



**2023-2024
PARENT/STUDENT
HANDBOOK**

Introduction

FLEX High of Pontiac is a non-traditional, tuition free high school for students in grades 9-12. Students will develop strong academic, work, social, emotional, and self-sufficiency skills that will allow them to be successful in life, on the job and with continuing education.

It is our objective that all students will graduate from FLEX High of Pontiac with a state recognized high school diploma. Students will leave feeling confident of their abilities and prepared to find employment, enter a trade school, an apprenticeship, or attend a post-secondary educational program.

It is our goal to motivate students to learn, work hard and to do their very best. Everyone at FLEX High is treated with respect. We require and demand a commitment from you, the student, not only in following the school rules, but also in working to make you the best person you can be, and to make FLEX High of Pontiac the best school in the city.

Vision, Mission and Beliefs

Vision Statement

It is our vision that education becomes the community's most important source of equal opportunity, and each student, regardless of their ethnic, religious, or cultural background, deserves an education designed to promote greater knowledge, talent and ability. Furthermore, the school believes in the value of diversity and the concept that learning from and building upon our differences and uniqueness can be the strength of our continued growth as a community and ultimately as a nation. The core belief that defines FLEX High of Pontiac is based on the philosophy that every individual is capable of learning when provided with a safe environment that encourages academic exploration and advancement.

Mission Statement

The mission of FLEX High of Pontiac is to offer at-risk students an alternative approach to earning a high school diploma. FLEX High 's curriculum is catered to each individual student's needs. We offer a self-paced program that promotes accountability and independence. Our aim is to empower students by offering FLEX High training and the social support necessary to become productive citizens and lifelong learners within our community.

Beliefs Statement

We believe:

- that students are capable of learning and demonstrating their abilities in an authentic manner
- that it is important for schools to create a learning environment where teaching and learning are engaging and dynamic
- that students have a right to a holistic education where their social-emotional needs and cognitive abilities are nurtured and developed

Admission Information

A. Enrollment

Applications are accepted throughout the year at FLEX High of Pontiac. Enrollment and re-enrollment of students is in accordance with Michigan Law. A waiting list is maintained consisting of students who want to attend the school.

Enrollment Process

1. Complete a FLEX High application and return it to the school. A copy of your transcript should also be attached. We will need a "Request for Records" form completed for persons signed by the student, if over 18 or parent/guardian of students under 18 if there is no transcript. Records are used to verify existing credits. ***We strongly suggest that students personally request and have in hand your transcript upon registration.** Copies placed in the student file will not be returned.
2. Required documents include an original birth certificate, complete immunization (shot) record, and a photo ID (for students ages 18 and up). Copies will be made on school property and returned. School copies will go into student files.
3. Students are scheduled for orientation after submission of the application. Orientations are held Tuesday and Thursday each week, unless otherwise noted. Packets with all required documentation are available prior to orientation and must be completed prior to the first day of school. Students will be assigned to a session, based upon preference, and given a schedule. If the student's preferred session is full, they will be assigned to the next available session.
4. Students are scheduled for a confidential assessment test once enrolled at FLEX High.

5. When enrollment exceeds capacity, FLEX High will perform a random lottery to fill vacancies from our waiting list. Students that inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first-serve basis. Admission preferences may be given to existing students, siblings of existing students, and re-enrolling students.

B. Fees

FLEX High of Pontiac is a tuition-free school.

C. Non-Discrimination Policy

Enrollment will not be denied to any eligible applicant on the basis of sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. FLEX High will also not discriminate in its pupil admissions policies or practices whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

D. Student Immunizations

All new students are required to submit a copy of their immunization records prior to attending classes.

Students attending school are in violation of Michigan Law if:

- The student's immunization record is not on file
- The student still needs an initial Measles, Mumps, or Rubella (MMR) vaccine
- The student still needs an initial dose of DTaP vaccine
- The student still needs an initial dose of Polio vaccine
- The student still needs an initial Varicella (Chicken pox)
- The student has not received the initial Hep B vaccination
- The Meningococcal vaccine (MCV) has not been administered

If a student's immunization records have not been received by the first day of enrollment, the student will not be able to attend until medical records from the last school of attendance or primary physician are received, or until the student can prove that the immunization process has started and has received at least one dose of Td, MMR, Polio, Varicella and Hepatitis B.

If a student has received at least one dose of Tdap, MMR, Polio and Hepatitis B, he/she may remain in school. However, each student must finish the series as soon as the scheduled intervals between doses permit. Any student with partial immunizations has until the end of the school year to complete immunization vaccines.

Required doses for students in grades 9-12 are:

- 4 doses of **D and T** or **3 doses Td** if #1 was given on or after 7 years of age; 1 dose of Tdap for 11-18 **IF** it has been 5 years since last dose of tetanus/diphtheria containing vaccine
- **Polio** - 3 doses
- **MMR** – 2 on or after 12 months of age
- **Hepatitis B** - 3 doses
- **Varicella** (Chicken Pox) – 2 doses on or after 12 months OR current lab immunity OR reliable history of the disease
- **Meningococcal** – 1 dose 11 years and older upon entry into 6th grade or higher

E. Re-Enrollment

Students who have withdrawn from FLEX High of Pontiac during a school year and want to enroll again may do so following the enrollment outline. Any deviation from the outlined enrollment process requires Administrator approval.

A student who chooses to voluntarily withdraw and wishes to re-enroll will be placed on the waiting list. If the school does not have a waiting list, students are welcome to re-enroll at any time. A student who voluntarily withdraws during one school year and wishes to re-enroll during a subsequent school year will complete a new enrollment application.

