the application process for the current program. Test administrations are proctored by Texas certified teachers according to the timeline established by TEA.
- Report Participation:
Annually, the board of trustees will hold a public hearing to review the performance of the OFSDP. Program information to be presented will include the number of students enrolled in program and the number of students graduating both disaggregated by ethnicity, age, gender and socioeconomic status.
- Campus Hours:

CHS Staff 8:10am-4:30pm Student 8:35am-4:10pm
NCHS Staff 8:10am-4:30pm Student 8:35am-4:10pm
HFS Staff 8:10am-4:30pm Student 8:35am-4:10pm
CMS Staff 8:10am-4:30pm Student 8:35am-4:10pm
SCMS Staff 8:10am-4:30pm Student 8:35am-4:10pm
RAMS Staff 8:10am-4:30pm Student 8:35am-4:10pm
- If the students are attending a community-based dropout recovery education program offered online as defined by TEC, §29.081 (e-2), must include the following:
 - a. Attendance clerk on each campus will verify the number of instructional minutes a student receives each day.
 - b. Attendance clerk on each campus will make sure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.
 - c. Attendance clerk along with PEIMS registrar will insure that additional specialized funding is awarded per the Student Attendance and the Accounting Handbook.
 - d. PEIMPS coordinator will monitor and ensure that there will be no cross-funding.
 - e. District will monitor the processes through the PEIMS department and its weekly reports produced.
 - f. The reports will be reviewed by the attendance clerk and certified by campus administrators.

8. N/A

9. N/A

Appendix Four
Contact(s) Sheet

The definition of terms of the application applies to this Appendix Four, Contact(s) Sheet. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Four. All information requested must be included with this form.

District Contact(s) for the Application

District/Charter School Superintendent:	Dr. Michael McFarland
Mailing Address:	512 Peach Street
City, State, Zip Code:	Crowley, Texas 76036
Telephone Number:	817-297-5800
Email Address:	Michael.McFarland@crowley.k12.tx.us

District PEIMS Coordinator:	Amber Dewolfe
Email Address:	Amber.Dewolfe@crowley.k12.tx.us

OFSDP Contact Name:	Stan Swann
Email Address:	Stan.Swann@crowley.k12.tx.us

OFSDP Contact Name:	Dr. Annett Duvall
Email Address:	Annett.Duvall@crowley.k12.tx.us

NOTE: Most of the contact for the approved OFSDP is done via email. A valid email address(es) must be submitted on this form. Provide the full name(s) of the person(s) who is (are) the email contact(s) to ensure that the TEA has accurate information.

Appendix Five
Participating Campuses, Student Eligibility, and Period of Agreement

The definition of terms of the application applies to this Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Five. All information requested must be included with this template and submitted in a separate Excel file.

Download and complete Appendix 5, which can be found on the [OFSDP webpage](#) under the *Applications and Templates* section.

Once completed, email the following to OPFLEX@tea.texas.gov:

1. The application (in PDF file format)
2. Appendix Three (in PDF file format)
3. Appendix Five (in MS Excel file format)

***All file names should include the district/charter school’s name**

Optional Flexible School Day Program (OFSDP) - Appendix 5

220912

CROWLEY ISD

School Year 2022-2023

Campus Name	Eligibility Designation							Estimated Students Participating	School Year Period of Agreement				Summer Period of Agreement						
	1	2	3	4	5	6	7		Program Start Date	Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day	Summer Program Start Date	Summer Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day			
Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4	1 = TEC §29.081 At-Risk Students 2 = TEC §25.092 Minimum Attendance 3 = TEC §29.908 Early College High School 4 = TEC §39A.107 Campus Turnaround Plan 5 = Credit Recovery** 6 = TEC §29.081(e-1) Campus Dropout Recovery 7 = TEC §29.081(e-2) Online Dropout Recovery																		Reported in TSDS PEIMS Extended Collection 4 **Credit Recovery - Designation 5 Summer period of agreement should not exceed 30 days or extend past July 31st.
220912001 CROWLEY H S	1	2	3					12	8/11/2022	5/25/2023	M, T, W, TH, F	5							
220912002 NORTH CROWLEY H S	1	2	3					12	8/11/2022	5/25/2023	M, T, W, TH, F	5							
220912041 H F STEVENS MIDDLE	1	2						9	8/11/2022	5/25/2023	M, T, W, TH, F	5							
220912042 CROWLEY MIDDLE	1	2						9	8/11/2022	5/25/2023	M, T, W, TH, F	5							
220912043 SUMMER CREEK MIDDLE	1	2						9	8/11/2022	5/25/2023	M, T, W, TH, F	5							
220912044 RICHARD ALLIE MIDDLE	1	2						9	8/11/2022	5/25/2023	M, T, W, TH, F	5							



2022-2023 DISTRICT SCHOOL CALENDAR

FIRST DAY OF SCHOOL - THURSDAY, AUGUST 11
LAST DAY OF SCHOOL - THURSDAY, MAY 25

START/END TIMES

Elementary 7:35 a.m.-3:20 p.m. Middle 8 a.m.-3:45 p.m. High 8:35 a.m.-4:15 p.m.

Calendar grid showing months from August to July with days of the week and specific dates highlighted for holidays and school days.

BOLD First/Last Day of School Student/Staff Holiday Student Holiday/Professional Day Early Release Day

IMPORTANT DATES

Table listing important dates such as New Professional Orientation, First Day of School, and Last Day of School with corresponding dates.

GRADING PERIODS

- 1. Aug. 11 - Sept. 22
2. Sept. 26 - Nov. 4
3. Nov. 7 - Dec. 16
4. Jan. 5 - Feb. 9
5. Feb. 14 - April 6
6. April 10 - May 25

DOWNLOAD TODAY!

Advertisement for the school calendar app, including the CISD logo and App Store/Google Play icons.