

# SDMC – Shared Decision Making Committee

June 2, 2022



## Team Members Present – Sign In Sheet

Name	Title	Signature
Rubeneisha Cooper	CATE, Business Education CP	
Aleida Eubanks	Tchr, Science Composite	
Garcia, Estefani E	Wraparound Resource Specialist	
Judy Hoang	Lecturer, Hrly - Degreed	
Andrew Horne	Counselor, Secondary 10M NSB	
Leyva Jr, Roberto	Campus Education Tech-12M	
Jack Maples	Tchr, Social Studies	
Nathaniel Martin	Tchr, Hrly	
Alexandra Morgan	Tchr, Physical Education	
Jose Poa	Lecturer, Hrly – Degreed	
John Tano	Tchr, Math	
Hai Trieu	Lecturer, Hrly - Degreed	
Jose Santos	Principal	
Tamika Sullivan	Tchr, Spclst 12 M	
Victoria Uresti	Student Information	
Rachael Walston	Tchr, English	
Edgar Zarazua	Sr Academic Tutor-Hrly	
Kim Lasane	AVID	
Francisco Duron	Tchr, Spanish	

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## TEAM NORMS

- We will maintain a positive tone at our meetings
- We will begin and end our meetings on time and stay fully engaged throughout each meeting.
- We will listen respectfully and consider matters from another's perspective.

### AGENDA - Purpose / Goal(s) for this meeting:

- School Waivers
- Final Exams
- Attendance Appeals
- HISD Released Assessments
- AVID Update / Budget
- Other

- MCHS at Fraga Team discussed the new attendance appeals process from the district (see attachment) and decided to keep current attendance appeals.

## Attendance Appeals for High School Courses

Students who have accumulated **more than 10% unexcused absences** in their courses during the first semester and or second semester will have asterisks printed on their report cards next to the courses in which the excessive absences occurred. These students will be denied credit in these courses based on the current HISD attendance policy unless the attendance committee grants credit because the absences are due to extenuating circumstances. Asterisks will begin to print in the cycle where the absence limit is exceeded. A NG will print as the semester average on the report card and transcript.

Students with unexcused absences will have to make up the missing instructional time. Example: If a student has had 4 unexcused absences in a class, then the student will have to make up 90 minutes per unexcused absent. Credit(s) will be restored upon successful completion of a plan approved by committee or the principal.

### Attendance Committee

The School Attendance Committee shall be appointed by the principal. The **majority** of the committee must be comprised of classroom teachers. The committee must have at least three members.

The School Attendance Committee has responsibility for reviewing absences of students who have excessive absences in excess of 10% of class meetings according to the HISD Attendance Policy. After consulting with the teacher, the committee may grant credit if the absences are due to extenuating circumstances.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes or the date the parent or adult student receives notification.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.



# SDMC – Shared Decision Making Committee

June 2, 2022



Students who have lost credit or have not received a final grade because of excessive absences may be awarded a final grade by fulfilling the requirements established by the attendance committee.

The attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for this purpose. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS]
2. A transfer or migrant student incurs absences only after his or her enrollment in the District.
3. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student.
4. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.
5. The committee shall consider whether the absences were for reasons out of the student's or parent's control.
6. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

**The committee may impose any of the following conditions for students with excessive absences to regain credit:**

1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions, Saturday schools, SPARK Camps, any other online instructional platform similar to APEX online as scheduled, which may include before- and after-school programs. Tutorials can be offered virtually.
3. Maintaining the attendance standards for the rest of the semester.

In all cases, the student must also earn a passing grade in order to receive credit.

Please note that eligible student can be put in principal's plan and decrease or waive attendance appeals hours based extenuating circumstances for some classes and require an attendance committee decision for other classes.

Campuses must maintain documentation for all attendance appeals.

## **WAIVERS**

- We also Reviewed the waivers for the 2022-2023, and the SDMC committee agreed on the following waivers. (See attachment)
  1. Modified Schedule/State Assessment Days
  2. Alternative School Day Start/ Dismiss Times
  3. All Schools – Nine (9) Week Grading cycle – if students can benefit from acceleration. Also provides more status reminders.

# SDMC – Shared Decision Making Committee

June 2, 2022



## Final Exams

- Team reviewed final exam process and expectations
- Grad Lab students and study lab will be allow to go during the second class of the days if they completed all their APEX courses, attendance appeals, or/and any course work pending from any other class.

## HISD Released Assessments

- TEAM agreed that it will be to teacher discretion to administer the HISD End of the Year DLA.