F. Annually Required Documents

At the beginning of each school year, the school must distribute and/or collect the following forms and documents from all students continuing enrollment from the previous school year:

- Parent/Student Handbook (no collection necessary)
- Parent/Student/School Compact – (found at end of student handbook) must be signed and initialed by parent and student and submitted to main office
- School Calendar (no collection necessary)
- Emergency Medical Authorization – must be completed, signed by the parent or student (if over 18), and collected
- Consent for Support Services forms (if applicable)
- Free and Reduced Lunch Form

G. Change of Address/Phone Number

It is the student's/parent/guardian's responsibility to inform the FLEX High office of any change of address or phone number immediately. All other relevant information must also be updated in the front office.

H. Non-Sectarian School

FLEX High of Pontiac is a public, non-sectarian school.

Student Responsibilities

A. Code of Conduct

FLEX High of Pontiac recognizes that a positive learning environment cannot occur without establishing an environment that is conducive to learning. The Code of Conduct is intended to standardize procedures and guarantee the rights of every student at FLEX High of Pontiac to enjoy an environment that maximizes the opportunity provided to learn.

Students are required to read, review and know the Code of Conduct. When students do not follow the rules, they are expected to accept the consequences. The student's attitude toward the expectations of FLEX High is very important.

Corporal punishment is not permitted. No employee should threaten or inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

The rules of the Code of Conduct apply to any conduct that occurs:

1. On school grounds during the school day or immediately before or after school hours;
2. On school grounds at any other time when the school is being used by a school group;
3. On or off school grounds at any school activity, function or event;
4. Traveling to and from school, including actions on any school or public conveyance.

Under this Code of Conduct the following definitions will apply:

Student: A person, adult or minor, enrolled in FLEX High of Pontiac.

Parent:

- a. Official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including any and all State of Michigan government case workers and/or group home employees as identified at the time of admission

or amended in writing thereafter; or an emancipated minor (**proof required**);

- b. For a dependent adult student, ages 18-20, parent, guardian, etc. with whom he/she lives.
- c. For married and independent adult students ages 18-20 and for all students 21 years old or above.

Spouse: The legal spouse of a student is expressed in a marriage certificate of any state, Commonwealth of Puerto Rico, or sovereign nation.

Offenses: The following behaviors are considered offenses at FLEX High and will result in corrective action, up to and including a suspension, expulsion, or withdrawal, at the discretion of the Administrator.

1. **Truancy** – absent without permission from the school
2. **Dress Code Violation** – not dressed according to FLEX High’s dress code. First offense – Warning (if possible, clothing turned inside out). Second offense – Student sent home for the remainder of the day.
3. **Disruption** – interfering with school policies or classroom routine.
4. **Cheating** – copying someone else’s work or in any way trying to take credit for work not done by the student.
5. **Profane Language** – use of profanity or unacceptable language
6. **Sexual Misconduct** – including, but not limited to, improper public display of affection in the school building or at any school related activity including but not limited to kissing, etc. The prominent display of “hickeys” or passion marks is prohibited.
7. **Smoking** – smoking in the school building and on school grounds is strictly prohibited.
8. **Sleeping** – activity which results in student non-performance.
9. **Insubordination** – disobeying the lawful instructions of an Administrator, teacher, or other staff member of FLEX High.
10. **Out-of-Bounds** – being in any part of the building or grounds including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless student has received permission from an appropriate authority. If a student is in an area of the building without permission other than the classroom, it is grounds for removal from the school.

11. **Improper Use of Electronic Devices** – Students are expected to responsibly use all personal electronic devices in accordance with student code of conduct. Any student found to be using personal electronic devices for such purposes as cheating, cyber bullying, accessing inappropriate content in accordance with the School Acceptable Use Policy, or other use not in accordance with the student code of conduct will face disciplinary action, which may include suspension from the school.
12. **Non-completion of assigned activities** – failure to finish academic work. Students are required to complete at least 3-5 assignments daily.
13. **Failure to provide name or identification to school employees** – refusal to provide LSCP staff with name identification or other necessary information including, but not limited to, current phone number, address, etc.
14. **Theft** – taking the property of another without right or permission
15. **Fighting or violence** – participating in physical contact and/or verbal abuse with one or more students.
16. **Vandalism** – purposeful destruction of school or student property
17. **Gang Activities** – participating in gang activities is strictly prohibited. No gang insignia on clothing, notebooks, etc. Any gang tattoos must be covered.
18. **False fire and/or bomb alarm** – willful intent to cause panic by submitting false information.
19. **Arson or attempted arson** – setting fire or attempting to set fire to any school or building property.
20. **Use/possession/concealment/sale/transmission** of any drug, alcoholic beverage, other illegal or controlled substance.
21. **Use/possession/concealment/sale/transmission** of any dangerous or illegal instruments including, but not limited to weapons, fireworks, etc.
22. **Wrongful conduct** – actions that impede, obstruct, interfere with or violate the 's mission, philosophy, and regulations.
23. **Destruction** and or intentional harm to person or property.

