

# **Parent and Student Guidebook**

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## SCHOOL HOURS OF OPERATION

The Community School operates all year, with enrollment available at any time of the year.

Standard school hours for operation are Monday through Thursday 8am to 6pm, Fridays from 8am to 3pm excluding holidays. School hours vary based on campus and student needs.

## MISSION STATEMENT

The school's mission is to provide comprehensive high school education programs and support services to at-risk students that lead to their attainment of a high school diploma, and acceptance to college and/or gainful employment following graduation.

## WHAT IT MEANS TO BE AN "EDUCATED PERSON" IN THE 21ST CENTURY

An "educated person" in the 21st century is, at the least, a high school graduate who understands that education is a lifelong process, and that people are continually learning. An educated person in the 21st century has developed self-motivation and confidence to successfully accomplish multiple responsibilities and handle challenges of daily life.

## STUDENT LEARNING OBJECTIVES

1. Advocacy: FLEX High students are prepared to succeed in a global community by mastering the skills of self-advocacy.
2. High School Completion: FLEX High students work toward success in a global community by earning a high school diploma.
3. Post-Secondary Success: FLEX High graduates are lifelong learners who are prepared to succeed in a global community by earning a degree from a university, college, junior college or by finding a career.

## SCHOOL OBJECTIVES

The Community School utilizes a personalized learning/independent study program. Units of work will be given in a specific subject and the work will follow the Common Core State Standards for equivalency. The education program offered in grades 9 through 12 shall include a course of study which will provide an opportunity to meet the requirements necessary for post-secondary admission into advanced learning programs. Students in the program will range from age 14 to 21. Adult students will be provided additional academic counseling and will be considered for modifications in credit requirements on a case-by-case basis. The School shall comply with all applicable state and federal laws regarding independent instruction, including Ohio Code Sections 3314.06

Students will be assigned a teacher who will evaluate the study assignments and provide testing materials. The tests will be completed for a percentage grade (i.e.: A=100%-90%, B=89%-80%, C=79%-70%, D=69%-60% and F=59%-0%).

On a regular basis, consistent with the written Personalized Learning/Independent Study Master Agreement, the assigned teacher, student, and parent, as applicable, shall evaluate the educational program of the student. The assigned, credentialed teacher will have the final authority, regarding the educational program of the student, with the exception of students who qualify for special education services whose services and outcomes will be determined by an Individual Education Plan (IEP) team, pursuant to law.

## GRADUATION REQUIREMENTS

House Bill 487 updated Ohio's graduation requirements. As a result, the Class of 2017 (10th graders in the 2014-2015 school year) will be the last students to take the current Ohio Graduation Tests. Students who take the Ohio Graduation Test must achieve the required score of 400 points on all five parts (Math, Reading, Science, and Social Studies) to be qualified for graduation. The new requirements take effect with students entering the 9th grade in the 2014-2015 school year (Class of 2018). Additionally, every student in the Class of 2018 and beyond will have the opportunity to take a nationally-recognized college admission exam free of charge in Grade 11.

SUBJECT	UNITS REQUIRED
ENGLISH language arts	4 units
SOCIAL STUDIES	3 units <sup>1</sup>
MATHEMATICS*	4 units <sup>2</sup>
PHYSICAL EDUCATION	½ unit <sup>3</sup>
HEALTH	½ unit
SCIENCE	3 units <sup>4</sup>
ELECTIVES	5 units <sup>5</sup>

## OTHER REQUIREMENTS

ECONOMICS & FINANCIAL LITERACY <sup>6</sup>
FINE ARTS <sup>6</sup>

<sup>1</sup>Social Studies units must include ½ unit of American history and ½ unit of American government.

<sup>2</sup>Mathematics units must include one unit of algebra II or the equivalent of algebra II. Students on a Student Success Plan may be exempt from taking algebra II.

<sup>3</sup>School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band, or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.

<sup>4</sup>Science units must include one unit of physical science, one unit of life science and one-unit advance study in one or more of the following sciences: chemistry, physical or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Students on a Student Success Plan may be exempt from advanced study in science.

<sup>5</sup>Elective units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science, or social studies courses not otherwise required.

<sup>6</sup>All students must receive instruction in economics and financial literacy during Grades 9-12 and must complete at least two semesters of fine arts taken any time in Grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

The State Board of Education may decide to include an algebra II end of course examination in place of the algebra I end of course exam beginning for students entering ninth grade on or after July 1, 2016.

In addition to satisfying the required coursework, students in the classes of 2017 through 2023 and beyond will satisfy the following:

<b>Classes of 2018 and 2019</b> Students who entered grade nine between July 1, 2014 and June 30, 2016	<b>Class of 2020</b> Students who entered grade nine between July 1, 2016 and June 30, 2017	<b>Classes of 2021 and 2022</b> Students who entered grade nine between July 1, 2017 and June 30, 2019	<b>Classes of 2023 and beyond</b> Students entered grade nine between July 1, 2019, and June 30, 2020
<b>Choose One:</b> <ul style="list-style-type: none"> <li>• Three Pathways</li> <li>• Additional Graduation Options</li> <li>• Permanent Requirements</li> </ul>	<b>Choose One:</b> <ul style="list-style-type: none"> <li>• Three Pathways</li> <li>• Modified Additional Graduation Options</li> <li>• Permanent Requirements</li> </ul>	<b>Choose One:</b> <ul style="list-style-type: none"> <li>• Three Pathways</li> <li>• Permanent Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent Requirements</li> </ul>

Credits will be awarded upon course completion. Student matriculation will be monitored in the Individualized Graduation Plans regarding completion of assessments and courses.

### WHO ENROLLS AT THE COMMUNITY SCHOOL

Students enroll at the Community School for a great variety of reasons. Most have left school before graduation and now want the opportunity to move toward their goal. Others have found the personalized instruction and flexible time requirements suit their needs better than a traditional school. Some students come to us to make up classes and then return to traditional campuses, others only need a few classes to graduate. It is the Community School's desire to accommodate each individual's need. With their teacher's permission very ambitious students may take more than two courses at a time.

You might belong at the Community School if you:

- Have stopped going to school
- Have not graduated
- Have adult responsibilities
- Work better in a personalized learning/independent study mode
- Need to make up classes in order to be prepared for graduation
- Have unavoidable scheduling conflicts that keep you from attending traditional school

### NON-DISCRIMINATION

FLEX High School will not discriminate in its admission of students to the school on the basis of gender, race, religion, color, national origin, disabling condition, or sex and will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.



## GRADUATION CEREMONY AND HONORS

The Community School offers one graduation ceremony in the spring for our graduating seniors. The Graduation Ceremony celebrates the graduating students that have culminated their high school studies during the year.

The Community School also invites graduating seniors to be candidates for delivering a speech during the graduation ceremony.



## ENROLLMENT PROCEDURES

Enrollment packages are available for completion prior to your enrollment interview appointment.