## AVID Update / Budget

- Review AVD plan for school to be school wide AVID
- The following individuals will attend AVID Institute San Francisco to prepare for AVID Electives
  - Leyva Jr, Roberto [RLEYVA@houstonisd.org](mailto:RLEYVA@houstonisd.org);
  - Sullivan, Tamika R [Tamika.Sullivan@houstonisd.org](mailto:Tamika.Sullivan@houstonisd.org);
  - Santos, Jose R [JSANTOS1@houstonisd.org](mailto:JSANTOS1@houstonisd.org);
  - Poa, Jose A [Jose.Poa@houstonisd.org](mailto:Jose.Poa@houstonisd.org);
  - Hoang, Judy T [JHOANG@houstonisd.org](mailto:JHOANG@houstonisd.org);
  - Horne, Andrew T [AHORNE@houstonisd.org](mailto:AHORNE@houstonisd.org);
  - Cooper, Rubeneisha L [Rubeneisha.Cooper@houstonisd.org](mailto:Rubeneisha.Cooper@houstonisd.org)
- 
- The following people will participate in AVID Houston Institute to receive school AVID content curriculum Library.
  - Walston, Rachael K [RWALSTON@houstonisd.org](mailto:RWALSTON@houstonisd.org);
  - Martin, Nathaniel [Nathaniel.Martin@houstonisd.org](mailto:Nathaniel.Martin@houstonisd.org);
  - Tano, John [John.Tano@houstonisd.org](mailto:John.Tano@houstonisd.org);
  - Trieu, Hai V [Hai.Trieu@houstonisd.org](mailto:Hai.Trieu@houstonisd.org);
  - Eubanks, Aleida [Aleida.Eubanks@houstonisd.org](mailto:Aleida.Eubanks@houstonisd.org);
  - Morgan, Alexandra D [Alexandra.Morgan@houstonisd.org](mailto:Alexandra.Morgan@houstonisd.org);
  - Maples, Jack M [Jack.Maples@houstonisd.org](mailto:Jack.Maples@houstonisd.org)

- Other

# Revised - 2021-2022 Attendance Credit Appeal Application and Principal's Plan for High School...



Canizaro, Lucila  
Director, School Office

[View and Add Calendar Reminder](#)

## **Revised Houston ISD Attendance Credit Appeal Application and Principal's**

**Plan:** Revisions have been made to the Attendance Credit Appeal Application and the Principal's Plan. An ASM - Attendance Credit Appeal Applications for High School Students posted previously on May 9<sup>th</sup> with instructions and deadlines for this process. The revisions include -

### **Attendance Credit Appeal Application**

- Steps 2
  - Attendance Credit Appeal Committee has been replaced with Campus Designee
  - 10% - 25% Unexcused Absences information has been removed from the table
- Step 3
  - Replaced sentence with Student submits the completed application for review
- Step 4
  - Attendance Credit Appeal Committee has been replaced with Campus Designee
  - Added Content Attendance Appeal Modules to the APEX Courses' column in the Considerations Section

## Principal's Plan

- Steps 2
  - Attendance Credit Appeal Committee has been replaced with Campus Designee
  - 26% - 51% Unexcused Absences information has been removed from the table
- Step 3
  - Replaced original sentence with Student submits the completed application for review
- Step 4
  - Attendance Credit Appeal Committee has been replaced with Campus Designee
  - Added Content Attendance Appeal Modules to the APEX Courses' column in the Considerations Section

Please refer to the ASM - Attendance Credit Appeal Applications for High School Students for additional information.

that have received no-credit (NG) status on their semester grade(s).

**Step 2:** The campus designee will notify each student and parent regarding the Attendance Credit Appeal process (application) and deadlines. A parent and student signature are required to initiate the appeal process. To restore lost credits, a student with excessive absences in one or more classes will complete courses/activities for each class as follows:

If a student absence percentage is:	Student completes the following:
26-30% Unexcused Absences	6.0 Hours
31-40% Unexcused Absences	10 Hours
41-50% Unexcused Absences	12 Hours
51%+ Unexcused Absences	1 Hour added for each additional 10 absence percentage points (51-60%- 13 hours; 61-70%- 14 hours; etc.)

Example: A student missed 56% of the days in English II, and 15% of the days in World History, the student completes 17 hours to receive credit.

**Step 3:** The student submits the completed application for review.

**Step 4:** The campus designee approves or denies the course credits to be corrected and informs the student and parent of final decision. The appeal is finalized after the correction is entered in HISD Connect.

### Considerations

Campus attendance credit appeal sessions are ongoing and offered every six weeks. The campus designee determines the appropriate courses/ activities for each student as follows:

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## Properties

Contact Name

High School Office

Contact Email Address

Lcanizar@houstonisd.org

Department Name

High School Office

Contact Phone Number

713-556-9123

Brief Memo Title

Revised - 2021-2022 Attendance Credit Appeal Application and Principal's Plan for High School Students

Post Date

5/16/2022

Deadline

6/7/2022

Audience

High School Principals, Registrars, Attendance Committees

Audience Category

High Schools





## HOUSTON ISD ATTENDANCE CREDIT APPEAL APPLICATION

The Attendance Credit Appeal Application is a requirement for a student that has received no-credit (NG) status on their semester report card. Per the Texas Education Code (25.092) and FEC (LOCAL), a minimum attendance requirement of 90% of class meetings for the award of course credit. Students who lose credit due to excessive absences may appeal if the student achieves an average of 70 or above at the end of the semester in which the no-credit (NG) status appears. If a student's absence percentage is **10-25% unexcused absences**, please use the Houston ISD Principal's Plan. If a student's absence percentage is **26%+ unexcused absences**, please refer to the Houston ISD Attendance Credit Appeal Application.