24. **Sexual harassment, misconduct, and/or improper language or inappropriate touching.**
25. **Disrespect of the rights of others or other's property** – willful destruction or rudeness towards others - staff or students.
26. **Conduct which endangers self or others** – any form of physical contact that jeopardizes others including, but not limited to, horse-play and throwing objects.
27. **Harassment, Intimidation, or Bullying** – Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy also includes stalking, bullying, cyber bullying, name-calling, taunting, hazing or other disruptive behaviors. Sexual and Racial/Cultural harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, or other verbal, written, or physical conduct of a sexual nature to a student or staff member. Racial/Cultural harassment includes, but is not limited to racial slurs, degrading remarks and comments of an inflammatory nature. Persons who are harassing other students or staff will face suspension or expulsion.
28. **Weapon Possession/Use** -- It is the policy of the school that students and non-students, including adults and visitors, shall not possess, use or distribute a weapon when in FLEX High of Pontiac except as provided in this policy. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Devices or instruments having the appearance of a weapon including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

Lasers or laser pointers, belts, combs, pencils, files, scissors, etc. shall be considered weapons if they are used to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Any other behaviors that the Administrator deems as offenses will result in corrective action.

B. Dress Code

General Guidelines

1. No hats, caps, bandanas, athletic headbands, sunglasses, bare midriffs/back, or halters are allowed to be worn in the school.
2. Each student must maintain a neat, clean, professional appearance at all times.
3. Pants must be pulled up to the waist. Chains, pointed rings, metal spikes, clothing or attire restricting physical movement, etc. are considered potentially dangerous.
4. Distracting or Disruptive Items:
 - Clothing that exposes or draws unusual attention to breasts, buttocks, or genitals. **Leggings may be worn with a long shirt.**
 - Styles that expose undergarments. No visible undergarments.
 - Bizarre clothing, grooming or attire that focuses attention on a student or group of students at the expense of learning, such as nightwear or beachwear, etc.
5. Contrary Dress to District Policy:
 - Clothing that advertises or promotes smoking, alcohol, or the illegal use of drugs.
 - Clothing reasonably likely to be perceived as promoting racial, ethnic or religious discrimination or intolerance.
 - Clothing reasonably likely to be perceived as advertising or promoting illegal behavior.
 - Clothing reasonably likely to be perceived as obscene, lewd, vulgar, or plainly offensive.

For men:

Pants must be pulled up to waist. Any type of shoe may be worn with the exception of house shoes, high heels or flip flops or flops.

For women:

Ripped jeans may be worn without huge rips or holes and pants of some sort have to be worn underneath the jeans depending on the rips. Skirts must be **no shorter** than 3 inches above the knee; Any type of shoe, with the exception of house shoes, flip flops. flops or heels higher than three (3) inches, may be worn. During the summer months, shorts no shorter than 2 inches above the knee may be worn at the discretion of the administrator.

The Administrator may make exceptions to the dress code based on physical disability or other conditions.

Students not conforming to the Dress Code will not be admitted to class and will be required to report to In School Suspension Room. All students that attend FLEX High must adhere to the dress code policy as stated.

C. Attendance Policy

Absences (Excused and Unexcused)

Unexcused Absences

Unexcused absences will be recorded and counted toward the disenrollment requirements.

Excused Absences

An **Excused Absence** shall be limited to the following criteria:

1. Parent/Guardian note (3-day limit)
2. Illness with a signed medical statement
3. Recovery from accidents
4. Required court attendance
5. Professional appointments
6. Death in the immediate family
7. Observation or celebration of a religious holiday

Upon returning to school, students shall provide appropriate documentation for the excused absence(s) to the front desk. All excuses will be kept in a binder and/or filed in the student records folder. An absence for anything other than the above noted criteria shall be deemed an **Unexcused Absence**.

Disenrollment

Students are expected to attend during the days and hours that the school is in session-four and a half hours per day, five days a week. A student may withdraw by one of two means:

1. Providing written notice of withdrawal
2. Choosing not to attend school to the point that either of the following occur:
 - Year-to-date unexcused absences exceed 25%
 - Ten consecutive absencesShould absences exceed 25% of YTD unexcused absences or ten consecutive absences, student accounts will be suspended in online courseware after 3 unexcused absences until student resume attendance or withdraws from the school per item 1.

D. Truancy Policy

FLEX High of Pontiac will act according to all federal, state, county and/or local laws or rules for any student who is deemed as truant.

E. Tardy Policy

A tardy or late arrival is defined as arriving after the session start time. Students who arrive 15 minutes or more after their session start time will be marked tardy and will not be permitted to attend that day's session without a note or phone contact from a parent/guardian.

F. Suspension & Expulsion Procedures

Rules of suspension and expulsion follow due process requirements as mandated by the laws of the State of Michigan.

Suspension

1. The Administrator may suspend.
2. No suspension shall exceed ten (10) school days.
3. The Administrator must give written notice of the intention to suspend and the reason to the student.
4. The student shall be given the right to appear at an informal hearing before the Administrator and has the right to challenge the reason for the intended suspension or otherwise explain. This informal hearing can take place within three (3) days, if practicable, immediately following the infraction.
5. A written notice of suspension shall be sent or given within one calendar day of the anticipated suspension to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Administrator or Board of Directors.
6. A parent/guardian has the right to appeal the suspension, which must be submitted, in writing, to the Administrator within fourteen (14) school days of the written notice of suspension. The Administrator shall immediately forward this written appeal to the Superintendent, Monica Martin.

Expulsion

1. The Administrator may not expel.
2. The Administrator shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion.

3. The student and the parent/guardian shall have an opportunity to appear on request before the Board of Directors to challenge the expulsion or to otherwise explain the actions that led to the intended expulsion.
4. The written notice shall state the time and place to appear which shall not be less than three (3) days or later than five (5) days after the notice of intent to expel is given.
5. The Board of Directors may grant an extension of time. If granted, the Administrator must notify all parties of the new time and place.
6. An expelled student will be provided with a date for a conference. The expelled student and parent /guardian, of the student, if applicable, must be present in the conference.

