

Appendix Three – Manor Independent School District (2026–2027)

1.

Manor Excel Academy (MEA) is a high school of choice in the Manor Independent School District that offers a rigorous, self-paced alternative to district students who are at risk of not graduating from high school. MEA empowers students to realize their maximum potential by helping them achieve the short-term goal of graduating from high school while providing and modeling valuable life skills designed to help them make informed choices in their academic, personal, and professional lives. MEA supports the Manor Independent School District's goal of meeting the diverse needs of students by providing a highly structured, blended approach to instruction that employs systematic intervention strategies, individualized graduation planning, college and career readiness supports, and social-emotional services designed to help students successfully earn a high school diploma and transition to postsecondary opportunities.

2.

MEA's schedule for the 2026–2027 school year is Monday through Friday, 9:00 a.m. to 4:00 p.m., from August 12, 2026, through May 28, 2027. Students are able to access their coursework online outside of school hours; however, direct instruction, intervention, and support services take place during scheduled school days.

3.

ADMINISTRATIVE STAFF: 2

Monday–Friday, 8:00 AM to 5:00 PM

TEACHING STAFF: 6

Monday–Friday, 8:30 AM to 4:30 PM

PARAPROFESSIONAL STAFF: 3

Monday–Friday, 8:30 AM to 4:30 PM

SUPPORT STAFF: 3

(Counselor, Social Worker, Attendance Associate)

Monday–Friday, 8:30 AM to 5:00 PM

In addition to these resources, the district utilizes contracted educational software and community partners to provide instructional, counseling, and student support services related to the program.

4.

The process for admission to MEA begins at the student's current high school campus or through direct application to the program. Students and their parent(s)/guardian(s) complete an application for

enrollment. The student and parent(s)/guardian(s) meet with the MEA administrative team to review graduation status, identify barriers to academic success, and develop an individualized plan for graduation and postsecondary readiness. A Student-Parent Contract is discussed, signed, and maintained on file upon acceptance into the program. This contract outlines expectations for attendance, behavior, academic progress, and participation in campus interventions. Admission to the district's dropout recovery program is not determined based on age, race, color, religion, gender, national origin, disability, or veteran status. The enrollment team works with eligible students and families to complete all required enrollment documentation, including parental consent forms required for participation in the program.

5.

20 students per teacher

6.

Special Education (SpEd), Career & Technical Education (CTE), Pregnancy Related Services (PRS), and Emergent Bilingual (EB) Services

a. Special Education (SpEd)

- Services are provided by fully certified Special Education staff.
- Inclusion model is utilized.
- Services and accommodations are provided in accordance with each student's Individualized Education Program (IEP).

b. Career & Technical Education (CTE)

- Students have access to approved CTE pathways and programs offered through Manor ISD.
- CTE instruction is provided by appropriately certified teachers.
- Attendance and instructional minutes are documented in accordance with district and TEA requirements.

c. Pregnancy Related Services (PRS)

- Services are provided by appropriately certified district personnel.
- Students receiving PRS services will have attendance documented according to TEA and district requirements.
- Attendance coding and documentation will be maintained through established district procedures.

d. Emergent Bilingual (EB) Services

- MEA does not offer a bilingual education program.
- Emergent Bilingual students receive language acquisition support, accommodations, and instructional services through district-approved EB supports.

e.

All staff serving MEA students maintain the appropriate SBEC certifications and credentials required for their assignments.

7.

Attendance and Instructional Minute Documentation

a.

Teachers of Record will document instructional participation and attendance daily.

b.

The district utilizes Imagine Learning (Edgenuity) as its educational software platform. The system tracks student logins, active instructional time, course progress, assignment completion, and assessment performance. Campus staff review platform-generated reports regularly to monitor student engagement, verify instructional participation, and provide interventions when students are not meeting established pacing expectations.

c.

Attendance data will be entered into Skyward in accordance with TEA attendance accounting requirements.

d.

The Attendance Associate will review attendance reports daily to verify attendance documentation and ensure compliance with all state funding requirements.

e.

The Registrar will ensure students are enrolled using the appropriate ADA coding. Student Information Services staff will periodically review coding to ensure accuracy.

f.

Skyward attendance reports will be reviewed each six weeks to verify attendance records, instructional minute documentation, and ADA coding.

g.

Attendance practices and records will comply with all requirements outlined in the current Student Attendance Accounting Handbook. Staff members utilize individual login credentials for attendance entry and documentation. Supporting attendance records are maintained in accordance with district procedures.

h.

Attendance and program participation reports will be reviewed and certified each six weeks by the Principal and district administration. Documentation of these reviews will be maintained on file.

8.

The district does not record instructional attendance minutes through summer school programs associated with this dropout recovery program.

9.

If students are attending a community-based dropout recovery education program as defined by TEC §29.081(e-1) or (e-2):

a. Will the district operate the dropout recovery education program or utilize an education management organization? If services will be contracted, please provide the organization name, accreditation status, and the name of the accrediting agency.

Manor ISD will operate the dropout recovery program.

b. Indicate how students will be offered or provided referrals for mental health services.

All students have access to mental health and social-emotional support services through Manor ISD's Whole Child Department and community partnerships. Referrals may be made by counselors, social workers, administrators, teachers, or other staff members based on student need. Services include, but are not limited to, TCHATT, Daybreak Health, Charlie Health, Integral Care, African American Youth Harvest Foundation, LifeWorks, Project Education, Any Baby Can, and other district-approved community partners.

10.

If students are attending a community-based dropout recovery education program offered online as defined by TEC §29.081(e-2), must include the following:

The proposed program is not a community-based dropout recovery education program offered online as defined by TEC §29.081(e-2).

N/A