### Instructions

**Step 1:** At the end of each grading cycle, campus personnel will review transcripts/ report cards for students that have received no-credit (NG) status on their semester grade(s).

**Step 2:** The campus designee will notify each student and parent regarding the Attendance Credit Appeal process (application) and deadlines. A parent and student signature are required to initiate the appeal process. To restore lost credits, a student with excessive absences in one or more classes **will complete courses/activities** for **each class** as follows:

If a student absence percentage is:	Student completes the following:
26-30% Unexcused Absences	6.0 Hours
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51%+ Unexcused Absences	1 Hour added for each additional 10 absence percentage points (51-60%- 13 hours; 61-70%- 14 hours; etc.)

**Example:** A student missed 56% of the days in English II, and 15% of the days in World History, the student completes 17 hours to receive credit.

**Step 3:** The student submits the completed application for review.

**Step 4:** The campus designee approves or denies the course credits to be corrected and informs the student and parent of final decision. The appeal is finalized after the correction is entered in HISD Connect.

### Considerations

Campus attendance credit appeal sessions are ongoing and offered every six weeks.

The campus designee determines the appropriate courses/ activities for each student as follows:

APEX Courses	Activities
STAAR EOC Prep	Saturday School
SAT	Leadership experience
TSIA 2.0	*Volunteer experience (Community Service, Charity, etc.)
College & Career Prep	Participation in schoolwide presentations
Content Attendance Appeal Modules	College related activities such as college fairs/ campus visits

\*Community service hours should reflect volunteerism and show how students are helping their community.





## HOUSTON ISD ATTENDANCE CREDIT APPEAL APPLICATION

Student: \_\_\_\_\_ ID# \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

The Attendance committee completes the section below for Total **LOST CREDIT(s)** prior to meeting with student and parent:

Course	Absence percentage	Hours needed	Task/ Assignment	Date	Awarded Hours	Signature

**Example:** A student missed 56% of the days in English II, and 15% of the days in World History, the student completes 17 hours to receive credit.

Total Hours needed: \_\_\_\_\_

### RESTORATION DEADLINE:

I, \_\_\_\_\_, understand that I will have until the deadline date of \_\_\_\_\_ to obtain all necessary signatures indicating dates, hours, the course/ activity to restore credit, and the supervising staff's signature in the table below. If I fail to meet the deadline, I also understand that it is my responsibility to complete the hours during the next attendance credit appeal offering or I will not receive credit for the course(s).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## HOUSTON ISD ATTENDANCE CREDIT APPEAL APPLICATION

The Attendance committee completes the section below once the student has completed the required hours and obtained all signatures.

ATTENDANCE COMMITTEE RECOMMENDATION					
<b>Hours Approved:</b> _____					
<b>Hours Denied:</b> _____					
_____		_____		_____	
<b>Committee Member</b>	<b>Date</b>	<b>Committee Member</b>	<b>Date</b>	<b>Committee Member</b>	<b>Date</b>

The campus personnel entering the attendance credit correction completes the section below once the student has completed the required hours and obtained all signatures. A copy of the completed (all signatures) Attendance Credit Appeal Application is placed in the attendance appeal binder and maintained for one school year.

Corrected in HISD Connect by Attendance Clerk (position may vary):		
_____	_____	_____
<b>Printed name/ position</b>	<b>Signature</b>	<b>Date</b>

## School Waivers

Santos, Jose R

Principal

Select School Waivers

School Year: 2022/2023

Status: Saved

Middle College at HCC Fraga

Waiver Description	Select
	Save
Custom Waiver Description	Approval Status
<b>Modified Schedule/State Assessment Days</b> This waiver allows the district to modify the schedule of classes for high school students (grades 9-12) only, who are not being tested, to report to school and record attendance after the state assessment testing period has ended, in order to reduce potential interruptions during the testing period.	Pending
<b>Alternate School Day Start/Dismissal Times</b> HISD has implementing standardized school start/dismissal time and will continue for the 2022-2023 school year. The purpose of this waiver is to request alternative start/dismissal times. MCHS at Fraga will like to continue with the alternative school start time at 8am to align with dual credit courses provided at Houston Community College Felix Fraga. Additionally, this waiver can provide students with the time to travel to attend OnTimeGrad credit recovery program, play sports at their zoned school, attend to after school tutorials, or/and jobs/internships. Schools for whom this waiver request is approved must also include it in the School Improvement Plan including the rationale for this waiver and how the waiver is implemented to support at least one Board Goal.	Pending
<b>All Schools – Nine (9) Week Grading Cycle Waiver</b> The purpose of this waiver is to use a nine-week grading cycle. This will provide teachers with additional instructional time with students before grading periods. Student achievement will be positively impacted by providing students more time to improve their grades following the distribution of progress reports. The nine-week cycle will align and provide for consistent communication with parents. This does not waive required UIL three-week progress reporting. With a 9-week grading cycle, students have extended time to progress and have a longer opportunity to develop and demonstrate mastery on TEKS.	Pending

Add Custom

Save

Finalize Submission