

2026-27

Parent - Student Handbook

This Parent/Student Handbook is an edition prepared for the 2026-27 School Year. The school reserves the right to update this handbook as necessary and will make available any updates on the school's website and at the school office.

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SCHOOL HOURS OF OPERATION

Flex High School of Michigan operates all year, with enrollment available at any time of the year.

Standard school hours for operation are 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays. School hours vary based on campus and student needs.

MISSION STATEMENT

The Public-School Academy's mission is to provide comprehensive high school education and job-training programs to at-risk students that align with local workforce system to:

- Provide better outcomes for youth, including increasing high school students' preparedness for postsecondary education and employability in high-growth industries.
- Increase engagement and retention of disconnected youth, including delivering youth programs that enable those youths who are out-of-school and out-of-work to return to school and to gain skills to enter the workforce.
- Respond to the high school dropout crisis by providing student recovery efforts, educate and guide students to obtain secondary diploma and provide youth employment opportunities.

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. He or she has successfully obtained a certificate or degree related to a career pathway and can apply knowledge and skills in the workplace.

STUDENT LEARNING OBJECTIVES

1. Leadership: Flex High School of Michigan students actively serve their local community and workforce system by mastering skills of financial literacy, entrepreneurship (or professional skills), and teamwork.

2. High School Completion: Flex High School of Michigan students attain higher levels of education by acquiring career pathway exploration and guidance, occupational skills training, and a high school diploma.

3. Post-secondary Success: Flex High School of Michigan graduates are lifelong learners who are prepared to contribute to the workforce through optional continuing education offered in context of aligned industry occupations, obtainment of a certificate or degree, or job placement.

SCHOOL OBJECTIVES

The Public-School Academy utilizes a personalized learning/independent study alternative program. Units of work will be given in specific subjects, and the assignments will follow the Common Core Standards for equivalency, and the Michigan Merit Curriculum and Graduation Requirements. The education program offered in grades 9 through 12 shall include a course of study that provides an opportunity to meet the requirements necessary for post-secondary admission into advanced learning programs. The Public-School Academy collaboratively sustains a variety of partnerships with community stakeholders to ensure delivery of

comprehensive support services to students. Partners include non-profits, other secondary and post-secondary education institutions and social service agencies. Certain federally funded youth programs allow Public-School academies to enroll youth through the age of 26 Adult students will be provided additional mentoring and academic counseling and will be considered for modifications in credit requirements on a case-by-case basis. The Public-School Academy shall comply with all applicable state and federal laws regarding independent instruction.

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+=97%-100%, A=93%-96%, A-=90%-92%, B+=87%-89%, B=83%-86%, B-=80%-82%, C+=77%-79%, C=73%-76%, C-=70%-72%, D+=67%-69%, D=63%-66%, D-=60%-62%,. There are no passing grades below 60%.

Regularly, consistent with Personalized Learning practices, the assigned teacher(s), and/or mentors, student and parent, as applicable, shall evaluate the student's educational program. The assigned, credentialed teacher will have the final authority regarding the educational program of the student, except for 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

Students must complete 20 credits for graduation. The following subjects and credits are requirements for graduation:

Subject	Credits Required
ENGLISH	4
MATHEMATICS	4
PHYSICAL EDUCATION	0.5
HEALTH	0.5
SCIENCE	3
SOCIAL STUDIES	3
VISUAL, PERFORMING, AND APPLIED ARTS	1
WORLD LANGUAGE	2
CAREER TECHNICAL EDUCATION	2
TOTAL	**20**

GRADUATION CEREMONY AND HONORS

The Public-School Academy offers two graduation ceremonies – one in the Spring and one in the Fall – for our graduating seniors. The Graduation Ceremonies celebrate the students that have culminated their high school studies during the year. The Public-School Academy also invites graduating seniors to be candidates for delivering a speech during the graduation ceremony.

WHO ENROLLS AT THE PUBLIC-SCHOOL ACADEMY

Students enroll at the Public-School Academy for a great variety of reasons. Most have left school before graduation and now want the opportunity to move toward their goals. Some students 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. The Public-School Academy provides appropriate support and guidance to employed students or those seeking employment. It is the Public-School Academy's desire to accommodate individual needs. With their teacher's

permission very ambitious students may take more than two courses at a time.

You might belong at the Public-School Academy 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 to be prepared for graduation
- Have unavoidable scheduling conflicts that keep you from attending traditional school
- Are interested in early graduation
- Enjoy a small educational setting

ENROLLMENT PROCEDURES

Enrollment packages are available for completion at the school site before your enrollment appointment. Students will be issued an official ID card at the time of enrollment. Students must wear their ID card while on campus. It is the student's responsibility to provide a transcript, and withdrawal form from the previous school prior to enrollment.

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

Per the McKinney-Vento Act, Homeless youth have the right to immediate enrollment even if they do not have transcripts, immunization records, or proof of residence. Unaccompanied homeless youth have the right to immediate enrollment without proof of guardianship.

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.