G. Emergency Removal

Per the Michigan Revised School Code (MCL 380.1309; MCL1312 8 & 9) the school Administrator may perform an emergency removal of a student from curricular or extra-curricular activities or from the grounds if the student's presence poses a threat and/or danger to any person or property, or if the student's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing. Any student so removed will be given written notice and provided a hearing within three (3) school days after the removal as defined in the Suspension section of this Handbook. If it is probable that the student is going to be expelled, the hearing shall be conducted in accordance with the Expulsion section of this Handbook.

H. Parent & Student Surveys

By contract, parents and students are asked to complete a Parent & Student Satisfaction Survey and/or any other school surveys deemed appropriate by the school's administrator.

Academics

A. The Curriculum

The curriculum is a combination of academics, FLEX High preparation and workplace instruction. Each student works on an individualized computer program, participates in small group sessions and completes independent work in order to earn credits for graduation and pass any mandatory state testing. Students also have access to electronic educational software programs and the Internet for their academic lessons and vocational exploration. One-on-one tutoring is also available if needed. Students receive an individual academic and career plan (Project Success Plan) based upon their academic needs and vocational/employment plans. FLEX High staff will work with each student to assist with job placement, vocational opportunities and career advancement.

B. Academic Sessions

Students are designated to attend one, four and a half (4.5) hour academic session per day, Monday-Friday. Requested academic sessions run according to the following schedule

8:30 AM – 1:00 PM Session A
10:00 AM – 2:30 PM Sessions B

Students should arrive 10 minutes prior to their start time.

The Michigan Department of Education has determined that FLEX High is a year-round school. However, the following public holidays will be observed: New Year's Day, Martin Luther King, Jr. Holiday, Memorial Day, and July 4th, Labor Day, Thanksgiving Day and Christmas Day. A school calendar will be distributed annually.

C. Grading

Students must receive 70% or better to master the core content. While students can work at their own pace, the suggested rate of completion is 3-4 assignments per day, per class.

D. Progress Reports

Progress Reports are issued to each student at the end of each term.

E. Grade Levels

Equivalent grade level will be determined for each student by the following:

9th grade - 0- 5.0 Total credits
10th grade – 5.5-11.0 Total credits
11th grade – 11.5-14.5 Total credits
12th grade – 15. and up total credits

*Core Credits are those that are achieved in English Language Arts, Mathematics, Social Studies and Science. A student may have 15 credits and believe that he/she is in the 11th grade, but if they do not align to the state's requirements in content areas, additional courses are required until MMC core credits align.

F. Conferences/Open House

Parent participation in conferences is strongly encouraged throughout the year. Parents/legal guardians will be contacted to meet with instructors and the student at least twice per school year. If academic or attendance problems arise, conferences may be scheduled accordingly. The school encourages parents to request a conference at any time.

Open House is held 1-2 times per school year. Times and dates are announced in FLEX High correspondence. If academic or attendance problems arise, conferences may be scheduled accordingly.

G. Transferring Credits

Student credits from former high schools are transferable to FLEX High. A “Request for Records” will be sent to the student’s former school. If a student has an official transcript, it should be attached to the initial application or submitted to the main office.

Note: FLEX High of Pontiac **MUST** have an official transcript for a student to graduate.

H. Graduation Requirements

FLEX High requires a minimum of 18 credits that align with the Michigan Merit Curriculum requirements for graduation. A student may exceed 20 credits when including elective credits earned at previous school(s).

English Language Arts	4 credits - English Language Arts 9, 10, 11, 12
Mathematics	4 credits - Algebra I, Algebra II, Geometry, one additional math or math-related credit course in the final year
Science	3 credits - Proficiency in State Content Standards for Science (3 credits); OR beginning with the class of 2015: Proficiency in some State Content Standards for Science (2 credits) and completion of a department approved formal career and technical education program (1 credit)
Social Studies	3 credits - .5 credits of Civics, US History & Geography, .5 credits in Economics, World History & Geography
Physical Education & Health	1 credit - Proficiency in State Content Standards for Physical Education and Health (1 credit); Or Proficiency with State Content Standards for Health (1/2 credit) and district approved extra-curricular

	activities involving physical activities(1/2 credit)
World Languages –other than English (2015-2016 graduating class)	2 credits - Formal coursework or an equivalent learning experience in grades K-12 (2 credits); OR Formal coursework or an equivalent learning experience in grades K-12 (1 credit) and completion of a department approved formal career and technical education program or an additional visual, performing and applied arts credit (1 credit)
Visual, Performing, and Applied Arts	1 credit - Proficiency in State Content Standards for Visual, Performing and Applied Arts (1 credit)
Online Learning Experience	Online course, or Learning Experience OR online experience is incorporated into each of the required credits.

- Students earn credits by passing academic competencies through the computer-based courses **and off-line assignments**. Students take and post-tests to show mastery of the competencies.
- Other requirements for graduation include:
 - Passing the prescribed academic curriculum.
 - 75% or better attendance prior to completing all other graduation requirements.
 - Taking an assessment exit exam.

School Facilities

A. Hours of Operation

FLEX High opens at 8:00 AM – 3:00 PM Monday – Friday. Voice mail is available after school hours.

B. Smoking and Eating

Michigan law prohibits smoking in the building or on the grounds, within 500 feet, of FLEX High. Any person in violation of this policy will be immediately escorted from the premises.

Food and beverages are not allowed in the classroom or the computer labs. Since students are in class only four and a half hours per day, arrangements should be made to eat before or after respective academic sessions.

