



Parent and Student Guidebook

2026-2027

Table of Contents

OUR MISSION	6
OUR VISION	6
OUR CORE BELIEFS	6
WHAT IT MEANS TO BE AN EDUCATED PERSON	6
STUDENT LEARNING OUTCOMES	7
Academic Achievement	7
Self-Advocacy	7
Postsecondary Readiness	7
Career Readiness	7
Digital Citizenship	7
THE FLEX HIGH MODEL	7
SCHOOL-WIDE EXPECTATIONS	8
GRADUATION REQUIREMENTS	8
OHIO DIPLOMA REQUIREMENTS	8
OHIO GRADUATION PATHWAYS	9
INDIVIDUAL GRADUATION PLANS	9
PERSONALIZED LEARNING	9
COURSE OFFERINGS	10
English Language Arts	10
Mathematics	10
Science	10
Social Studies	10
Health & Physical Education	10
Electives	10
CAREER TECHNICAL EDUCATION (CTE)	11
COLLEGE CREDIT PLUS (CCP)	11
WORK PERMITS	11
CLASS RANK	12
TESTING OUT OF HIGH SCHOOL COURSES	12
ELECTIVE COURSE WAIVERS	12
TRANSCRIPTS	12
ENROLLMENT & ADMISSIONS	12
WHO MAY ENROLL	12
ENROLLMENT PROCESS	13
PROOF OF RESIDENCY	13

IMMUNIZATION REQUIREMENTS.....	13
EMERGENCY MEDICAL AUTHORIZATION	13
NONDISCRIMINATION.....	14
TITLE IX, SECTION 504 & SPECIAL EDUCATION.....	14
CHILD FIND	15
STUDENTS WITH DISABILITIES	15
HOMELESS EDUCATION (McKINNEY-VENTO)	15
FOSTER CARE & MIGRATORY STUDENTS.....	15
PARENTS' RIGHT TO KNOW	16
ACCESS BY MILITARY RECRUITERS & INSTITUTIONS OF HIGHER EDUCATION	16
PARENT ENGAGEMENT	16
PARENTAL RIGHTS (Ohio House Bill 8)	16
ATTENDANCE & STUDENT ENGAGEMENT	17
Our Commitment to Student Success	17
ATTENDANCE EXPECTATIONS.....	17
EXCUSED ABSENCES	17
UNEXCUSED ABSENCES	18
CHRONIC ABSENTEEISM	18
MULTI-TIERED ATTENDANCE SUPPORTS (MTSS)	18
Tier 1 – Universal Supports.....	18
Tier 2 – Targeted Supports.....	18
Tier 3 – Intensive Supports	18
STUDENT RESPONSIBILITIES	19
FAMILY RESPONSIBILITIES	19
ATTENDANCE INTERVENTION PLANS.....	19
RELIGIOUS EXPRESSION DAYS	19
WITHDRAWAL FROM SCHOOL.....	20
ACADEMIC INTERVENTION & STUDENT SUCCESS	20
ACADEMIC PROGRAMS & STUDENT SUPPORT SERVICES	20
ASSESSMENT & STUDENT PROGRESS.....	20
STATE ASSESSMENTS	21
ACADEMIC INTERVENTION.....	21
RESPONSE TO INTERVENTION (RTI)	21
Tier I	22
Tier II	22
Tier III.....	22

TUTORING & ACADEMIC SUPPORT	22
SPECIALIZED STUDENT SERVICES	22
TEXTBOOKS, TECHNOLOGY & EDUCATIONAL MATERIALS	23
DIGITAL LEARNING	23
STUDENT AI USE, ETHICS & SECURITY	23
Use AI Responsibly	23
Protect Privacy	23
Verify Information	24
Cite AI Use	24
Academic Integrity	24
COLLEGE & CAREER READINESS	24
ACADEMIC HONESTY	24
HEALTH, SAFETY & STUDENT WELLNESS	25
STUDENT HEALTH SERVICES	25
STUDENT ILLNESS	25
COMMUNICABLE DISEASES	25
MEDICATION AT SCHOOL	26
SELF-CARRY MEDICATIONS	26
FOOD ALLERGIES & ANAPHYLAXIS	26
SEIZURE DISORDER CARE PLANS	27
MENTAL HEALTH & WELLNESS	27
SUICIDE AWARENESS & PREVENTION	27
988 SUICIDE & CRISIS LIFELINES	28
SAFE SCHOOL REPORTING	28
SAFER OHIO SCHOOL TIP LINE	28
EMERGENCY PREPAREDNESS	28
SCHOOL CLOSINGS & DELAYS	29
VISITORS & BUILDING SECURITY	29
TOBACCO, NICOTINE, ALCOHOL & DRUG-FREE SCHOOLS	29
STUDENT CONDUCT & DISCIPLINE	29
Philosophy	29
POSITIVE BEHAVIOR EXPECTATIONS	30
STUDENT CODE OF CONDUCT	30
Disruption of School	30
Insubordination	30
Fighting or Physical Aggression	30
Threats or Intimidation	30
Bullying, Harassment & Hazing	30