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. The following are diseases for which immunizations shall be documented:

Vaccine	All 7th Graders and 11–18-year-old transfer students
Diphtheria, Tetanus, Pertussis (DTP, DTaP, Tdap)	4 doses of D and T or 3 doses Td if 1st dose given at or after 1 year of age 1 dose of Tdap at 11 years of age or older upon entry into 7th grade or higher
Polio	4 doses 3 doses if dose 3 was given at or after 4 years of age
Measles, Mumps, Rubella (MMR)*	2 doses at or after 12 months of age

Hepatitis B*	**3 doses**
Meningococcal Conjugate (MenACWY)	**1 dose at 11 years of age or older upon entry into 7th grade or higher**
Varicella (Chickenpox)*	**2 doses at or after 12 months of age or Current lab immunity or History of varicella disease**

*If the student has not received these vaccines, documented immunity is required.

During disease outbreaks, incompletely vaccinated students may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at www.michigan.gov/immunize.

All doses of vaccines must be valid (correct spacing and ages) for school entry purposes.

Exemptions
In December 2014, the Joint Committee on Administrative Rules approved a new educational requirement for Michigan parents opting their children out of getting vaccinated before entering school.

The new rule allows parents/guardians to have the opportunity to speak with a health educator from their local health department about their concerns and questions regarding immunizations prior to the nonmedical waiver being signed.

Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department. The new rule requires the use of the State of Michigan nonmedical waiver form dated January 1, 2018.

The immunization requirements do not prohibit pupils from accessing special education and related services required by their individualized education programs.

For children with medical exemptions, a current State of Michigan Medical Contraindication Form (available at doctors' offices) must be completed and signed by a physician and submitted to the school or child-care program. The form should include:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated
- Which vaccines are being exempted
- Whether the medical exemption is permanent or temporary
- The expiration date, if the exemption is temporary

Schools should maintain an up-to-date list of pupils with exemptions, so they can be excluded quickly if an outbreak occurs.

Not Meeting Requirements
Pupils who do not meet these State requirements will be referred to their physician or local health department. The school will provide families with a written notice indicating which doses are lacking.

Conditional Admissions
Students without a completed immunization record and/or a certified waiver form are subject to exclusion from school unless the student is in a "provisional" category. Children in the provisional category are defined as those who have received 1 or more doses of vaccine but need to wait the recommended time to receive the next dose.

ACADEMIC STANDARDS AND PROCEDURES

The Public-School Academy offers curriculum enabling and preparing students for entrance into college, trade school and/or the workforce. We offer a diploma that meets all the requirements of the State of Michigan 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, career technical education, and electives developed to continually ensure that all content areas are infused with college and career readiness content. 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 Public-School Academy offers the required core classes necessary to meet all State Standards and graduation requirements according to Michigan State law.

English Language Learners (ELL) needing additional support in English Language Development (ELD) are offered Small Group Instruction (SGI) including intensive intervention practices. They receive support in reading comprehension through Read 180.

To take full advantage of the courses offered, students are expected to meet with their teacher a minimum of twice per week. Additional appointments may be required to meet educational goals or as determined by an IEP.

CAREER TECHNICAL EDUCATION (CTE)

The changing nature of work in our society requires that students develop the appropriate work skills, habits and attitudes that may be transferred to a variety of employment situations. The purpose of the Career Technical Educational program is to provide students with relevant career education and experience in preparation for the working world, while earning credit.

The CTE Program design ensures that all students gain awareness of their own interests and talents and the opportunity to explore related careers in specific sectors and industries. In the introductory CTE program, all students learn basic employability skills that, in combination with the results of unique career surveys, direct them to possible career and post-secondary education pathways. Students may proceed beyond the introductory CTE program into a more specialized pathway program at the Intermediate School District Career Institute. Career Institute CTE pathway programs offer Michigan aligned CTE concentrator and capstone courses, which provide deeper instruction and hand-on learning opportunities. Work-based learning experiences are combined with coursework and can serve as a bridge to internships and employment after graduation.

WORK PERMITS

The Public-School Academy recognizes that part-time jobs can give students needed supplementary income, valuable work experience, and enhanced self-esteem. The purpose of the Work Permit program is to provide students the opportunity to earn while they learn and to gain real-world employment education.

The information that a student needs to get a work permit can be obtained 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 qualify for and retain a work permit, students must consistently attend school regularly, earn acceptable grades, demonstrate satisfactory citizenship plus complete and return all school assignments on-time.

ATTENDANCE AND CREDIT

Student attendance will be reported daily by the teacher of record and tracked electronically through the Student Information System (SIS). Students must attend school on their scheduled days and times. 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 completed homework assignment with an accompanying passed test counts as 0.1 high school credit. A failed test score may result in reassignment of homework and retesting.

Students are expected to attend school at their scheduled days and times. Please remember the student's assigned teacher may not always be available at additional attendance sessions to offer the one-on-one assistance that the student's weekly appointments provide. Students must wear their school always issued ID'S when on campus.

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

A minimum of three hours of direct classroom time and an average of twenty-six to twenty-eight (26-28) hours of home study is required. Students will earn one tenth (0.1) of a credit per passed test and completed homework assignment. No more than two (2) homework assignments may be submitted before taking and passing the unit test. Students are expected to thoroughly complete their homework assignments prior to being administered the corresponding test. Homework assignments will be considered incomplete if left blank or partially completed. Students are expected to complete two (2) homework assignments and two (2) tests and receive two tenths (0.2) of a credit per week, in a core subject area. In order for a student to receive credit for study assignments, a passing grade of "D" or better is required. A failed test score may result in reassignment of homework and retesting. Upon submission of 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, before retaking the test.