It is the student's responsibility to provide a transcript and withdrawal form from the previous school prior to enrollment. If the student has an Individualized Education Plan, (IEP) a copy must be provided during the enrollment interview.

The Community School will request an official transcript from the previous school when the student is officially enrolled.

## VERIFICATION OF STUDENT IDENTIFICATION

If the child's parent/guardian needs to obtain a birth certificate, they may call the Bureau of Virtual Statistics at 614-466-3543. Please note that any student who may be interested in participating in interscholastic athletics must have proof of age certified via a birth certificate. No other proof of age is accepted to the Ohio High School Athletic Association.

- Student Birth Certificate (verification of birth issued by Ohio or a comparable certification issued by another state, territory, possession, or nation);
- Passport or attested transcript of a passport filed with the registrar of passports showing the date and place of birth of the child;
- Attested/certified transcript of the certificate of birth; attested/certified transcripts of the certificate of baptism or other religious record showing the date and place of birth of the child;
- An attested/certified transcript of a hospital record showing the date and place of birth of the child; or a birth affidavit.

## VERIFICATION OF RESIDENCY

- A recent utility bill (gas, electric or water) in the parent/guardian's name (Phone or cable bills are not acceptable).
- A current lease agreement with parent/guardian's name. Name and phone number of the landlord must be provided in order to verify the lease.
- Statement from the Department of Human Services or Social Security, on letterhead, indicating the address used by the parent for receipt of checks. Even if the parent has checks delivered to a post office box, the caseworker may be able to provide verification of an address for the parent, on the agency's letterhead.
- Statement from the Personnel Office of parent's employer, on letterhead, indicating the address used by the parent for employment purposes and for submission of Internal Revenue Service (IRS) W-2 forms.
- Change of custody forms on Cuyahoga County Child Services letterhead or court documents indicating a change of custodial parent (and address). These must be filed with the Division of the Registrar prior to the child being enrolled in FLEX High. If the child is already enrolled and will continue current assignment, the new custodial parent will need to go to the Division of the Registrar Office to file paperwork.

In addition to the transcript, withdrawal form, and completed registration documents, all students must provide proof that all state required immunizations are up to date prior to admittance. Per Ohio Health and Safety Code 3313.671, the following are diseases for which immunizations shall be documented:

## IMMUNIZATIONS

<p><b>DTaP/DT Tdap/Td Diphtheria, Tetanus, and Pertussis</b></p>	<p><b>K</b> Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. *</p> <p><b>1-12</b> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children aged seven (7) and up.</p> <p><b>Grades 7-11</b> One (1) dose of Tdap vaccine must be administered prior to entry. **</p>
<p><b>Polio</b></p>	<p><b>K-4</b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p><b>Grades 5-12</b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<p><b>Measles, Mumps, Rubella (MMR)</b></p>	<p><b>K-12</b> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</p>
<p><b>Hepatitis B</b></p>	<p><b>K-12</b> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose.</p> <p>The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
<p><b>Varicella</b></p>	<p><b>K-4</b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.</p> <p><b>Grades 5-8</b> One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>

### NOTES:

- Vaccine should be administered according to the most recent version of the Recommended Immunization Schedules for Persons Aged 0 Through 18 Years or the Catch-up Immunization Schedule for Persons Aged 4 Months through 18 Years Who Start Late or Who Are More Than 1 Month Behind, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- \*Recommended DTaP or DT minimum intervals for kindergarten students: four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended, but not required.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- \*\*Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. For students in 10th or 11th grades, one dose of Td (Tetanus and diphtheria) is acceptable. Tdap can be given regardless of the interval since the last tetanus- or diphtheria-toxoid containing vaccine.
- \*\*\*The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.
- For additional information please refer to the Ohio Administrative Code 5101:2-12-37 for Child Care, Head Start, Pre-School and the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director’s Journal Entry (available at [www.odh.ohio.gov](http://www.odh.ohio.gov) Click on “I” and then “Immunization” and then “Required Vaccines for Childcare and School”). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.



## NOT MEETING REQUIREMENTS

Refer pupils who do not meet these State requirements to their physician or local health department. Give families a written notice indicating which doses are lacking.

## CONDITIONAL ADMISSIONS

Children who lack one or more required vaccine doses that are currently due may be admitted on condition that they receive the remaining doses when due Section 3313.671, part (3).

Parents and students need to inform the school office of any changes that occur during the school year regarding addresses, telephone numbers or alternate emergency contact persons.

## INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004

The American with Disabilities Acts (A.-D.-A) and section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the school's programs and facilities.

FLEX High provides a variety of special education programs and services for students identified as having a disability defined by the Individual with Disabilities Education Improvement Act of 2004.

A student can access special education services through a formal process. If a student is suspected as having

a disability, a multi-factored evaluation is conducted. Appropriate services are afforded to the child with a disability through an Individualized Education Program (IEP).

If a parent thinks his/her child is suspected as having a disability, he/she should notify the child's teacher.

## CHILD FIND POLICY

School districts across the state of Ohio are participating in an effort to identify, locate, and evaluate all children from birth thorough 21 years of age who may have disabilities. Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple disabilities, mental retardation, other health impairments, physical impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provisions of a free appropriate public education regardless of a child's disability.

## ADMINISTERING MEDICATIONS

Designated persons employed by the board are authorized to administer to a student a drug prescribed for the student. Effective July 1, 2011, only employees of the board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the board, may administer to a student a drug prescribed for the student. Except as otherwise provided by federal law, the board's policy may provide that certain drugs or types of drugs shall not





be administered or that no employee shall use certain procedures, such as injection, to administer a drug to a student. In order to administer prescribed drugs to the student, the board, or a person designated by the board, receives a statement, signed by the prescriber that includes all of the following information:

- (a) The name and address of the student;
- (b) The school and class in which the student is enrolled;
- (c) The name of the drug and the dosage to be administered;
- (d) The times or intervals at which each dosage of the drug is to be administered;
- (e) The date the administration of the drug is to begin;
- (f) The date the administration of the drug is to cease;
- (g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency;
- (h) Special instructions for administration of the drug, including sterile conditions and storage.

The parent, guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the board or a person designated by the board if any of the information provided by the prescriber changes.

## ACADEMIC STANDARDS AND PROCEDURES

The Community School offers curriculum enabling and preparing students for entrance into college. We offer a diploma that meets all of the requirements of the State of Ohio and enables the student to be enrolled in a wide array of colleges, universities, and other institutions, which require a high school diploma.

## COURSE OFFERINGS

Our classes consist of core curriculum and electives. Students have their transcripts evaluated and take assessment tests to determine the appropriate level of instruction. The order in which the instruction is offered is purposely done to maximize learning.

The Community School offers the required core classes necessary to meet all State Standards and graduation requirements according to Ohio State law.

Courses offered by students needing additional support in English Language Development and in reading comprehension through the Edge curriculum and Read 180.

To take full advantage of the courses offered, students are expected to meet with their teacher a minimum of twice week and to work with tutors 1 – 2 times per week.



