

Sheldon High School



School Flex Program Handbook 2018-2019

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Course Rationale

In 2009, Missouri Senate Bill 291 established the “School Flex Program” as an incentive for students to stay in school part-time while continuing to work towards a diploma. Many students who are juniors and seniors in high school can benefit substantially from school-directed and supervised paid or unpaid learning experiences that cannot be readily provided within a regular classroom setting - experiences that can be made available through the assignment to off-campus locations under cooperative arrangements with business and industry or other institutions.

Course Description

The School Flex Program is a career and technical education program based on the cooperative education method of instruction. The program should serve students with a wide variety of career interests, including careers not traditionally considered “vocational”. Academic study is combined with paid supervised employment in a career area of interest. The employment is planned and supervised by the school in cooperation with a business or industry. A formalized agreement between all cooperating parties specifies the role each is to play as part of the program. A written plan of instruction details the knowledge and skills to be mastered. The teacher-coordinator responsible for the program conducts periodic communication with the student’s employer in order to better correlate classroom instruction with employment skills, and to complete evaluations of the student’s performance which are supplemented by employer evaluations. Credit is awarded for the classroom instruction and for the on-the-job experience in compliance with Sheldon R-VIII School District Policies. The program is open to high school seniors as a practical arts elective for up to two credit hours their senior year.

School Flex Program Student Objectives

1. Development of occupational competence.
2. Development of higher level, transferable knowledge and skills related to careers.
3. Development of core academic skills through application in the workplace.
4. Development of career knowledge & awareness.

Missouri Department of Elementary & Secondary Education Guidelines

School Flex Programs involve students enrolled in the 11th and 12th grades whose pursuit of timely graduation would benefit from enrollment in the program as determined by the high school principal, parents or guardians.

In order to remain eligible for the School Flex Program the student must:

- Attend school at least two instructional hours per day within the district of residence
- Pursue timely graduation
- Provide evidence of enrollment and attendance at a college or technical school or provide evidence of employment that is aligned with the student's "career academic plan", which should be developed in conjunction with the school district and meet Department criteria for a Personal Plan of Study.
- Pursue regular requirements for a high school diploma
- Maintain 95 percent attendance rate and;
- Avoid suspension or expulsion while in the program.

Credit: The awarding of credit for non-class activity related to the School Flex Program is dependent upon district policy.

Teacher Qualifications: Program activity outside of standard classroom activity may feature students working in a variety of subject areas the supervising teacher may hold any valid Missouri teacher certificate except a substitute certificate or an early childhood certificate.

Enrollment Limitations: Student enrollment is limited to a combination of in-class and off-campus School Flex Program activity not to exceed 1,044 hours during a school term.

Recommended Supervision Time: 225 minutes per week for each group of 28 participating students.

Written Plans: There must be a written instructional plan which sets forth specific learner objectives, and evaluation plan for student performance, and a training agreement signed by all parties involved. Evaluation of students on the job must include occupationally specific skills as well as attitudinal criteria.

Student Pay: Students may or may not receive pay. The employment relationship must be established for off-campus experience as part of the School Flex Program.

Records: Enrollment and attendance records for off-campus or employment must be maintained.

Sheldon High School Flex Program Guidelines

Eligibility Requirements: Students eligible to enroll in the Sheldon High School Flex Program must:

1. Be of senior standing academically and on track to graduate with their cohort.
2. Maintain a 95% attendance rate or higher.
3. Have no major discipline infractions or suspensions on record.
4. Arrange employment with an employer in the Sheldon R-VIII School District or local area **before** the start of the participating semester.
5. Meet with the high school principal during the semester prior to the participating semester in order to discuss these qualifications and determine eligibility for the program.