Satisfactory Monthly Progress:

An amount of progress that is measurable monthly and that, if continued for a full 12 months, would result in the same amount of academic credit, in quantity, as would be awarded to a general education pupil completing a full school year. Satisfactory monthly progress may include a lesser-required amount of progress for the first 2 months a pupil participates in the program; however, a pupil must generate at least 0.25 credit by the end of the second month.

Attendance:

The Academy shall require a written statement, explaining the cause for any absence, from the parent/guardian of each student or from an adult student who has been absent. The School Leader is authorized to verify such statements and to investigate the cause of each absence.

The Academy considers the following factors to be reasonable excuses for time missed:

A. illness;

B. recovery from accident;

C. required court attendance;

D. professional appointments;

E. death in the immediate family;

F. observation or celebration of a bona fide religious holiday; or

G. such other good cause acceptable to the School Leader.

Chronic Absenteeism. Although the Public-School Academy is open to the community, it is important for you to understand the Public-School Academy's attendance policy. Your attendance at the personalized learning Public-School Academy is based on completing assignments. Therefore, not completing assignments or not participating in mandatory standardized testing would mean you are not attending school. In the event you choose to not regularly complete assignments, you will receive a notice of the Public-School Academy's intent to withdraw you from the program.

TRUANCY LAW

Minors under the age of eighteen (18) years are required by state law to attend school regularly.

CONCURRENT AND DUAL ENROLLMENT

Students in good standing, who are interested in concurrent enrollment in college classes, must receive administrative approval. Approved Courses taken at the college level are eligible for full college credits and can be transferable for high school credit.

Each community college has a concurrent enrollment form for high school students. **Prior** to enrolling in the college course, student must meet with a school representative to review forms and discuss concurrent enrollment. Forms must be submitted to the designated administrator for approval.

STATE REQUIRED TESTING

The Public-School Academy follows the rules and procedures for all state required testing. 11th graders must participate in the following state tests: Michigan Merit Exam (MME) with SAT, ACT WorKeys, and the Michigan Student Test of Educational Progress (M-STEP).

The Public-School Academy will follow state and federal guidelines for accommodations, modifications, and designated supports of all tests deemed necessary for students with exceptional needs as determined by the IEP team.

SCHOOL REQUIRED TESTING

The Public-School Academy instructors are required to assess their students often. Every time a student finishes a portion of a credit (as often as every week) a student will be asked to take a test to demonstrate their ability to move forward academically. The instructor will ask the student, upon completion of a semester course in English Language Arts/Reading or Math, to take diagnostic assessments in order to gauge the learning that has taken place

before and after the course.

Measures of Academic Progress

The Northwest Evaluation Association's (NWEA) computerized MAP tests provide teachers, students, and parents with an accurate assessment of a student's achievement, precisely measuring what a child knows and needs to learn.

When administered at regular intervals over time, it is possible to find out whether an individual student, or an entire grade level, is making satisfactory progress in basic skill areas. Teachers can use this assessment information for instructional planning for individual students or an entire class.

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 Public-School Academy will provide textbooks and supplemental materials for the student's use. If these materials are lost or abused, the student will be charged a replacement cost.

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

SPECIAL EDUCATION STUDENTS AND STUDENTS WITH DISABILITIES

The Public-School Academy shall comply with all the applicable State and Federal laws in serving students with disabilities.

No individual with exceptional needs may participate in independent study, unless his or her individualized education program (IEP) specifically provides for that participation. Students entering the Public-School Academy with an IEP will be enrolled with an interim placement until an IEP meeting is held to determine an appropriate placement.

STUDENTS WITH EXCEPTIONAL NEEDS/IEPs

A student with exceptional needs who has an individualized education program and transfers into the Public-School Academy from a district not operating programs under the same special education local plan will receive free appropriate public education, including services comparable to those described in the previously approved IEP, in consultation with the parents, for a period not to exceed 30 days, by which time the Public-School Academy shall adopt the previously approved IEP or shall develop, adopt, and implement a new IEP that is consistent with federal and state law.

In the case of an individual with exceptional needs who has an IEP and transfers into the Public-School Academy from a district operating programs 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 Public-School Academy shall continue, without delay, to provide services comparable to those described in the existing approved IEP that is consistent with federal and state law.

The Public-School Academy 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.

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/guardian to accompany them during the withdrawal process.

FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY

FERPA Information. The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the Public-School Academy receives a request for access.

   Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The Public-School Academy official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the Public-School Academy to amend a record should write the school Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the Public-School Academy decides not to amend the record as requested by the parent or eligible student, the Public-School Academy will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the Public-School Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent as described below.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Public-School Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

FERPA does permit the Public-School Academy's disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the Public-School Academy to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The Public-School Academy may disclose PII from

the education records of a student without obtaining prior written consent of the parents or the eligible student in the following instances:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom Public-School Academy has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*)- (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the Public-School Academy, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information that the Public-School Academy has designated as "directory information" under §99.37. (§99.31(a)(11)) as more fully described below

Directory Information. FERPA requires that the Public-School Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Public-School Academy may disclose appropriately designated "directory information" without

written consent, unless you have advised the Public-School Academy to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the Public-School Academy to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks or are identified by the Public-School Academy as entities that have a legitimate need to know and/or organizations who request directory information in the furtherance of the Public-School Academy's valid interests. The Public-School Academy has determined that it will release directory information to requestors that engage in information dissemination related to Michigan Public-School Academy issues. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the Public-School Academy that they do not want their student's information disclosed without their prior written consent.