## CAREER TECHNICAL EDUCATION (CTE)

Flex High is committed to developing a CTE program and helping all students prepare for successful lives after high school. Today, students need a broad education and 21st century skills to ensure preparedness for post-secondary education and engaging and long-term careers. Flex High will Prepare Students for Success by offering supportive services in the first year while developing a Career Technical Education program.

Flex High School Cleveland collaborates with local CTE planning school districts and encourages students' participation in these offerings pursuant Ohio Code Section 3314.087

## WORK PERMITS

The information that a student needs to get a work permit can be attained at the school through their teacher. There are forms and instructions that require the attention of both the parent and the student. Please note: To be eligible for a work permit, a student must be at least sixteen years old and be in good academic standing with the school. The permit is only good for a specific period of time and will be revoked if the student does not remain in good standing with the school.

## ATTENDANCE AND CREDIT

Students must attend school on their scheduled day and time. Students who wish to reschedule their appointments, must contact their teacher. The student's attendance is based on turning in homework assignments; failure to do so will be considered an absence, thus, subject to local truancy laws. Each test and homework a student passes count as a .10 of a high school unit. A failed test score

may result in reassignment of homework and retesting.

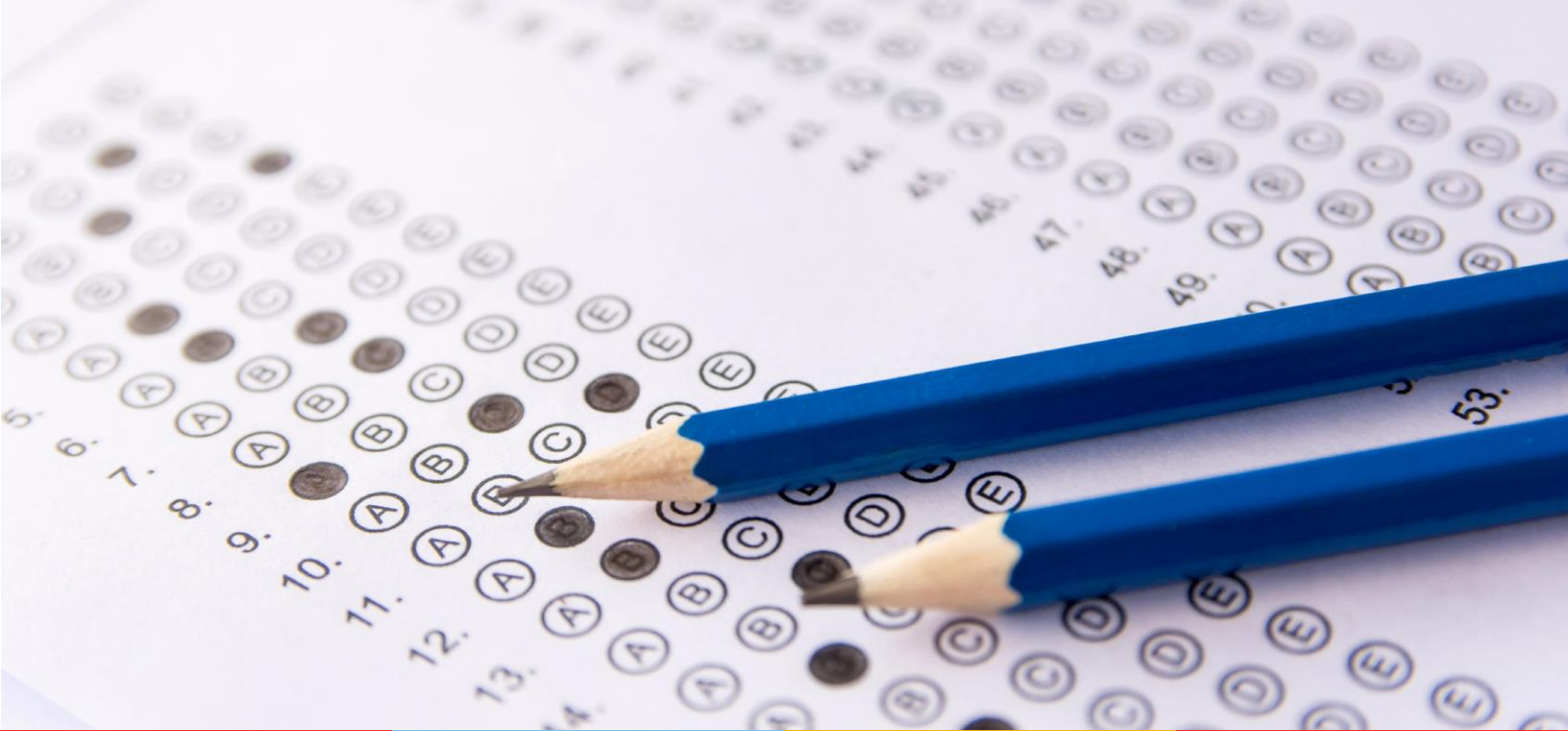
Students are expected to attend school at their scheduled days and times, and to come in at least 1-2 additional times during each week for additional assistance, studying or tutoring. Please remember the student's assigned teacher may not always be available at these additional attendance sessions to offer the one-on-one assistance that the student's weekly appointment provides.

A student will be considered truant if he or she is not regularly attending school. Ohio Code Section 3321.04.

## TRUANCY LAW

It is unlawful for any minor under the age of eighteen (18) years, who is subject to compulsory education or compulsory continuation education to loiter, idle, wander, or be in or upon the public streets, highways, roads, alleys, parks, playgrounds, public places, public buildings, places of amusement and eating places, vacant lots or any unsupervised place during the hours of 9:00 a.m. and 3:30 p.m. on days when school is in session (City of Cleveland Truancy Ordinance).

If the student is absent for a total of three (3) appointments, consecutive or otherwise, or misses three (3) assignments, as per board policy, an evaluation will be made to determine whether personalized learning/independent study is an appropriate strategy for the student. For a student with exceptional needs who has an individualized education program an I.E.P. meeting will be held to make any necessary change of placement. If a student is dropped for absenteeism and later readmitted, she or he may be permanently dropped from the Community School if she or he misses one (1) or more appointments. If you are under 18



years of age, you will be referred to the juvenile judge Ohio Code Section 3321.04.

A minimum of 11 hours of direct classroom time and an average of thirty to thirty-five hours (30-35) hours of home study is required. Students will earn one (.10) unit per homework assignment turned in to the teacher. No more than two (2) homework assignments may be submitted before taking and passing the test. Homework assignments must be answered completely. Incorrect or blank answers will be considered as incomplete, and the student will be unable to take the exam. Upon completion of the homework assignment, the teacher will assign the appropriate test. Students with excellent grades may complete two (2) homework assignments, tests and receive two (.20) credits per week, in a core subject area, which will require the student to spend an average of fifty-two to fifty-six (52-56) hours of home study. In order for a student to receive credit for study assignments, a passing grade of “C” or better is required. If a student fails a test, the student will be required to “redo” the homework assignment before the test can be taken again. Upon submitting a homework assignment, the student must pass the test within a twenty (20) school-day period. If the test is not taken within the allotted time, the student will be required to “redo” the homework assignment again, before taking the test.

