

# **FLEX Program Handbook**

## **Hallsville High School**



Updated July 2023

## **Missouri's School FLEX Program**

The School FLEX Program, as established by Senate Bill 291, affords schools the opportunity to offer an alternative delivery system for students in grades 11 and 12, who have been identified by their high school principal, parents, or guardians, as potentially benefiting from an alternative delivery system in order to pursue a timely graduation (See Section 160.539 RSMo of Senate Bill 291).

Participants in the Flex program must:

1. Attend school for at least two instructional hours per day within the district of residence.
2. Pursue a timely graduation.
3. Provide evidence of enrollment and attendance at a college or technical school or evidence of employment that is aligned to the student's "career academic plan" (a personal plan of study developed in conjunction with the school district).
4. Maintain a 95% attendance rate to participate in FLEX again and a 90% to receive credit for the current semester.
5. Pursue regular requirements for a diploma.
6. Avoid suspension or expulsion while in the program.

Students participating in the school FLEX program shall be considered full-time students of the school district as long as the students are attending two instructional hours per day and enough additional hours to total a regular school day. These students shall be counted in the school's average daily attendance for state aid purposes.

## Requirements for Hallsville High School FLEX Program Participation

In order to meet the guidelines set by Senate Bill 291, Hallsville High School's Flex Program requires the following criteria be met:

1. Students must be entering or currently enrolled in 11th or 12th grade.
2. Students must attend Hallsville High School a minimum of two class periods per day.
3. In order to provide evidence of employment or an APPROVED internship, students must turn in logs of hours worked on the form provided by the School FLEX Program Coordinator. In addition, legal verification of hours worked from the student's employer is required, for example a check stub or internship time log.
4. Students will not be enrolled in the School Flex Program if they will not be able to meet their graduation requirements. All core course requirements must be met and students are pursuing a timely graduation. Grades in the School FLEX Program are reported as pass or fail PER FLEX HOUR and not meeting the requirements can have an effect on the student's grade point average.
5. If a student is suspended while in the program, the School FLEX Program Coordinator and a building administrator will determine if the student shall remain a participant in the program.
6. A student's attendance rate must be 90% at the end of each semester to obtain FLEX credits for that grading period. When a final semester grade is posted, if a student has not obtained a 90% attendance rate they will not be awarded FLEX credit for that semester, **they will receive a F for each hour of FLEX**, and they will be removed from the program for the next semester.
7. A student's attendance rate must be 95% at the end of each semester to maintain FLEX status for the next semester.
8. The hours the students are enrolled in the School FLEX Program will be counted as elective credits. Students will earn units of credit based on hours worked. 60 hours worked= .5 credit earned. 120 hours worked= 1.0 credit earned. A student must accumulate at least 60 hours of work per hour of FLEX on their schedule to receive a passing grade. The student will receive a pass or fail based on working 60 hours/hour of FLEX on their schedule

## **Admission into the School FLEX Program**

1. Paperwork: students need to fill out the flex program agreement and employment verification form. These forms require signatures and information from employers and guardians and must be updated if the student gets a new job.
2. Attendance: students enrolling in the FLEX program for the first time must have a 85% attendance rate in the previous semester prior to enrollment. Students who are continuing on in the program must have achieved 95% attendance while in the FLEX Program.
3. Credits toward graduation: students must be able to complete their credits for graduation in the hours scheduled to attend on campus classes. They will not be enrolled in flex hours if they interfere with a timely graduation.
4. Interview: all students will meet with either the FLEX program coordinator, building administrator, or school counselor for an informal interview before being enrolled in the School FLEX Program.
5. A student may not add FLEX to their schedule after the given date for each semester.
  - a. **First semester= September 15, 2023**
  - b. **Second semester= January 26, 2024**
6. A student may not only have FLEX during Tribe Time. If a student wants to FLEX for Tribe Time, they must also FLEX 7th hour.

## **Removal from the School Flex Program**

The following are guidelines to follow when determining student removal from the School FLEX Program. The following guidelines are subject to change due to the school calendar variances and inclement weather. The School FLEX Program coordinator, counselors, and building administrator have discretion in deciding if a student needs to be removed from the FLEX program or assigned a failing grade.

1. Disciplinary Action
  - a. Suspension: if a student is suspended from school it will be determined by the School Flex Program coordinator, counselors, and the high school building administrators if they shall remain a participant in the program.