(Section 9528 of the Elementary and Secondary Education Act)

If you do not want the Public-School Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Public-School Academy in writing within (ten) 10 days of your enrollment date. The Public-School Academy has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participating in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The Most recent educational agency or institution attended

5. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, a password, etc. (however, a student's SSN, in whole or in part, cannot be used for this purpose)

ACADEMIC POLICIES

Elective Course Waiver Policy

Policy Overview
Flex High Schools of Michigan recognizes that some students may benefit from waiving elective courses in favor of pursuing specialized learning opportunities aligned with their individual goals, career aspirations, or unique circumstances. The Elective Course Waiver Policy provides a process to waive elective credit requirements while maintaining the integrity of the student's educational experience.

Purpose
This policy aims to provide flexibility in graduation requirements to accommodate personalized learning pathways, accelerate progress toward graduation, or focus on core academic areas and career-related skills. The policy complies with the Michigan Merit Curriculum (MMC) and is designed to support student success within a personalized learning framework.

1. Eligibility for Elective Course Waiver

An elective course waiver may be requested by students who meet one or more of the following conditions:

- Have demonstrated proficiency in core academic subjects, allowing them to focus on specialized studies.
- Are enrolled in Career and Technical Education (CTE) programs, dual enrollment, or internships that align with their career interests.
- Require flexibility due to extenuating circumstances such as health issues, family obligations, or accelerated learning plans.
- Wish to replace elective courses with independent study projects, community service, or other non-traditional learning experiences approved by the school.

2. Scope of the Waiver

- The waiver applies only to elective courses and does not alter the core academic requirements mandated by the Michigan Merit Curriculum.
- Students may waive up to **two elective credits** upon approval.
- Waived electives must be substituted with meaningful, alternative learning experiences such as CTE courses, internships, advanced coursework, or other approved independent study projects.

3. Process for Requesting an Elective Course Waiver

Step 1: Submission of a Request

- A student, parent/guardian, or school counselor may initiate a request for an elective course waiver.
- The request must be submitted in writing to the school counselor, including a rationale for the waiver and proposed alternative learning activities.

Step 2: Review by the Waiver Committee

- The Waiver Committee will review the request within **two weeks** of submission. The committee includes:
    - School counselor
    - Principal or designee
    - A subject area teacher (if applicable)
    - Special education representative (if applicable)

Step 3: Approval and Documentation

- If the waiver is approved, a written plan will be developed outlining the alternative learning activities or coursework that will replace the waived elective credits.

- The student, parent/guardian, and principal must sign the agreement.
- The waiver plan will be documented in the student's file and monitored to ensure the student fulfills the agreed-upon learning objectives.

4. Monitoring and Evaluation
- Student progress on the alternative learning activities will be reviewed at the end of each semester.
- If the student fails to meet the expectations outlined in the waiver plan, the school reserves the right to modify or revoke the waiver.

5. Impact on Graduation
- Students who fulfill the requirements of an approved elective waiver plan will be eligible to graduate with a diploma equivalent to those completing the traditional elective coursework.
- All waivers must comply with state regulations and will not reduce the total credit requirement for graduation.

6. Compliance and Accountability
- The policy aligns with the Michigan Department of Education guidelines on elective course flexibility.
- Records of all elective course waivers will be maintained in student files and subject to audit by state education authorities.

7. Policy Review and Updates
- This policy will be reviewed annually to ensure compliance with changes in state regulations and best practices in education.
- Updates to the policy will be communicated to staff, students, and families as necessary.

Testing Out Policy

Policy Overview
Flex High Schools of Michigan is committed to recognizing students' mastery of course content through various means, including the option to "test out" of courses. This policy aligns with Michigan law (MCL 380.1278) and offers students the flexibility to demonstrate their proficiency in course subjects without having to complete traditional seat time.

Purpose
The purpose of this policy is to provide students with an opportunity to demonstrate proficiency in specific content areas through rigorous assessments, allowing them to advance to more challenging coursework, pursue independent projects, or focus on other interests. This policy is designed to support personalized learning pathways and help students meet their educational and career goals efficiently.

1. Eligibility for Testing Out
Students are eligible to test out of a course if they meet the following criteria:
- Have previously demonstrated proficiency in the subject area through independent study, extracurricular activities, or self-directed learning.
- Are prepared to take on more advanced coursework or alternative learning opportunities.
- Have the consent of a parent/guardian if they are under 18 years of age.

2. Testing Out Criteria
- To test out of a course, students must demonstrate proficiency by achieving a score of **at least 78%** on a principal approved comprehensive assessment that covers the Michigan Content Standards for that course.
- In addition to the written exam, students may be required to complete additional assignments, essays, or practical demonstrations as determined by the subject area instructor.