C. Parking

Students driving may park in the side lot if spaces are available. **Students are not allowed to park in the employee parking lot.**

D. Transportation

The school does not provide transportation. However, the school is easily accessible to various city public bus services.

E. Visitors

The campus of FLEX High of Pontiac is closed. Students remain in the school during their academic session. If an emergency arises, the student will sign out and, if applicable, the party picking up the student is also required to sign out. All students must and will be accounted for while on campus.

Parents, graduates and other visitors are always welcome with advanced notice and approval of the LSCP office except in the case of an emergency. No children are permitted in the classroom at any time. If children would like to visit the school, an appointment for a tour should be scheduled.

All visitors are required to report to the school office, sign in upon arrival and sign out before leaving the building, and must wear a visitor's pass while in the building.

Visitors should pre-arrange any meetings or visits with teachers or administrators prior to entering the building. Visits should be limited to 1/2 hour unless other arrangements have been made for an extended period of time. When parents are visiting, they are asked not to attempt a parent-teacher conference while students are in the classroom.

The facility does not provide child care. Children who are not enrolled in the program are not permitted on the premises.

F. Emergency Phone Calls

Students may give the school's phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible. No phone calls shall be made from the main office.

Students are not permitted to use FLEX High phones. Students will be instructed to speak with an administrative team member if they have special circumstances.

G. School Closure Policy

Should it be necessary to close FLEX High of Pontiac due to inclement weather or other unforeseen emergencies, tune to the local radio and television stations for information. In addition, we will be utilizing the School Messenger notification system. Typically, FLEX High of Pontiac will follow the lead of the Pontiac Intermediate School District. If Pontiac schools are closed due to weather, FLEX High will be closed as well.

Safety

A. Fire Drill Evacuation Procedures

Fire drills are required. Students are to exit the building through the nearest exit in an orderly manner according to instructions given by the attending adults whenever an alarm has sounded. Instructions are posted in each classroom.

B. Reporting Injuries

Injuries occurring at FLEX High should be immediately reported to a faculty/staff member or administrator. The main office or staff witnessing the injury shall complete an injury report.

C. Harassment

Any and all forms of harassment or intimidation is prohibited included but not limited to; intimidation, sexual, bullying, including the use of electronic devices. Students who are determined to have engaged in such behavior are subject to disciplinary action, in accordance with the Board of Director's Safe School Policy, which may include counseling, suspension or expulsion from school. The school's commitment to address harassment involves a multifaceted approach that includes education and the promotion of a school atmosphere in which this behavior will not be tolerated by students, faculty or school personnel.

D. Drug-Free School

In accordance with federal law, FLEX High of Pontiac prohibits the use, possession, concealment, or distribution of drugs by a student on school

grounds, or in the school building. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by state statute, or any substance that could be considered a “look alike.” Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from LSCP. Students arriving to school (visibly) under the influence of drugs will be sent home for the day, and the parent/guardian shall be notified if the student is under the age of 18.

E. Weapon-Free School

FLEX High of Pontiac is also a Weapons-Free School. No student at any time, for any reason, shall knowingly possess, handle, transport, or use any object, which can be reasonably considered a weapon in or on property of FLEX High or at any LSCP sponsored activity held away from school property. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from FLEX High.

F. Prohibited Gang Activity

Students are prohibited from engaging in gang activities while in school, on school property, to or from school, or at a school related function or event.

G. Lost and Found

Any personal items that have been left at FLEX High will be taken to the main office. Turn in lost items into the main office as soon as possible. LSCP is not responsible for lost money, jewelry, or other personal items.

H. Medication Administration

No medication will be administered by the staff at FLEX High including asthma inhalers. However, per the Michigan Revised School code, section 380.1178, students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms or to carry and use an epinephrine auto injector to treat anaphylaxis (an intense allergic reaction) if there is written approval from the pupil’s physician on record at the school. The building administrator or designee will notify teachers if pupil is in possession of medication under the above conditions. If a student is a minor, a parent’s approval must also be obtained.

Additional Information

A. Confidentiality of Records

FLEX High of Pontiac carefully guards student records and the confidentiality of those records very seriously. Our confidentiality policy prohibits disclosing student records to anyone outside of the school except in strict accordance with state and federal law. Records are released to another school upon written request or a signed release by the parent/guardian, or as otherwise required by law.

B. Student Directory Information

Directory Information may consist of the following as defined by state and federal law:

- Name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sport
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

It is the policy of FLEX not to release any personal information such as names, home address and phone numbers or any directory information as that term is defined by Michigan and Federal law to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law, such as military recruiters, tec., as referenced in the Family Educational Rights and Privacy Act (FERPA) (20 USC section 1234g; 24 CFR Part 99) unless a parent/guardian or adult student, 18 years of age or older, notifies the school in writing that the parent/guardian or adult student permits the distribution of any personal information, FLEX will not release the information.

C. Audio-Visual Information

FLEX recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph

and/or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include FLEX newsletters, local newspapers, community access cable channel, school sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the school with questions or concerns. A written notification is also accepted if use of a student's name, picture and/or work product for presentations or other uses is refused.

D. Release of Student Records

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 pertaining to release of records. In compliance with FERPA, parents have the right to inspect and/or request corrections to student records. Parents are required to submit their request to inspect student records in writing to the administrator to allow time to schedule a reasonable and appropriate time and date for the parent to present their case. Records will be provided for parental inspection only under the direct supervision of administrator or his/her designee. Requests must comply with the parent's request for inspection within forty-five (45) days. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Release or inspection of student records will be handled in accordance with the Board of Director's Student Records Policy.