### COLLEGE CREDIT PLUS

Students in good standing, who are interested in dual enrollment in college classes, must receive administrative approval. Approved courses taken at the college level are given either full college credit or can be transferable. A student enrolled in a public or nonpublic secondary school during the student’s ninth, tenth, eleventh, or twelfth

grade school year; a student enrolled in a non-chartered nonpublic secondary school in the student’s ninth, tenth, eleventh, or twelfth grade school year; or a student who has been excused from the compulsory attendance law for the purpose of home instruction under section 3321.04 of the Revised Code and is the equivalent of a ninth, tenth, eleventh, or twelfth grade student, may apply to and enroll in a college under the college credit plus program Ohio Code Section 3365.03.

### STATE REQUIRED TESTING

Standardized testing administered by FLEX High will be in alignment with the Ohio Department of Education as it pertains to all state mandated tests and assessments. Staff and teachers will assist in preparing students for all standardized tests and providing academic prevention and intervention services as needed (ORC 3301.0710, 3313.6012, & 3301.0715). Accommodations shall be made to the tests or testing procedures based on the needs of students and as allowed and appropriate for the test. Students with disabilities will be provided accommodations that are allowed on standardized testing per their Individual Education Plans (IEPs). Assessments shall provide an opportunity for students’ learning to be measured. Student assessment data is used to establish and revise the school’s goals for improving student learning. Assessment results will be reported to the state, parents and community as appropriate.

The Community School will follow state and federal guidelines for accommodations and modifications of all tests deemed necessary for students with exceptional needs as determined by the I.E.P. team.



## STANDARDIZED TESTING

Students attending FLEX High are assessed in the fall, winter, and spring of each school year by a nationally norm-referenced test. Results of this test will measure the academic growth of each individual student and will be available once results are received.

## STATEMENT CONCERNING STATE TESTING AND COMPULSORY ATTENDANCE LAW

The school is a community school established under Chapter 3314 of the Ohio Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations that are prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students that have been excused from the compulsory attendance laws for the purpose of home education as defined by the Ohio Administrative Code shall no longer be excused for that purpose upon their enrollment in the School. For more information about this matter, please contact the school or the Ohio Department of Education.

## ASSESSMENTS

Our instructors are required to assess their students often. Every time a student finishes a .10 of a unit (as often as every week) a student will be asked to take a test to demonstrate their ability to move forward academically. The School will ask the student, upon enrollment, to take an STAR diagnostic assessments in order to place the student in the appropriate Language Arts/Reading and Math course. Students will also take a Science and Social

Studies Assessment in order to gauge the learning that has taken place before and after the course. Assessments will include those required by the state and others developed or selected by a team of teachers, parents, students, community members and administrators, as appropriate, and reviewed prior to use with students.

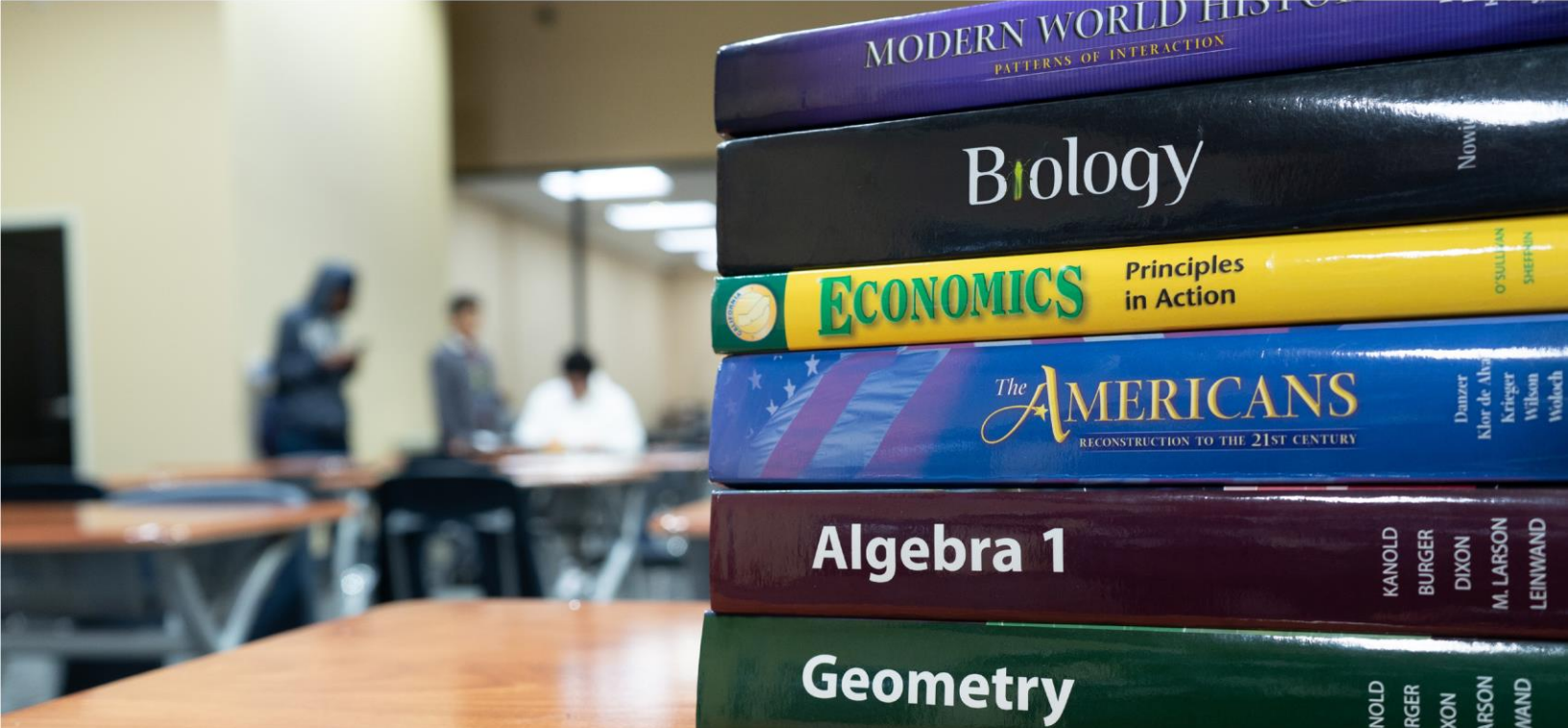
## ACADEMIC INTERVENTION/RESPONSE TO INTERVENTION POLICY

Response to Intervention is a multi-tiered approach to providing services and interventions to students at increasing levels of intensity based on progress monitoring and data analysis.