3. Process for Requesting to Test Out

Step 1: Submission of Request

- A student or their parent/guardian or a staff member must submit a request to test out of a specific course to the school designee or principal.
- The request must be submitted **at least one week** before the student wishes to test out.

Step 2: Approval and Scheduling

- The request will be reviewed by a designated review team, including the student's mentor teacher, a subject area teacher, and a school administrator.
- Once approved, the student will be notified of the assessment date, which will be scheduled within two weeks of approval.

4. Assessment and Scoring

- The assessments will be comprehensive and aligned with state standards to ensure rigor and fairness.
- Students must score at least 78% to receive credit for the course.
- If the student meets the proficiency standard, they will be awarded credit (CR) on their transcript for the tested-out course (no letter grade will be assigned).

5. Limits and Restrictions

- Testing out is available for both core academic and elective courses, but not for courses that require hands-on components, such as certain CTE classes or laboratory sciences.
- Students may only attempt to test out of a particular course **once per academic year**.
- Credits earned through testing out count toward the required credits for graduation but do not affect the student's GPA.

6. Accommodations

- Students with documented disabilities or IEPs will receive appropriate accommodations during the assessment process.
- Additional support may be provided to ensure all students have an equitable opportunity to demonstrate their proficiency.

7. Record Keeping and Reporting

- The student's cumulative file will reflect the credits earned through testing out, including documentation of the assessment results.
- The school will review testing out data annually to ensure the integrity and effectiveness of the program.

Personal Curriculum Policy

Policy Overview

Flex High Schools of Michigan is committed to providing a flexible, student-centered education that aligns with Michigan's academic standards while recognizing each student's unique strengths, interests, and goals. The Personal Curriculum (PC) is a tool designed to modify the Michigan Merit Curriculum (MMC) graduation requirements for high school students, allowing personalized pathways to success.

Purpose

This policy ensures compliance with Michigan state law (MCL 380.1278b) while supporting students who require adjustments to the standard curriculum to achieve their educational and career objectives. The goal is to provide every student with a rigorous and relevant learning experience tailored to their individual needs.

1. Eligibility for a Personal Curriculum

A Personal Curriculum (PC) may be developed for students who meet one or more of the following conditions:

- Need modifications to the MMC to accelerate in specific content areas (e.g., STEM or arts).
- Require curriculum adjustments due to a documented disability.
- Are seeking to recover credits for courses not successfully completed.
- Wish to integrate additional career and technical education (CTE), independent projects, or internships as part of their graduation plan.
- Has previously earned high school credits in another state and cannot fulfill all MMC requirements in the remaining time of their cohort

2. Components of a Personal Curriculum

The PC must:

- Align with the student's Educational Development Plan (EDP).
- Ensure the student completes as much of the MMC as determined by the personal curriculum team.
- Include measurable academic goals that exceed or differ from the standard curriculum.
- Be designed to meet or exceed Michigan's state content expectations (except where modification is explicitly permitted by law).

Required Areas for a Personal Curriculum Modification

The following subjects can be modified under a PC:

- **Mathematics**: Modifications allowed only after completion of Algebra I and Geometry.
- **Social Studies, Science, or English Language Arts**: Modifications permitted only for students with disabilities with an Individualized Education Program (IEP).
- **Physical Education & Arts**: May be adjusted to include CTE or work-based learning experiences.

3. Process for Developing a Personal Curriculum

The process includes the following steps:

Step 1: Initiation of a Request

- The PC can be requested by a parent/guardian, student (if 18 or older), teacher, counselor, or school administrator.
- The request must be submitted in writing to the school principal.

Step 2: Formation of a PC Team

Upon approval, a PC team is convened. The team includes:

- The student
- Parent/guardian, if the student is a minor
- School counselor, if available
- A teacher from the subject area being modified
- School principal or designee
- Special education representative (if applicable)

Step 3: Development of the Plan

- The PC team reviews the student's academic records, EDP, and goals.
- The team collaborates to develop a plan that includes:
  - Specific courses or assessments to be modified.
  - Alternative methods of demonstrating mastery (e.g., projects, independent study, or assessments).
  - Support services or accommodations needed.

Step 4: Approval and Implementation

- The final PC must be agreed upon and signed by the parent/guardian, student, and school administrator.

4. Monitoring and Evaluation

- The student's progress under the PC will be reviewed at the end of each school year.
- Adjustments to the PC may be made based on the student's progress.
- If the student fails to meet the PC requirements, the team will reconvene to evaluate and modify the plan.

5. Graduation Requirements under a Personal Curriculum

- A student who successfully completes the requirements outlined in their approved PC will continue to be eligible for a high school diploma, if stated.
- Diplomas awarded through a PC will be equivalent to those awarded under the standard MMC.

6. Compliance and Accountability

- This policy complies with the Michigan Revised School Code and Michigan Department of Education (MDE) guidelines.
- All PC records will be maintained in the student's cumulative file and available for review by the MDE upon request.

7. Policy Review and Updates

- This policy will be reviewed annually to ensure compliance with state laws and educational best practices.

Changes to the policy will be communicated to staff, students, and families as needed.

SCHOOL POLICY AND PROCEDURES

The Public-School Academy 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. Students will be issued an ID card at the time of enrollment. Students shall always wear their ID cards when on campus. Students that come to school without their school issued ID's will be issued a temporary ID for the day. Students that continually do not bring their ID's may be subject to disciplinary action. Students that have lost their school issued ID's will be issued a replacement ID one time at no cost.