Parents have the right to file a complaint with the Department of Education if they believe the district is not complying with the federal laws or regulations regarding student records.

E. Non-Custodial Parent Records Access and Release

FLEX High of Pontiac will give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial

and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the enrollment file, academic file, vocational file, Title One file, and graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

The custodial parent can have access to due process where the child is classified as being handicapped and only the custodial parent can make decisions about the child.

Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians. A step-parent does not have access to the stepchild's records unless the step-parent has adopted the child, the natural parent has given power of attorney, or the natural parent shows the record to the step-parent.

FLEX parents and non-custodial parents must act in accordance with the Board of Director's Student Records Policy when addressing concerns related to student records.

F. Child Find

FLEX High is participating in an effort to assist the State of Michigan in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education). School districts across the state of Michigan are also participating in this effort to identify disabilities such as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities, cognitive impairment, physical impairments, autism, traumatic brain injury, and other health impairments.

We are committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, in order to accomplish this, we must know that a need is present.

FLEX High is interested in meeting the needs of children with disabilities. If you know a child who may have disabilities, contact the office for more information.

G. Parent's Right to Know Teacher Qualifications

FLEX will annually notify parents of their right to request the following regarding their child's teacher(s):

- Licensure and certification information
- Emergency or provisional status
- Educational background
- Qualifications of instructional aides (if applicable)

H. Parent Involvement Policy

The FLEX High of Pontiac Title I program is intended to foster and enhance parent-involvement in the school. The goal of FLEX is to involve parents in their children's learning and to form an open line of communication between school and home. This will be accomplished through the following:

1. Information

Parents are informed about school activities and events through interim progress reports, report cards, and notes sent home, parent newsletters, parent/teacher conferences and informal, in person and telephone conferences.

2. Annual Title I Meeting

Parents have an opportunity to review Title I programs and provide input into the planning process during the annual Title I meeting held at the school during flexible dates and times.

Additionally, parents rights and Title I requirements will be discussed and provided to all parents.

3. Open Door Policy

Parents are invited to come to the school to observe the education of their children on any day with prior notification.

4. Volunteer Program

All parents are invited to volunteer in the school on any given day of the week with prior notification.

5. Curriculum

We provide a high quality curriculum to enable our students to meet high standards. We share these results with parents and provide an explanation of the results with parents during the course of the school year.

I. Complaint Procedure

A student or parent may file a written complaint that should be submitted to the school administrator. If the matter cannot be resolved informally by the school administrator, then steps in resolving the complaint should adhere to the Governing Board's Complaint Policy and Procedures.

Initially, complaints should be addressed formally or informally with the school teacher in a civil/respectful manner in order to be considered by school personnel. To file a complaint with the administrator, the complaint must be in writing on a school designated form with the facts and specific outcome desired by the parent/guardian.

Complaints received directly by the Board, Authorizer or Michigan Department of Education shall be handled in accordance with the Board's Policies and Procedure.

Upon resolution of the complaint, the Administrator will issue a letter to the complainant of:

Compliance – findings were unsubstantiated and school has complied; or **Non-Compliance** – noting the areas of non-compliance, recommending possible changes/technical assistance and statement that the school will respond to complainant with a corrective action(s) plan letter within 10-15 business days

All documentation of the complaint, findings and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

J. Work Permit Policy

A component of the FLEX High Education Model is the vocational training and employment of our students. Pursuant to Michigan Law, any student who is a minor, at least sixteen years old and who desires to work may do so through a validly issued work permit. The Michigan Department of Labor has granted to the Skills the authority to issue and revoke work permits for its students. Any student may request a work permit that is at least sixteen years of age, has completed the FLEX High vocational education program, and has completed a test verifying he/she can complete seventh grade academic work. A student unable to complete the work may make other arrangements through the administrator.

It is important to note that the work permit issued to the student is employment and employer specific, and as such, a new work permit must be submitted and procured respectively for each new different employment opportunity of the student. In addition, at the termination of any previous employment relationship, FLEX must secure the return of the employer's original age and schooling

certificate and a reason for termination which when obtained shall be kept in the student's file at Life Skills.

K. Revocation of Work Permit

The right of a student to work does not come without responsibility. Vocational training and working are an integral part of FLEX High' educational program; however, academics always come first and a student's employment should never harm his/her educational advancement. FLEX reserves the right to revoke the student's work permit if that student's academic achievement falls below an acceptable level, the student does not meet the minimum attendance requirement of FLEX, the student violates the 's Parent/Student Handbook Code of Conduct or other school rules, regulations, policies and/or procedures, or the administrator believes that the employment represented by the work permit is jeopardizing the student's education.

L. Internet Safety

The use of technology is a privilege and an important part of the school's overall curriculum. The school does not warrant that technology resources will meet any specific requirements the student or other users may have, or that it will be error free or uninterrupted. The school will, from time to time, make determinations on whether specific uses of technology are consistent with school policies for students and employees of the school. The school always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and to examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

Students are prohibited from surfing the internet, viewing pornographic web sites, downloading music, or any other material, and shopping. It is the policy of the school to: (a) prevent user access over its computer network, or transmission of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No.106-554 and 47 USC 254(h)].

M. Access to Inappropriate Material

To the extent practicable, technology protection measures or "internet filters" are used to block or filter Internet access to other forms of electronic communications containing inappropriate information. Filtering or blocking is applied to visual

depictions of material deemed to be obscene, exhibiting child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matter on the Internet. However, filters are not infallible, and although every effort is made to prevent inappropriate access to the above-mentioned material, the school is not liable for the unforeseen possibility that, despite the filtering software, a student may gain access to the inappropriate material.