- b. Expulsion: if a student is expelled from school, they are automatically removed from the School FLEX Program. Upon return, if the student requests to be re-enrolled in the program, the School Flex Program coordinator, counselors, and the high school building administrator will determine eligibility.

## 2. Paperwork/Documentation

- a. All hour logs are due when students get paid (weekly, bi-weekly, or monthly), filled out completely.
- b. All verification documents should be turned in within five school days from the date in which the student receives the document.
- c. Any missing documentation (work log and/or legal verification of hours) could result in receiving a failing grade for any given grade period. If a student fails to turn in all appropriate documentation on time, they may be removed from the School Flex Program at the discretion of the School Flex Program Coordinator and building administrators.
- d. If a student receives a failing grade for whatever reason (attendance, lack of paperwork, not enough hours worked), they will be removed from the program for the following semester.

## 3. Attendance

- a. In order to maintain a 95% attendance a student must be diligent about attending school regularly and arriving on time daily. Failure to do this could result in attendance falling below 95%.
- b. The School FLEX Program Coordinator will monitor participants' attendance and if a student's attendance rate indicates they will not be able to attain a 95% attendance by the end of the semester, they will not be able to continue in the FLEX program the following semester.
- c. In order for a student to earn credit, they must maintain a 90% attendance.
- d. Attendance is based on the state's guidelines and is counted in the number of hours attended.
  - i. First semester hours needed for 90% attendance(to earn credit)= 441/490
  - ii. First semester hours needed for 95% attendance= 465.5/490
  - iii. Second semester hours needed for 90% attendance= 529.2/588

iv. Second semester hours needed for 95% attendance= 558.6/588

4. Failure to maintain employment

- a. If a student's employment is terminated, **they must report it within 3 days** to the School FLEX Program Coordinator. Failure to do so could result in removal from the program.
- b. Students who become unemployed during the school year assume the responsibility to find another job acceptable for the program within two weeks. If employment is not obtained within the 2-week period, a conference with the coordinator, student, parent/guardian and building administrator will be held to determine a plan of action.

**Pass/Fail Grading Procedures**

- 1. Grades in the School FLEX Program are reported as pass or fail **PER FLEX HOUR ON THE STUDENT'S SCHEDULE. Failure to meet the requirements will have an effect on the student's grade point average.**
- 2. For every hour a student has FLEX on their schedule it is expected that they turn in a minimum of 60 work hours. For each hour they turn in 60 hours they will receive a passing grade. For each hour they do not turn in 60 hours they will receive a failing grade. See the example below.

Example Table for Hours needed

Hours FLEXing	Hours needed	Example hours worked	"Pass/Fail"
2	120	100	1 Pass, 1 Fail
3	180	150	2 Pass, 1 Fail

1st Semester/ 2nd Semester Pass/Fail Criteria		
Grading Period	Criteria to be met for “pass”	Criteria to be met for “pass” AND remain in the program the following semester
Mid Quarter	90% attendance rate; All appropriate paperwork turned in; Minimum Hours Worked (based on hours FLEXing)	
End of Quarter/Semester	90% attendance rate; All appropriate paperwork turned in; Minimum Hours Worked (based on hours FLEXing)	95% attendance rate; All appropriate paperwork turned in; Minimum Hours Worked (based on hours FLEXing)

### **Participating in MSHSAA Athletics and Activities**

FLEX qualifies as being a full-time student to maintain MSHSAA eligibility. A student must be working a proficient amount of hours per week **DURING THE SEASON** to maintain eligibility. The amount of hours needed to maintain eligibility is determined by the amount of FLEX hours on a student’s schedule. All high school athletes must have earned 3.0 credits the previous semester, and must be currently enrolled in at least 3.0 credits in order to be eligible.

### **The Process for School FLEX Program Appeals**

Any student, who feels they have been treated unreasonably in regards to the School FLEX Program guidelines can appeal to an Eligibility Committee. A written request must be submitted to the School FLEX Program coordinator prior to the determined date for each semester or it will not be accepted.

**First Semester= December 8th, 2023**

**Second Semester= May 17th, 2024**

After receipt of the letter of appeal, the School FLEX Program coordinator will convene the committee consisting of the School FLEX Program coordinator, a building administrator, at

least one teacher and a school counselor. The committee will be convened at a mutually agreed upon date and will read the complaint and decide whether injustice has been done. Both the student and their parents/guardians will be allowed to meet with the committee and give testimony if they request to do so. The committee will render a decision within five days of hearing the testimony. The participant has the right to appeal the decision of the committee to the Superintendent of Schools.