School Environment:

- The Public-School Academy 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 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 Public-School Academy classroom, they are to complete their work and leave the classroom. Re-entry into the classroom area will require permission by the reception staff. Students must always wear their ID'S while on campus. 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 Michigan, the

student will be suspended, and/or expelled from the Public-School Academy 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 IEP team meeting would take place to determine if a change of placement is necessary for the student.

Dress code:

Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Clothing that features depictions of visually upsetting things (including but not limited to gore and sexual content) is not allowed.
- Face should be visible upon entry to the building. Hats and hoods may be put on after checking in with your teacher. No full-face coverings, but COVID-19 masks are permitted.
- Plunging necklines are not allowed.
- Lower undergarments should not be visible through any clothing.
- The length of shorts or skirts must be appropriate for the school environment.
- Footwear with proper traction and toe coverage must be always worn.
- If there is any doubt about dress and appearance, the building administrator will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference with student and parents or guardian.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Community service.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
10. Expulsion from school and all school activities for a definite time. An expelled student is prohibited from being on school grounds.
11. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Restorative Practices

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

a) are initiated by the victim.
b) are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim.
c) are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");[1]
d) would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Suspension/Expulsion:

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.

[1] NOTE: All long-term suspensions (more than 10 days) and expulsions are recommended to the superintendent or his designee for action. Before suspending or expelling a student, the superintendent shall consider each of the following factors: age, discipline history, disability, seriousness of the violation, safety of staff and students, whether restorative practices will be used to address the violation or behavior committed by the pupil, and whether a lesser intervention would properly address the violation or behavior committed by the pupil. Restorative Justice forms are available in the main office. Restorative practices focus on teaching the students who misbehaved and offering that student a chance to "repair the harm" that he or she caused.

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

Students with a 504 Plan or IEP will have a manifestation IEP meeting, when they are being recommended for suspension beyond a 10th day in a school year or are being recommended for expulsion.

Reasons for Suspension and Expulsion:

- The use of language, gesture or action that is crude, indecent, and/or 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 substance, 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, 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 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 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.

- A pupil in any of the grades 4 to 12, may be suspended from school or recommended for expulsion for sexual harassment.

- 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.
- 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.

- 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.

- 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.

Lobby Telephone Access:

- 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.

- You may request to review the complete updated management plan for asbestos containing material in school buildings.

Cheating:

- Students will be subject to disciplinary action.

Students will understand that the Public-School Academy 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.

BULLYING AND SEXUAL HARASSMENT

Bullying

Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing, etc.), verbal (taunting, malicious teasing, name calling, threatening, etc.), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating, etc.). Bullying can occur face-to-face or in the online (cyber) world. The Public-School Academy prohibits bullying in all its forms. The Public-School Academy also prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. All pupils are protected under this policy and bullying is equally prohibited without regard to its subject matter or motivating animus. Any reports of an act of bullying shall be held strictly confidential.

"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

(i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
(ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or Public-School's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
(iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.
(iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

(i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
(ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or Public-School's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
(iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.
(iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of discrimination, harassment, intimidation and bullying based on bias, actual or perceived characteristics relating to disabilities, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religious affiliation, sexual orientation, or association with a person or group of these characteristics are forbidden. This policy applies to cyberbullying as well as to all acts related to school activities or school attendance occurring within the school.

Sexual Harassment

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. Sexual harassment can be committed by students or non-students.

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 a 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; and
10. Displaying a sexually suggestive object.

School Personnel Steps

School Personnel who witness an act of discrimination, harassment, intimidation, or bullying shall take immediate steps to intervene when safe to do so. The Principal is charged with ensuring that the policies regarding bullying and sexual harassment are carried out. Anyone who wishes to report an act of bullying can report verbally or in writing to the Principal. The Principal or his or her designee shall promptly investigate any such reports in accordance with adopted Board policy.

INTERNET SAFETY AND CODE OF CONDUCT POLICY

Introduction and 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 the extent practical, steps shall be taken to promote the safety and security of users of the Public-School Academy's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communication. It is the policy of the Public-School Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent authorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal indemnification information of minors; and (d) comply with all applicable state and federal laws. To ensure that all students are responsible and productive Internet users, the following guidelines have been established for using the Internet at school or on Public-School Academy technology that apply but are not limited to school computers.

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 Uses 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, visiting pornographic websites, social media websites, chat sites, downloading music, etc. is strictly prohibited and will result in school disciplinary action and/or legal action. Unacceptable uses also include unauthorized access, including so-called "hacking," and other unlawful activities; and unauthorized disclosure, use and dissemination of personal identification information regarding minors. It is prohibited for students to use the Public-School Academy's Internet services for any non-educational purposes.

Access to Inappropriate Materials

To the extent practical, technology protection measures ("Internet Filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any materials deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful 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 Public-School Academy's Technology Team.

Copyright Issues

Copyrighted materials belonging to entities other than the Public-School Academy 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 Public-School Academy or legal action by the copyright owner.

Security
The Public-School Academy reserves the right to access and monitor all messages and files on the computer system. 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.