Flex Program Procedures:

1. Participating students will be assigned a supervising teacher who will:
 - a. Provide the participating student with copies of the student/supervisor/parent agreement along with other necessary paperwork which must be submitted **prior to** the student leaving school to attend work.
 - b. Be responsible for work turned in weekly by students throughout the length of the program (See Appendix).
 - c. Communicate periodically with students and site supervisor to review student progress and growth within the program. Communication may include site visits, phone conversations, and e-mail or other methods of electronic correspondence.
 - d. Submit semester grades based upon student work and site supervisor evaluations.
2. Students will attend the first five (5) periods of the regular school day.
3. Students will eat lunch at school during the 5th hour lunch period.
4. Students will sign-out of school in the high school office immediately following 5th hour and travel directly to their place of work.
5. Students must provide their own transportation to the workplace. Before a student leaves school, he/she must have a signed transportation agreement on file with the high school office.
6. The workplace will be considered an extension of the classroom, therefore, appropriate classroom behavior is expected while at the student's workplace. Part-time students will be governed by the same rules & regulations that apply to regularly enrolled students.
 - a. Once the student has arrived at work, they are to stay at their workplace until their daily hour requirements have been fulfilled.
 - b. Students are to comply with all rules brought forth by individual supervisors and places of employment.
 - c. Students are to refrain from the use of alcohol, tobacco, and drugs while participating in the Sheldon High School Flex Program.

Students who are in violation of any of these rules are subject to disciplinary action up to and including after-school detention, out-of-school suspension, and/or dismissal from the Sheldon High School Flex Program.

Appendix

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EXPECTATIONS FORM

Student's Name _____

Respond to the following questions in complete sentences.

1. What field(s) are you interested in pursuing for your flex program? Why?

2. What do you hope to gain throughout your employment experience?

3. Have you considered a workplace location and transportation requirements? If so, please explain.

4. In what ways will your work placement impact your future career choice?

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PERMISSION FORM

Student's Name: _____

Site Supervisor: _____

Site Supervisor email: _____

Site Location: _____

Site Address: _____

Site Telephone Number: (_____) _____ - _____

The above named student will be participating in the School Flex Program for the

_____ - _____ academic school year for the purpose of enhancing his/her educational experience.

Student Signature Date

Parent/Guardian Signature Date

Site Supervisor Signature Date

Program Coordinator Signature Date

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TIME - LOG:

Student's Name: _____

Site Name: _____

Site Supervisor: _____

Flex Program Time Log

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat. / Sun.
DATE						
TIME IN						
TIME OUT						
Supervisor Initials						

Student Signature

Date

Supervisor Signature

Date

Date received by Program Coordinator _____

***** It is the student's responsibility to notify the site supervisor and High School Principal of all absences; including sickness and school activities, prior to the scheduled work time.

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Flex Program Point Structure

***Weekly time log 10 pts each (due each Monday)**

*** Supervisor evaluation 100 pts**

Due Dates for Evaluation:

October (End of 1st Quarter)

December (End of 2nd Quarter)

March (End of 3rd Quarter)

May (End of 4th Quarter)

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Site Supervisor Evaluation Form

Student Name: _____

Please fill out and feel free to comment. Grade students as if you were a teacher in the following categories:

1. ATTENDANCE A B C D F
Is the student at the job when they are supposed to be?
2. TARDINESS A B C D F
Is the student always on time?
3. NEATNESS A B C D F
Does the student dress appropriately?
4. POSITIVE ATTITUDE A B C D F
Does the student exhibit a good attitude toward their individual job?
5. INTERPERSONAL A B C D F
Does the student get along well with all fellow workers and supervisors?
6. ATTENTIVENESS A B C D F
Does the student show a willingness to listen and learn?
7. WORK ETHIC A B C D F
Does the student give full effort when completing tasks?

Comments:

Site Supervisor Signature: _____ Date: _____

(You may enclose this form in a sealed envelope with your signature across the seal)

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Individualize Transportation Agreement

Students participating in the Sheldon High School Flex Program will be involved in activities on and off of the Sheldon R-VIII High School campus. In order to take part in this program, it will be necessary for students to provide their own transportation between the High School campus and their individual off-campus workplace/college/technical school.

I give permission for my student _____, to provide their own transportation from Sheldon High School to locations where they participate in Sheldon High School Flex Program activities.

PARENT SIGNATURE: _____

DATE: _____

STUDENT SIGNATURE: _____

DATE: _____