The technology protection measures may be disabled only for research or other lawful purposes. It is the responsibility of staff members to monitor usage of the online computer network and access to the Internet to ensure that this policy is not violated. By using the filter program and staff monitoring, the school is attempting to provide a safe and secure means by which students can use the Internet, electronic mail, chat rooms and other forms of direct electronic communications.

By signing the Agreement Page at the end of this handbook, the parent and student agree:

- To abide by all school policies.
- To release all school employees from any and all claims of any nature arising from the use or inability to use the technology;
- That the use of technology is a privilege;
- That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

The parent/student further agrees and understands that the user may have privileges revoked or other disciplinary actions taken for actions and/or misuse such as, but not limited to, the following:

- altering system technology, including, but not limited to, software or hardware
- placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the school believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable;
- using technology resources for commercial, political, or other unauthorized purposes since the school technology resources are intended only for educational use;
- intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- disrupting technology through abuse of the technology, including, but not limited to hardware or software;
- malicious use of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks;
- interfering with others' use of technology;

- installation of software without consent of the school;
- allowing anyone else to use an account other than the account holder; and other unlawful or inappropriate behavior;

The user also acknowledges and agrees that he/she is solely responsible for the use of assigned accounts, passwords, and/or access privileges and that misuse of such may result in disciplinary action including, but not limited to, suspension or expulsion, loss of access privileges, and/or appropriate legal action.

The user must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs;
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs;

Violation of this Internet Safety Policy is also a violation of the School Code of Conduct and may result in scholastic disciplinary action other than those specifically set forth above, including, but not limited to, suspension or expulsion. Use of the Internet and any information received from the Internet is at the student's own risk. FLEX is not responsible for any damage a student may suffer, including loss of data resulting from delays, non-deliveries, mis-delivery or service interruptions.

****By signing the Parent/Student Compact Page at the end of this Parent/Student Handbook, the parent and student agree to abide by all rules outlined in the Internet Safety Policy.**

Student Support

During each school year, FLEX will be offering students an opportunity to work with our Student Support Specialist (SSS) and/or Social Worker. This school staff member will be in the building during normal hours of operation.

The Student Support Specialist or Social Worker provides support to students who are experiencing difficulties. The Student Support Specialist assists students with developing new behavioral skills, developing self-confidence, and becoming more aware of how others see them, etc. The Student Support Specialist/Social Worker also discusses how to practice new behavior and better understand how to deal with life. Your child may be asked to participate in individual/group

sessions held at FLEX. These sessions will include discussions on attitudes, ideas, behaviors, feelings, and opinions. Participants will have the opportunity to learn new skills and behaviors that may help personal development and adjustment.

The Student Support Specialist/Social Worker will keep all information shared by the student confidential except in certain situations in which there are ethical and/or legal responsibility to limit confidentiality. The proper authorities will be notified if the student reveals information about hurting him/herself or another person; if the student reveals information about child abuse; and/or for any other situations that ethically and/or legally compel disclosure.

Contact the school with questions or concerns or if the parent/legal guardian does not wish a student to participate in these sessions.

Please Note: Should you, the student, or parent/guardian elect to seek family assistance (i.e. counseling, family counseling, case management, etc.) before or during the school year, our Student Support Specialist/Social Worker can assist with the following:

- Provide a list of community agencies to contact for service.
- Act as a school liaison between outside agencies and families.
- Provide a starting point for discussing services in the school or community setting.

FLEX High : Education of Homeless Children and Youth Policy

In compliance with federal law, it is the policy of FLEX High of Pontiac to provide a free, appropriate education for all children as defined in the McKinney-Vento Homeless Assistance Act. Homeless children and youth must be given full opportunity to meet state and local academic achievement standards. FLEX High of Pontiac will ensure that homeless children and youth are free from discrimination, segregation and harassment because of their homeless status.

A. Definition of the Term “Homeless Children and Youth”

The term “homeless children and youth” is defined by the McKinney-Vento Homeless Assistance Act as:

- Children who lack a fixed, regular and adequate nighttime residence.

- Children and youth who are sharing the housing of others, with or without their parents, due to loss of housing (doubled up).
- Children living in motels or hotels or trailer home due to lack of alternative adequate accommodations.
- Children living in emergency or transitional shelters.
- Children and youth who have a primary nighttime residence that is a public or private place not
 - designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Unaccompanied youth includes youth not in the physical custody of a parent or guardian.
- Migratory children and youth who are living in a situation described above.
- Children awaiting foster care placement.

B. Identification

In collaboration with school personnel and community organizations, the FLEX High Homeless liaison will identify homeless children and youth in the district. The Homeless Liaison and the school social worker will train school personnel on The McKinney-Vento Act; available resources; indicators of homelessness; sensitivity in identifying homeless families and youth; and procedures for forwarding information indicating homelessness to the local liaison.

The Homeless Liaison and the School Social Worker will assist with the verification and identification of students who may meet the requirements of a “Homeless Child or Youth”.

C. Enrollment

The School District cannot delay or deny enrollment of a homeless student. Schools must immediately enroll students in homeless situations, even if they do not have required uniforms or documents, such as: school records, birth certificates, immunization records, medical records, proof of residency, or other documents.

Unaccompanied youth must also be enrolled immediately in school. Unaccompanied youth may either enroll themselves or be enrolled by a non-parent caretaker or older sibling. Students are able to enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.

D. Transportation

Homeless students have the right to receive transportation to and from their school of origin or the school closest to where they are currently living, if requested. The request may come from the parent, guardian, and youth. Transportation services will be comparable to those provided to other students.