**Hallsville High School**

**School FLEX Program Employment Verification**

Student/Employee Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Employer Email Address: \_\_\_\_\_

Convenient Contact Times: \_\_\_\_\_

Student began employment with us on \_\_\_\_\_

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I understand that \_\_\_\_\_, an employee of \_\_\_\_\_, is a student enrolled in the Hallsville FLEX (work/study) program. As his/her direct supervisor, I understand I may periodically be contacted by a representative of the school to assure continued employment.

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**



## Hallsville High School FLEX Program Agreement

Name: _____	Employer: _____
Parent/Guardian Name: _____	Position: _____
Address: _____ _____	Supervisor: _____
Phone Number: _____	Employer Address: _____ _____
	Employer Phone: _____

**Coordinator: Steve McMullin**

**Phone: 573-695-5512**

**Email: smcmulli@hallsville.org**

### Course Description

The School FLEX Program offers students the opportunity to receive school credit for approved work experience (under certain circumstances, attendance at vocational or post-secondary institutions could apply). Students must attend HHS a minimum of two class periods each day, have continued employment in an occupation related to their career and academic plan, and maintain a 95% attendance rate and good citizenship.

### Employment Parameters

1. Students should work enough hours to earn credit but not more than they are able to handle while school is in session. (Recommended maximum: 30 hours per week). School FLEX Program credit awarded as follows: **60 hours = ½ unit of credit per semester 120 hours= 1.0 credit per semester. 60 hours must be worked per hour of FLEX on a student’s schedule**
2. Utilizing state guidelines, students must secure acceptable employment in a career plan appropriate setting by the end of the second week of the semester. The primary responsibility in securing acceptable employment lies with the student.
3. Students must provide legal verification of hours worked to the coordinator through paycheck stubs. Failure to fill out work records and all required paperwork could result in an “F” for the program grade and removal from the program for the next semester.

### Responsibilities of Parties Involved

#### **Coordinator**

1. Record and oversee work hours to ensure students are working enough hours to earn credit but not more than they are able to handle while school is in session. (Recommended maximum: 30 hours per week). School Flex Program credit awarded as follows: **60 hours = ½ unit of credit per semester 120 hours= 1.0 credit per semester.**
2. Maintain a file of all paperwork turned in by students

#### **Parent/Guardian**

1. Allow student to work during the established hours/days.
2. Ensure student has transportation to and from work

3. Assist in promoting the value of the student's experience by cooperating with employer and school coordinator

**Students- *Failure to meet all requirements will result in removal from the program***

1. Maintain a 95% attendance rate (attendance will be checked weekly)
2. Agree to call their employer in advance for any necessary absence from work
3. Excessive absences from school may result in termination from the program
4. Understand that if conduct or work is not satisfactory, training can be discontinued and student could fail the School FLEX Program. Any illegal or dishonest act performed on the job will result in an automatic failure and removal from the program
5. Student may not willfully terminate employment without a prior conversation with the coordinator. If the employer terminates a student's job, they must contact the coordinator on the next day school is in session. Students who become unemployed during the school year assume the responsibility to find another job acceptable for the program within two weeks. If employment is not obtained within the 2-week period, a conference with the coordinator, student, and building administrator will be held to determine plan of action
6. Recognize that being a member of the School FLEX Program is a special privilege granted by Hallsville High School. Students selected for the program will not be exempt from regulations set forth in the student handbook or other rules and regulations

***In addition, students agree to:***

- a. Be of good moral character (avoid suspensions or expulsion)
- b. Do an honest day's work
- c. Do all jobs assigned to the best of one's ability
- d. Be punctual, dependable, loyal and follow acceptable work procedures
- e. Follow instructions, avoid unsafe acts, and be alert to unsafe conditions
- f. Be courteous and considerate of the employer, employees, and the customer
- g. Keep records of occupational experiences as required by the program coordinator and employer

**Cooperating Employers**

1. Notify the coordinator if difficulties arise, if changes are necessary, or if a lay-off or termination of employment seems imminent
2. Provide learning experiences that will help the trainee gain both knowledge and skills in this occupation
3. Avoid subjecting the student to unnecessary hazards

***We the undersigned, indicate by affixing our signatures, that we have read and understand the purpose and intent of this training agreement. Failure to comply with this agreement may result in the dismissal of the student from the program.***

**Parent/Guardian Signature** \_\_\_\_\_

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

**Employer Signature** \_\_\_\_\_

**Coordinator Signature** \_\_\_\_\_