Upon enrolling into FLEX High School, all students will be assessed using the scientific based research educational program, STAR to determine each students reading and math skills and levels. Depending on the student's level, he/she will be provided an individual learning plan outlining their Response to Intervention support. Specific courses will be offered for Tier II and Tier III students that will support their academic level while preparing them for academic success. Students will be required to come in additional days for individual and small group instruction, additional tutoring and support.

Mandated state tests, assessments, homework, test prep, attendance, and student progression are all factors that go into each student's individual RTI plan. The Supervising Teacher, Principal, and Highly Qualified Core Teacher will monitor each RTI student to ensure fidelity.

1. Assessment Coordinator, Teachers, and Principal will use the diagnostic assessments, such as but not limited



to STAR, READ 180, and curriculum benchmark tests to measure student progress toward attainment of academic standards to identify students who may not attain these academic standards.

2. Students will be administered the STAR Language Arts/ Reading and Math quick assessment upon enrollment and in the summer.
3. Individual student instructional needs will be provided based on the results of the diagnostic assessment. Some of the instructional services provided will be before and after appointment tutoring, small group instruction, supplemental services, on-going assessment and evaluation of student progress by teachers, differentiated assignments based on STAR data, and digital curriculum.
4. Student performance data will be collected 4 times a year for STAR, once per year for OGT and PARC. Teachers collect and analyze their student's data (STAR, OGT, and benchmark tests) with Assessment Coordinator and the Principal to determine further instruction and school-wide focus areas.
5. Evaluation of intervention services will be monitored throughout the school year by weekly progress of student achievement and on-going school leader evaluations of the teaching and learning of all students. Such as, but not limited to STAR, OGT, Reading and benchmarking testing.

## ACADEMIC ASSISTANCE

Students are encouraged to make an appointment with the office for academic assistance (tutoring). Personal, one-on-one assistance is offered to encourage and build academic excellence. All students functioning two grade levels below their respective grade, will be recommended to participate in our tutoring program.

## TEXTBOOKS AND SUPPLEMENTAL MATERIALS

The Community School will provide textbooks and supplemental materials for the students' use. If these materials are lost or abused, the student will be charged a replacement cost.

Transcripts from other schools have known to be delayed due to the lack of book recovery.

## SPECIAL EDUCATION STUDENTS AND STUDENTS WITH DISABILITIES

FLEX High School shall comply with all the applicable State and Federal laws in serving students with disabilities, including but not limited to, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Individuals with Disabilities in Education Act 2004, Ohio Education Code, Part b, 3301-51-02

A child with disabilities attending FLEX High School shall receive special educational instruction or designated instruction and services, or both, in the same manner as a child with disabilities who attends another public school. FELX High School shall monitor to ensure that all children with disabilities enrolled in receive special education and

designated instruction and services in a manner that is consistent with their individualized education program and in compliance with the IDEA.

FLEX High School has the responsibility of serving students with special needs covering the full the spectrum of disabilities, placements, and special education related services. Special education related administrative support and oversight of special education services is the responsibility of the Community School.

## STUDENTS WITH EXCEPTIONAL NEEDS/IEPS

In the case of an individual with exceptional needs who has an individualized education program and transfers into a district from a district not operating programs under the same local plan in which he or she was last enrolled in a special education program within the same academic free appropriate public education, including services comparable to those described in the previously approved individualized education program, in consultation with the parents, for a period not to exceed 30 days, by which time the local educational agency shall adopt the previously approved individualized education program or shall develop, adopt, and implement a new individualized education program that is consistent with federal and state law.

In the case of an individual with exceptional needs who has an individualized education program and transfers into a district from a district operating program under the same special education local plan area of the district in which he or she was last enrolled in a special education program within the same academic year, the new district shall continue, without delay, to provide services comparable to those described in the existing approved individualized education program that is consistent with federal and state law.

The Community School supports student 504 plans. A 504 plan spells out the modifications and accommodations for students with physical or mental impairments which substantially limit one or more major life activities. This can include physical impairments; illnesses or injuries; communicable diseases; chronic conditions like asthma, allergies and diabetes; and learning problems. The plans address student needs such that the student has an opportunity to perform at the same level as their peers.

## CHILD FIND POLICY

School districts across the state of Ohio are participating in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. Disability, in the instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple disabilities, mental retardation, other health impairments, physical impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate

public education regardless of a child's disability.

Pursuant to the Individuals with Disabilities Education Improvement Act (20 U.S.C. §§ 1400 et. seq) and relevant state law, our charter school is responsible for identifying, locating, and evaluating children enrolled at our charter school with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or are wards of the State.

FLEX High School seeks to ensure that all students within its jurisdiction are identified, located and evaluated through the school year in which they turn 20 and who are in need of special education and supportive assistance or are suspected of being disabled and in need of special education and supportive assistance even though, for example, they are advancing from grade to grade, are wards of the state or are homeless. This child find responsibility shall be accomplished through a process of educating school faculty and staff and notifying parents/guardians during enrollment.

During the enrollment process, parents/guardians are made aware of the school's dedication to identifying students with disabilities through a letter which explains our responsibility and provides action steps. Additionally, a phone number and person to contact if they suspect their child might have a disability are provided. Parents/guardians sign this notification form as documentation of our commitment to child find.

At the school site, all general education and special education faculty and staff will receive professional development on the school's responsibility to provide child find, make accommodations for students with special needs, and maintain confidentiality of the student.

The child find process shall include obtaining data on each student, through direct assessment or by indirect means of the student's academic performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. If the child find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the Student Success Team to determine the student's eligibility for special education services. School staff, parents, or agency representatives may refer students to the Student Success Team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education.

Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by a Multi-Disciplinary Team which would include the parent/guardian, administrator, intervention specialist, school

psychologist, general education teacher, and others who may be deemed appropriate. In the event the Multi-Disciplinary Team is unable to reach agreement on whether or not the student may be identified as a student with a qualifying disability, the student will be referred to the Evaluation Team who will then gather more information and reconvene; hold a dispute resolution conference; ask for dispute resolution assistance from OEC, or file a due process hearing request.

## WITHDRAWAL PROCEDURES

Any students desiring to transfer to another school will need to return all textbooks and materials, complete a withdrawal form and complete a transcript request form. Students under 18 years of age will need a parent to accompany them during the withdrawal process. In the case of an individual with exceptional needs who has an individualized education program, an I.E.P. meeting would be held to determine the change of change of placement.

## FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The privacy of school records is protected by Federal and State laws which cover nearly every type of pupil record maintained by local schools or school district offices. Such records might include information about attendance, health, grades, behavior, athletic ability, or activities in class. The law generally prohibits the release of pupil records information without written consent of the parent, or adult student (18 years or older). Records or information maintained by any school official exclusively for personal reference or use are not considered pupil records and are not subject to Federal and State privacy laws. Unless otherwise prohibited by law, any natural parent, adopted parent, or legal guardian may have access to and review the pupil records of their child. Also, students who are 16 years and older (or have completed the 10th grade) have the right to access their records. School and District employees and officials who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. A "legitimate educational interest" is defined as a need for the employee/official to access pupil record information in order to perform his/her job duties. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. In general, other individuals or agencies may be authorized to access, review and/or obtain pupil records by court order, natural parent, adopted parent or legal guardian consent, or by statute.