E. Training

The Homeless Liaison and School Social Worker will conduct the training for district staff, parents. The training and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to homeless children and youth.

F. Coordination

The Homeless Liaison will coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth; public and private service providers in the community; housing and placement agencies; the administrative staff; neighboring local liaisons; and other organizations and agencies.

Coordination will include conducting outreach and training to those agencies participating in the local continuum of care, homeless coalition, homeless steering committee, and other relevant groups.

G. Student Rights

Homeless children and youth have the right to:

- Attend school, no matter where they live or how long they have lived there.
- Continue in the school in which they last attended before they became homeless.
- Participate in school programs and services with non-homeless students, including receiving tutoring, remedial assistance, head Start, State pre-K, special education, gifted, and Title I programs.
- Automatic eligibility for free meals.
- To not be isolated or stigmatized because of their homeless status.
- Be enrolled in school without the assistance of a parent or guardian.
- Free and public education to until they have reached their high school graduation or equivalent, or their 26th birthday in special education.

H. Parents Rights

Parents have the right to:

- To choose which non-application school the child will attend (either the school of origin or the school nearest their current address, whichever is in the best interest of the child).
- To appeal if a school refuses to admit a child or a school refuses to keep a child enrolled.
- To a written explanation from the school regarding enrollment disputes.
- To seek assistance of liaisons, advocates or attorneys.
- To receive tutoring or remedial assistance for their children.

I. Dispute Resolution

If a question concerning the education of the homeless child arises, the first person to contact in the school district is the homeless liaison. If there is a complaint about services for the homeless student(s), the complainant is to be provided a copy of the local complaint procedure. If the district or public school academy does not have a complaint procedure in place, the following steps are suggested:

1. The homeless liaison should discuss the complaint with the complainant and the complainant is to be provided copies of the policies that the *local* Board of Education has adopted concerning the education of homeless children and youth.
2. A determination is to be made as to whether the requested services for the homeless student are consistent with local school board policy.
3. If the complaint is not resolved, the complainant will be advised to present it in writing to the homeless liaison.
4. A written proposed resolution of the complaint or plan of action is to be provided to the complainant within five (5) days of the date of receipt of the written complaint.

If the complaint is not resolved at this level within five (5) days, it may be taken to the superintendent of the district the student is attending or wishes to attend. In addition to presenting the written complaint, an appointment will be made for the complainant to meet with the superintendent to discuss the complaint. At the end of the discussion with the superintendent, a written resolution will be provided within five (5) days of the date of the discussion.

If the complaint is still not resolved, it may be possible to appeal to the local Board of Education.

J. Services Provided to Homeless Children and Youth

The FLEX High will assist each homeless child or youth in accessing services afforded to other students, including the following:

- School Social Work Services
- Educational services for which the child or youth meets the eligibility criteria, such as Title I services or similar state or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
- Head Start
- Programs in Vocational and Technical education
- Programs for gifted and talented students
- School nutrition programs
- Before school and after school programs
- Tutoring programs
- Referrals for medical and mental health services
- Pre-school programs
- Parent education
- Counseling

K. Wellness

With the passing of the Child Nutrition and Women, Infants, and Children WIC Reauthorization Act of 2004 by Congress, the school recognizes the role it can play in building nutrition knowledge and skills in children to promote healthy eating and physical activity choices. This law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The FLEX High supports student health and wellness in accordance with the Board of Directors Wellness Policy.

As noted on the FLEX High of Pontiac application, the student and parent/guardian acknowledged and agreed to abide by all policies and procedures as stated in the FLEX High of Pontiac Parent/Student Handbook.

FLEX HIGH OF PONTIAC
Student / Teacher / Parent Compact
2022-2023

Student _____ Date _____

This compact was designed to serve as a tool by which the school, parents, and students will develop and build a partnership to help children achieve the state's high content and performance standards.

By signing this form I acknowledge the receipt of the Parent/Student Handbook.
_____ (initials)

By signing this form the parent and student agree to abide by all rules outlined in the Internet Safety Policy.
_____ (initials)

AS A PARENT/GUARDIAN, I WILL ENCOURAGE AND SUPPORT MY CHILD'S LEARNING BY:

- Requiring regular school attendance
- Encouraging positive attitudes about school
- Providing a quiet, well-lighted study area
- Attending parent-teacher conferences

Signature: _____

AS A STUDENT, I WILL BECOME AN ACTIVE PARTNER IN MY OWN LEARNING BY:

- Attending school regularly
- Being on time for classes
- Completing my assignments
- Cooperating with parents and teachers
- Respecting the personal rights and property of others

Signature: _____

AS A TEACHER, I WILL ENCOURAGE AND SUPPORT EACH STUDENT'S LEARNING BY:

- Demonstrating care and concern for each student
- Providing instruction in a supportive and effective learning environment that meets the needs of each individual student served
- Welcoming the participation of parents in the classroom and their support in helping their child achieve education goals
- Providing the opportunity for parent – teacher conferences

Signature: _____

AS A PRINCIPAL/ADMINISTRATOR, I SUPPORT THIS SCHOOL PARENT COMPACT AND SHALL STRIVE TO DO THE FOLLOWING BY:

- Providing an environment that allows for positive communication between the teacher, parent, and student
- Providing a quality curriculum and instructional practices that will allow students to become effective citizens
- Providing opportunities for parents to be involved in the school and in their child's education

Signature: _____

This agreement will be placed into the student's file.

****Not submitting this signed agreement will be cause for student dismissal.**