Bullying and Harassment
Bullying, harassment or intimidation of any kind is prohibited. In addition, no messages or any messages with intimidating, derogatory or inflammatory remarks about an individual or group's race, religion or religious affiliation, national origin, immigration status, physical attributes, or sexual preference may be transmitted. See the "Bullying and Sexual Harassment" policy section above for further details.

Education, Supervision and Monitoring
It shall be the responsibility of all members of the Public-School Academy's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and law.

The Public-School Academy will provide age-appropriate training for students who use the school's Internet facilities. The training provided will be designed to promote the School's commitment to:

A. The standards and acceptable use of Internet services as set forth in the school's Internet Safety and Code of Conduct Policy
B. Student safety regarding safety on the Internet; appropriate behavior while online, on social networking websites and in chat rooms; and cyberbullying awareness and response.
C. Compliance with the E-rate requirements of the Children's Internet Protection Act.

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the School's acceptable use policies.

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

GOOGLE APPS FOR EDUCATION

The Public-School Academy utilizes **Google Apps for Education** for classroom collaboration among students, teachers and staff. This section describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

Tools. The following suite of productivity tools are available to each student and hosted by Google as part of the Public-School Academy's online presence in **Google Apps for Education**:

Email: an individual email account for school use managed by the Public-School Academy
Calendar – an individual calendar for providing the ability to organize schedules, daily activities and assignments
Documents – a word processor, spreadsheet, drawing and presentation toolset that is similar to Microsoft Office
Sites – an individual and collaborative website creation tool

Using these tools, students can work together to create, edit and share files in real-time and access websites for the Public-School Academy related projects and communicate via email with other students and teachers. These

services are entirely online and available 24/7 from any computer with Internet access, and there are never any ads. Additionally, all data created by the students and stored in the cloud remain the property of each student. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experience, working in small groups on presentations to share with others.

Guidelines. Guidelines for the responsible use by students of **Google Apps for Education** include the following:

Official Email Address. All students will be assigned a *username@flexhighmichigan.school* email account. This account will be considered the student's official Public-School Academy email address until such time as the student is no longer enrolled with the Public-School Academy.
Prohibited Conduct. Refer to the separate "Internet Safety and Code of Conduct Policy" topic in this Parent-Student Handbook.
Access Restrictions. Access to and use of student email is considered a privilege accorded at the discretion of the Public-School Academy. The Public-School Academy maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or the Public-School Academy policies have occurred. In such cases, the alleged violation will be referred to the site administrator for further investigation and resolution.
Security. The Public-School Academy cannot and does not guarantee the security of electronic files located on the Google systems. Although Google does have an excellent security and a dynamic content filter in place for email, the Public-School Academy cannot assure that users will not be exposed to security breaches and/or unsolicited information.
Privacy. The general right of privacy will be extended to the furthest degree possible in the electronic environment. Public-School Academy and all electronic users should treat electronically stored information in individuals' non-public files as private. However, users of student email are strictly prohibited from accessing files and information other than their own, except as may be intentionally created for online file sharing among students and teachers. The Public-School Academy reserves the right to access the username@flexhighmichigan.school Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

ELECTRONIC COMMUNICATIONS POLICY

All Public-School Academy employees, independent contractors, advisors and volunteers (collectively "Personnel") have a responsibility to always maintain only appropriate communications with students. With the advances in communication technology, Public-School Academy recognizes that more opportunities exist for school and non-school related communications between Personnel and students. As the opportunities increase for such communications, Personnel and students have an increased responsibility to ensure that all forms of communication between Personnel and students are appropriate and comply within applicable law and requirements to protect against inappropriate and unsolicited electronic and text messages.

The Public-School Academy realizes that there are many convenient and efficient means of communication available to Personnel who need to contact students. For example, Personnel can contact students via telephone, school e-mail accounts, a school-wide notification system, texting messaging and/or other forms of electronic and social media.

Personnel and students should be respectful and courteous to other individuals. Each individual should consider the appropriateness of any content before sending the message to another. The sender will be solely responsible for what he/she communicates. Inappropriate content that may include discriminatory remarks, harassment, threats of violence, lewd, sexually explicit or similar inappropriate or unlawful conduct will not be tolerated and may subject the sender to disciplinary action up to and including termination or expulsion.

When sending electronic communications, including but not limited to SMS/MMS text messages and other forms of social media (e.g., Twitter, Facebook, Instagram, Snapchat, etc.), permission should be obtained from each recipient to whom such communications are sent. This is referred to as an "opt-in process." Public-School Academy has made the process simple by providing a copy of this policy in the enrollment package and giving parents/guardians or eligible students (age 18 or older) an opportunity to review and give an informed written consent for both sending and receiving electronic messages from the Public-School Academy's Personnel.

Changes to the permission forms previously submitted to the Public-School Academy via the enrollment package may be made by completing a new permission form and submitting it to the Public-School Academy. The permission form does NOT grant permission for students to send or receive social messages from fellow students, friends or family during the school day.

The Public-School Academy is not responsible for and does not pay for charges that may be incurred by students/parents/guardians for sending or receiving text or other electronic messages. Parents and students should check with their wireless carrier for any applicable text messaging and/or data usage charges.

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.

SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to the school. The school has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. Each school will designate a suicide prevention coordinator to serve as a point contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, the student will be assessed by a school employed mental health professional who will work with the student and help connect him or her to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:

    - The National Suicide Prevention Lifeline –
    (800) 273-8255 (TALK)
    www.suicidepreventionlifeline.org
    - The Trevor Lifeline –
    (866) 488-07386
    www.thetrevorproject.org

5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.

6. Students should also know that because of the life-or-death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crises.
7. For more details, please see the full *Flex High School of Michigan Policy on Suicide Prevention.*

ATHLETICS

If you are interested in participating in athletics, the athletics program provides equal access to males and females for sports. Please ask a school representative of what sports are available at the school.

SCHOOL VISITOR POLICY

The Principal shall post at every entrance to each school site and school grounds a notice setting forth school hours, visitor registration requirements, penalties for refusing to leave school grounds, and any other announcements required by law enforcement in order to pursue the arrest of persons found loitering or trespassing.

Schools welcome parent and community involvement and schools are often centers for the surrounding community. However, the main purpose of schools is providing an education to students. Under the law, schools are not considered open to the public, or a public forum, such as a public park or sidewalk. Instead, schools are considered a "limited public forum" and may limit public access in accordance with reasonable regulations set by the school.

Under federal and state laws, parents have several rights regarding their children's education. For example, parents and legal guardians have the right to a classroom observation or a teacher conference "within a reasonable time of the request." Schools should consider this reasonableness standard in reviewing and adopting Visitor Policies (see ***FERPA Information*** section for general guidelines).

If a disruption to the educational program or school operations occurs, school administrators have legal support in responding. Schools are required to ensure a safe, secure and peaceful environment for students and employees. Several Education Code and Penal Code provisions, along with Board Rules and policies, allow school administrators to set additional limitations on campus access when an individual, including a parent, is disruptive. For example, schools can prohibit disruption of school activities by visitors, including parents. Should a disruption occur, the school administrator has the authority to demand that the disruptive party stop the behavior and/or leave the campus. If the disruptive party fails to leave the campus at the direction of the principal, the principal may contact law enforcement and the disruptive party may face criminal charges, as well as charges under applicable municipal codes. In addition, the principal may follow up after an incident of substantial disruption with a letter limiting access to campus. Principals may contact the Office of the General Counsel for additional assistance.

No person other than Students and Staff shall enter or remain on school grounds of the School during school hours without having registered with the principal or designee. Absent a warrant, valid court order or exigent circumstances necessitating immediate action, law enforcement must provide the following information to the principal or designee:

Name, address, occupation; age, if less than 21; purpose in entering school grounds; proof of identity; and any other information as required by law.

The School shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the School's activities, consistent with local circumstances and practices.

Unless specifically authorized, parents, guardians, family or friends are not permitted in the classroom area. The reception area is available for anyone waiting for a student to complete his/her classroom appointments.

PARENT/STUDENT PUBLICATION & USE OF STUDENT WORKS

The Public-School Academy produces several types of publications or other forms of printed or visual media, including video and photographs, throughout the year that show students engaged in school-related activities. For example, we have newsletters which consist of information from around the state and feature student writings and/or photographs of students. In addition, we have a website that is on the internet and provides anybody, anywhere with information regarding the Public-School Academy and may also have pictures or other visual media of students engaged in school-related activities. The Public-School Academy also produce publications or other forms of printed or visual media to increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, etc.

Students featured in any of these publications will only be identified by first name, if any identification is given. No other personal information (e.g. ages, addresses, phone numbers, etc.) will be used. No personal compensation can be given for pictures, works and/or other forms of printed or visual media used.

Students will be requested to sign the Public-School Academy's Permission for Publication Form upon enrollment, and upon completion and return to the Public-School Academy, this form grants the Public-School Academy permission to publish student pictures, works and/or other forms of printed or visual media of your student (engaged in school-related activities) in the Public-School Academy's publications

PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

The Public-School Academy requires that Parents/Guardians/Caregiver must sign an acknowledgement form indicating receipt of the Parent-Student Handbook.

Parent-Student Handbooks are available for review at the front desk. Please take the time to carefully review the Parent-Student Handbook. The Parent-Student Handbook is intended to be a general guide to the rules, policies and procedures of the Public-School Academy**.** The Public-School Academy reserves the right to make changes to the Parent-Student Handbook without prior notice.

By signing this acknowledgement, the Parent/Guardian/Caregiver is acknowledging receipt of the Parent-Student Handbook and is consenting to all content in the Parent-Student Handbook. If the Parent/Guardian/Caregiver does not consent to a policy in the handbook, it is the responsibility of the Parent/Guardian/Caregiver to explicitly opt out in writing within ten (10) days of the student's enrollment date. Specific items recommended for further consideration include, but are not limited to the following:

- Directory Information and its release to certain limited requestors
- Voluntary Enrollment and Involuntary Removal
- Permission for publication of student pictures, video, audio, and schoolwork
- Permission for student name to be included in the Public-School Academy's directory

Student Statement and Agreement

I,_____(printed name) acknowledge having received and read the Parent-Student Handbook and understand the contents and agree to it as a condition of my enrollment at the Public-School Academy.

Date: _____

_____

Student's Signature

_____

Parent/Guardian/Caregiver Signature