**Directory Information** is routine information maintained by school districts about students. It is this special category of pupil record information that does not require the same level of confidential treatment as pupil record information. Under the law, a school district may identify certain categories

of information as directory information and may provide directory information to certain individuals, officials and organizations identified by the district as those who have a legitimate need to know. Parents and/or adult students have the right to limit or deny the release of any portion of directory information. Additionally, parents and/or adult students may deny the release of directory information to any designated recipient.

Any and all of the following items of directory information relating to a pupil may be released to a designated recipient unless a written request is on file to withhold its release as indicated in the Information Release Form submitted to the school.

- Name
- Address
- Telephone
- Date of birth
- Dates of attendance
- Previous school(s) attended

## RELEASE OF STUDENT INFORMATION

The Community School does not release information or records concerning a student to non-educational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies, or institutions unless the parent or guardian notifies the school, in writing, not to release such information:

Name, address, telephone, date and place of birth, major field of study, class schedule, class roster, photographs, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institutions attended. Ohio Code Section 3319.321.

## NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA afford parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") of the survey is funded in whole or in part by a program of the U.S. Department of

## Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privilege relationships, such as with lawyers, doctors, or minister;
7. Religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.

## Receive notice and as opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

## Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as art of the educational curriculum.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.

Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety;
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

## EMERGENCY RESPONSE/CRISIS MANAGEMENT PLAN

FLEX High School strives to provide a safe and secure environment for students and to protect your child should a crisis/emergency should occur.

Your cooperation is also needed should a crisis arise. For more information concerning a school crisis, please refer to local radio or television stations for updates.

## PLEASE DO NOT CALL THE SCHOOL

**DIRECTLY.** Calling the school may limit the availability of telephone lines needed to access emergency rescue services.

## EMERGENCY SCHOOL CLOSING

In case of school closing due to weather and/or other emergency, please check [news5cleveland.com](https://www.news5cleveland.com), <https://www.news5cleveland.com/weather/school-closings-delays> for updates". Specifically for weather/snow related closings, Flex High School Cleveland closes whenever Brush High School closes.

## SCHOOL POLICY AND PROCEDURES

The Community School has the right and responsibility to control access and activity to ensure the safety, physical and mental well-being of those on its campus. Please remember that you, as a student, have enrolled subject to these conditions.





#### **School Supplies:**

- It is the responsibility of the student to provide his/her own pencils, pens and other supplies for his/her own personal use.

#### **School Environment:**

- The Community School is an alcohol, tobacco, drug and weapon free environment. The student understands that his/her teachers cannot administer nor provide non-prescription or prescription medications.
- Loitering is not permitted in or near the school area.
- Students are asked not to play car audio systems loudly while parked near the school.

#### **Classroom area:**

- Parents, guardians, family or friends are not permitted in the classroom or mezzanine area. The reception area is available for anyone waiting for a student to complete his/her classroom appointments.
- Students must understand that when they enter the Community School classroom, they are to complete their work and leave the classroom. Re-entry into the classroom area will require permission by the reception staff. Cell phones must be on vibrate or off. Phone calls need to be made in the reception area to avoid distraction or disruption of other students.

#### **Student behavior:**

- The student's behavior must be appropriate, or the student will be asked to leave or possibly be dropped, depending on the nature of the problem. In the event of any direct threat, violent act, possession of any weapon, narcotics, illegal substance or any other act considered illegal by the State of Ohio, the student will be suspended, and/or expelled from the Community School and legal charges may be filed against the student. In the case of a student with exceptional needs who has an individualized educational program an I.E.P team meeting would take place to determine if a change of placement is necessary for the student.

#### **Dress code:**

- Dress that is considered gang related, vulgar or that mocks others on the basis of race, gender, religion, color, or national origin may be prohibited.

#### **Suspension/Expulsion:**

Reasons for Suspension and Expulsion:

- The use of language, gesture or action that is crude, indecent, and obscene or that directly or indirectly contributes to sexual harassment.
- Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished a firearm, knife,

- explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
  - Unlawfully offered, arranged, or negotiated to sell a controlled, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
  - Committed or attempted to commit robbery or extortion.
  - Caused or attempted to cause damage to school property or private property.
  - Stolen or attempted to steal school property or private property.
  - Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
  - Committed an obscene act or engaged in habitual profanity or vulgarity.
  - Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
  - Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - Knowingly received stolen school property or private property.
  - Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  - Committed or attempted to commit a sexual assault, or committed a sexual battery.
  - Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  - Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
  - Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
  - A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
    - (1) While on school grounds.
    - (2) While going to or coming from school.
    - (3) During the lunch period whether on or off the campus.
    - (4) During, or while going to or coming from, a school sponsored activity.
  - A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline.
  - In addition, a pupil in any of the grades 4 to 12, may be suspended from school or recommended for expulsion for sexual harassment.
  - In addition, a pupil in any of grades 4 to 12, may be suspended from school or recommended for expulsion if

the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

- In addition, a pupil enrolled in any of grades 4 to 12, may be suspended from school or recommended for expulsion if the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school personnel or pupils
- In addition, a pupil may be suspended from school or recommended for expulsion if the pupil has made terroristic threats against school officials or school property, or both.
- In the case of a student with exceptional needs who has an individualized education program and finds himself or herself suspended and facing expulsion for violations, he or she can expect the following steps as part of the due process; suspension conference, parent notification of suspension, parent notification of recommendation for expulsion, I.E.P meeting, determination of manifestation of identified disability, meeting with hearing officer, expulsion hearing by administrative panel, decision recommendation and final decision.
- A student may be suspended or expelled for vandalism.
- Also, the student understands that she/he may be suspended or expelled for demonstrating excessive physical affection on campus. This includes kissing, embracing or inappropriate touching. Note the above paragraph applies to a student with exceptional needs who has an individualized education program.
- The student telephone, provided in the reception area, is not for personal use. Students needing to make transportation arrangements, or with emergencies, may use the telephone.

#### **Rules:**

- The student will check for other rules, regulations or updates on the “Rules and Information” board located inside the classroom area.

#### **Safety drills:**

- Students may participate in all safety drills and will familiarize themselves with the emergency escape plan posted at the school.

#### **Cheating:**

- Students will be subject to disciplinary action. Students will understand that the Community School Personalized Learning/Independent Study Program is an optional educational alternative and that no pupil is required to

participate in this program. Instruction may be provided to a student who is referred or assigned to independent study.

## **PROHIBITED SEXUAL HARASSMENT/ BULLYING**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

Types of conduct which are prohibited and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtation or propositions.
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual’s body, or overly personal conversation.
4. Sexual jokes, notes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in predominately single-gender class.
7. Massaging, grabbing, fondling, stroking or brushing the body.
8. Touching an individual’s body or clothes in a sexual way.
9. Purposefully cornering or blocking normal movements.
10. Displaying sexually suggestive object.

## **ANTI-BULLYING**

Acts of discrimination, harassment, intimidation and bullying based on actual or perceived characteristics relating to disabilities, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group of these characteristics are forbidden. This policy applies to all acts related to school activity or school attendance occurring within the school and cyber bullying.

#### **Complaint Process**

Any student who feels that he or she is being, or has been subjected to sexual harassment or bullying shall immediately contact his/her supervising teacher or any other employee. A school employee to whom a complaint



is made shall, within 24 hours of receiving the complaint, report it to the Site Administrator or designee, utilizing the reporting form available at the front desk.

## **INTERNET CODE OF CONDUCT POLICY**

Access to the Internet has been provided to students for their educational benefit. The Internet allows students to connect to information resources around the world. Every student has a responsibility to use the Internet in an appropriate and productive manner. To ensure that all students are responsible, productive Internet users the following guidelines have been established for using the Internet.

### **Acceptable Uses of the Internet**

Students are responsible for using the Internet in an effective, ethical and lawful manner and for educational purposes only. Appropriate databases may be accessed for educational information as needed.

### **Unacceptable Use of the Internet**

The Internet should not be used for personal gain or advancement of individual views. Use of the Internet for personal and inappropriate purposes including, but not limited to, downloading music, visiting pornographic websites, Social Media Websites, chat sites, etc. is strictly prohibited and will result in school disciplinary action and/or legal action.

### **Communications**

It is prohibited for students to use the Community School's computers and Internet services for any communication purposes.

### **Software**

To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software.

All software downloads will be done through the Community School's Technology Team.

### **Copyright Issues**

Copyrighted materials belonging to entities other than the Community School may not be downloaded, and students are not permitted to copy, transfer, rename, add or delete information or programs belonging to others unless given expressed written permission to do so by the owner of the materials or programs.

Failure to observe copyright or license agreements may result in disciplinary action from the Community School or legal action by the copyright owner.

### **Security**

The Community School reserves the right to access and monitor all messages and files on the computer system. It is prohibited for students to use the Community School's computers and Internet services for any communication purposes. Internet messages are public communication

and are not private. All files and communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

### **Harassment**

Internet services for any communication purposes. No messages or any messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted.

### **Violations**

Violations of any guidelines listed above may result in disciplinary action up to and including permanent disengagement from the Community School. If necessary, the Community School will advise appropriate legal officials of any illegal violations.

## **GANG POLICY**

Gang activity, statements of gang allegiance, and gang attire will not be tolerated in any way. Depending on the level of violation to this policy, recommended discipline will be at the discretion of the school leader and may range from a simple warning to a recommendation of expulsion from the school. If the student is known to have a probation or parole officer assigned, the officer will be notified of all violations of probation or parole as well as any gang related activities. The school leader will have a representative contact with the gang unit of the local police station, and will report tagging or any organized gang related activity to the gang unit representative.

## **PROHIBITED FIGHTING CONDUCT**

Fighting at school will not be tolerated.

## **DRUGS AND ALCOHOL**

Drugs and alcohol may have harmful effects on the social, mental, physical, and intellectual development of children.

Except for supervised, prescribed medications, students shall not be under the influence of, not use, poses, offer for sale, or distribute drugs, alcohol, or dangerous, controlled substances at FLEX High School, anywhere on the school grounds, or School facilities. The possession of such substances by students is also prohibited at all times when the student is in school, on any property or vehicle owned or controlled by the BOARD, any school sponsored activity, or when the student is within the Schools off-premises institutional authority, or in any other setting in which failure to abide by such restrictions can materially affect the educational environment of the School or other students or their rights or privileges to be educated in the schools.

## **WEAPONS AND WEAPON-LIKE INSTRUMENTS**

Guns, knives, and other weapons and potentially harmful created/converted instruments, whether real or the toy variety, may never be brought to school. Any other potentially harmful items, including but not limited to, matches, lighters, fireworks, and bullets are also forbidden. Students and parents should report any knowledge of dangerous weapons and/or to the building principal immediately. Failure to report such knowledge may also constitute grounds for the disciplinary action of students.

A student shall be expelled for bringing a firearm to the school or onto school property (any property owned, used or leased by the school for school, school extra-curricular or school related events.) A student may be expelled for a period not to exceed one year for: 1) bringing a firearm to an inter-scholastic competition, an extra-curricular competition, an extra-curricular event, or any other school program or activity that is located at a school or on school property; 2) bringing a knife to the school, onto school property, or to an inter-scholastic competition, an extra-curricular competition, an extra-curricular event, or any other school program or activity sponsored by the school or which the school is a participant; 3) possessing a firearm or knife at the School, on School property, or at an inter-scholastic competition, an extra-curricular competition, an extra-curricular event, or any other school program or activity which firearm or knife was initially brought onto school property by another person; possessing a firearm or knife at school, on school property, or at an inter-scholastic competition, an extra-curricular competition, an extra-curricular event, or any other school program or activity which firearm or knife was initially brought onto school property by another person; 4) committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property; 5) making a bomb threat to a school building or to any premises which a school activity is occurring at the time of the threat.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler, or silencer, or any destructive device. A destructive device includes but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocketing having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.



## FEDERAL LAW

FLEX High School adheres to the Gun-Free School Act (GSFA) and state law requiring local educational districts to expel from school, for a period of not less than one calendar year (from date of infraction), a student who is determined to have brought a firearm to school. Other property or to an activity under its jurisdiction, or for possessing a firearm that was initially brought on school property by another person. The school may also seek the permanent exclusion from public education of students possessing a firearm at school, provide specific criteria are satisfied.

Additionally, state law and FLEX High School policy provides that the principal may expel a student from school for a period not to exceed one year for bringing a knife to school, other property or to an activity under its jurisdiction or for possessing a knife that was initially brought on school property by another person or making a bomb threat to the school building or any premises where a school activity is occurring.

Parents must emphasize to the student(s) the seriousness of having possession of a firearm or knife, or making a bomb threat on school grounds, other property or to an activity under its jurisdiction.

## Violations

Violations of any guidelines listed above may result in disciplinary action up to and including permanent disengagement from the Community School. If necessary, the Community School will advise appropriate legal officials of any illegal violations.

## CHILD ABUSE REPORTING

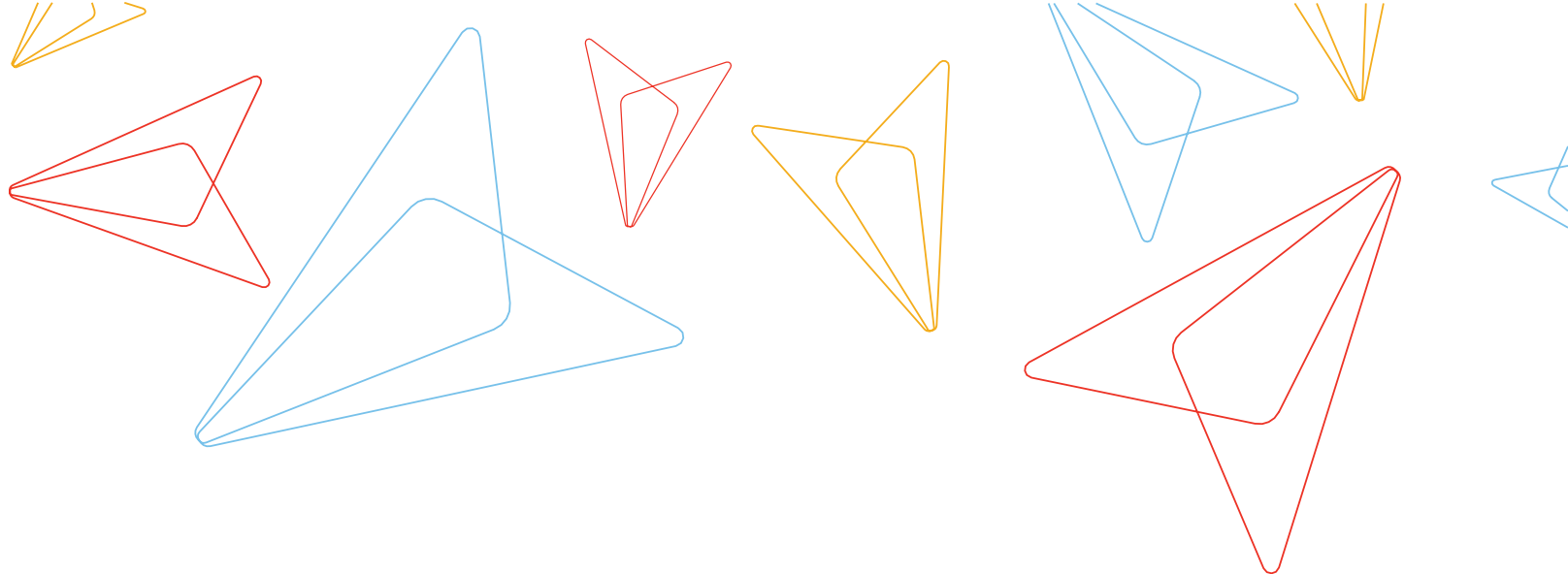
Employees are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

## COMPLAINT PROCEDURE

Students/Parents wishing to register a complaint concerning school matters may do so by completing a complaint form and submitting it to the school Principal or designee.

## UNIFORM COMPLAINT PROCEDURE (UCP)

Claims of unlawful discrimination, harassment and civil rights violations in any program or activity conducted in the school, for violations of state or federal law and improper imposition of student fees may be filed by requesting a copy of the school's UCP Policy.



## Student/Parent Contract

We hereby acknowledge that we have received and read the Student/Guardian Handbook for FLEX High School and agree to the policies as they are listed and acknowledge that by not adhering to the policies that disciplinary action may be taken against.

My child, \_\_\_\_\_

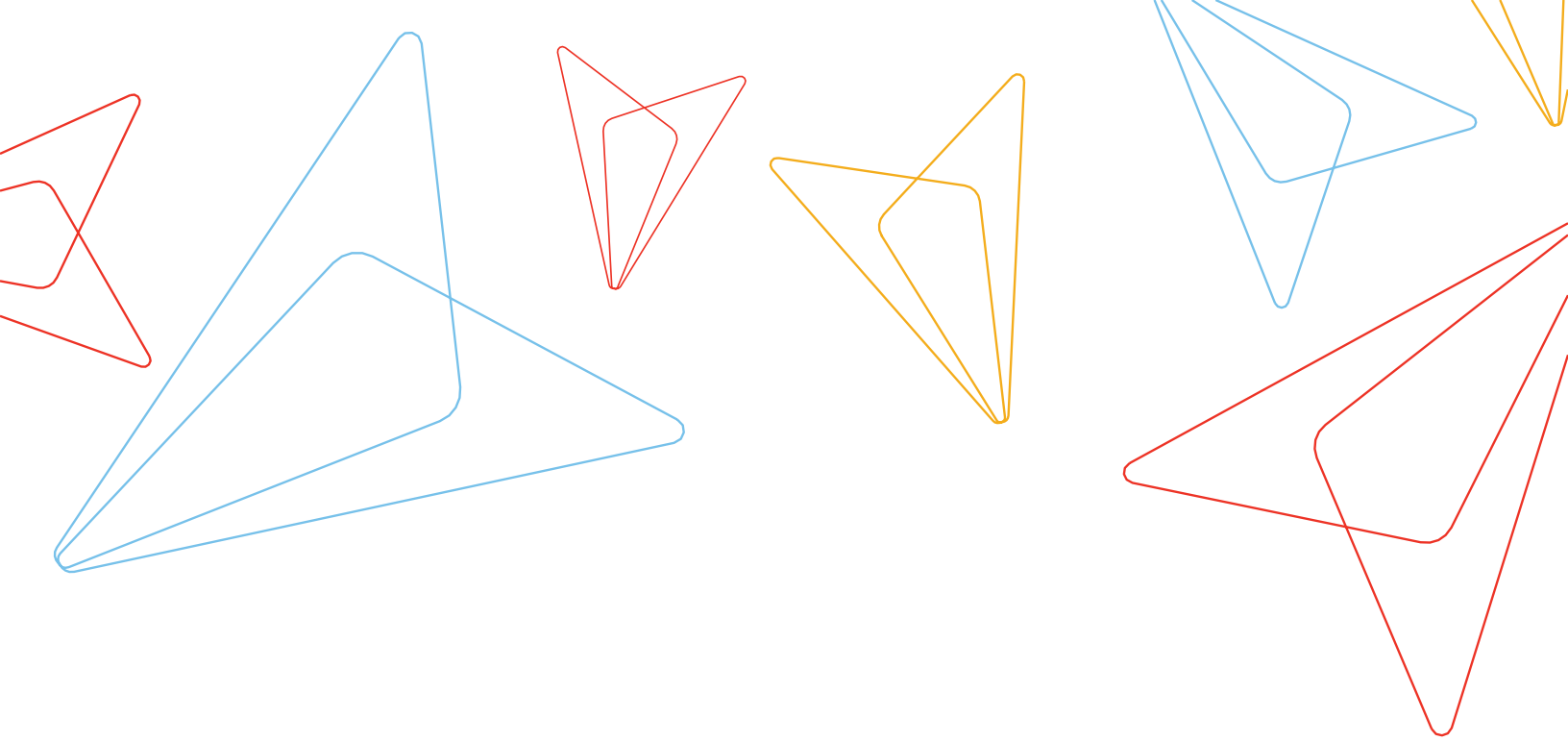
Parent(s)/Guardian(s) Name (please print)

\_\_\_\_\_

Parent(s)/Guardian(s) Signature

\_\_\_\_\_

Date of Signature \_\_\_\_\_



**FLEX**  
HIGH SCHOOL