NONDISCRIMINATION & HARASSMENT..... 31

CELL PHONE & PERSONAL ELECTRONIC DEVICE POLICY 31

WEAPONS..... 31

TOBACCO, NICOTINE, VAPING, ALCOHOL & DRUGS..... 32

SEARCHES OF STUDENTS & PROPERTY..... 32

INTERROGATIONS BY LAW ENFORCEMENT..... 33

DAMAGE TO SCHOOL PROPERTY 33

ACADEMIC INTEGRITY..... 33

DISCIPLINARY RESPONSES..... 33

DUE PROCESS 34

EMERGENCY REMOVAL..... 34

RESTORATIVE PRACTICES 34

STUDENT RECORDS (FERPA) 34

 Family Educational Rights and Privacy Act (FERPA)34

 The Right to Inspect and Review Records 35

 The Right to Request Amendment of Records..... 35

 The Right to Consent to Disclosure 35

 The Right to File a Complaint..... 35

DIRECTORY INFORMATION 35

TECHNOLOGY ACCEPTABLE USE 36

SCHOOL MEALS..... 36

TRANSPORTATION..... 36

VISITORS 37

VOLUNTEERS 37

STUDENT COMPLAINTS & CONCERNS..... 37

ANNUAL NOTICES 37

HANDBOOK CHANGES..... 38

STUDENT & PARENT HANDBOOK ACKNOWLEDGMENT..... 39

 Student Information 39

 Parent/Guardian Information 39

 School Representative 39

SCHOOL HOURS OF OPERATION

Flex High Columbus operates year-round to provide students with maximum flexibility in earning a high school diploma. Enrollment is accepted throughout the year as space permits.

Campus hours vary by location and student schedule. Standard office hours are generally:

Monday – Friday
8:00 a.m. – 3:00 p.m.

Students should report only during their scheduled instructional sessions unless arrangements have been made with their Supervising Teacher.

OUR MISSION

Flex High Columbus exists to provide a personalized, student-centered educational experience that empowers every student to earn a high school diploma and prepare for success in college, career, military service, and life.

We believe every student deserves another opportunity to succeed through flexible scheduling, individualized instruction, meaningful relationships, and comprehensive support services.

OUR VISION

We envision a learning community where every student is known, valued, challenged, and supported to reach his or her fullest potential.

OUR CORE BELIEFS

At Flex High Columbus we believe:

- Every student can learn.
- Every student deserves dignity and respect.
- Strong relationships produce strong outcomes.
- Learning should be flexible without sacrificing rigor.
- Families are essential partners in student success.
- Graduation is only the beginning of lifelong learning.

WHAT IT MEANS TO BE AN EDUCATED PERSON

An educated person in today's world is more than someone who earns a diploma.

An educated person:

- Thinks critically.
- Solves problems creatively.
- Communicates effectively.
- Demonstrates integrity.
- Respects others.
- Uses technology responsibly.
- Continues learning throughout life.
- Contributes positively to family, community, and society.

Flex High prepares students to become confident, responsible citizens capable of succeeding in an ever-changing world.

STUDENT LEARNING OUTCOMES

Every Flex High graduate will demonstrate growth in the following areas:

Academic Achievement

Students master Ohio's Learning Standards and earn the credits required for graduation.

Self-Advocacy

Students learn to:

- communicate effectively;
- seek assistance when needed;
- advocate for their educational goals; and
- take ownership of their learning.

Postsecondary Readiness

Students graduate prepared to:

- attend college;
- enter career and technical training;
- enlist in military service; or
- enter the workforce.

Career Readiness

Students develop:

- professionalism;
- time management;
- collaboration;
- communication skills; and
- responsible decision-making.

Digital Citizenship

Students demonstrate safe, ethical, and responsible use of technology, including artificial intelligence, consistent with the Student AI Use, Ethics, and Security Policy.

THE FLEX HIGH MODEL

Flex High Columbus uses a personalized learning model designed to meet students where they are academically while providing flexibility for work, parenting responsibilities, health concerns, or other life circumstances.

Students work closely with a Supervising Teacher who serves as the student's primary point of contact and academic coach.

Each student's educational program may include:

- Individualized learning plans
- One-on-one instruction
- Small group instruction
- Online curriculum
- Independent coursework
- Tutoring
- Academic intervention
- Credit recovery
- Career planning
- College readiness activities

Students are expected to actively participate in both scheduled instructional sessions and independent coursework to remain on track toward graduation.

SCHOOL-WIDE EXPECTATIONS

Students are expected to:

- Attend all scheduled appointments.
- Complete assigned coursework.
- Communicate regularly with their Supervising Teacher.
- Treat others with dignity and respect.
- Follow all school policies.
- Demonstrate honesty and academic integrity.
- Use technology responsibly.
- Contribute to a safe learning environment.

Likewise, Flex High is committed to providing:

- Safe learning environments
- Qualified teachers
- Individualized instruction
- Academic support
- Social-emotional supports
- Family partnerships
- Postsecondary planning

GRADUATION REQUIREMENTS

Graduation from Flex High Columbus signifies that a student has successfully completed Ohio's academic requirements and has demonstrated readiness for college, career, military service, or other postsecondary opportunities.

Students work closely with their Supervising Teacher and School Counselor to develop an individualized graduation plan that outlines the credits, assessments, and graduation pathway appropriate for their circumstances.

Because graduation requirements may change through legislative action, the School will implement the requirements established by the Ohio Department of Education and Workforce and the Board of Directors.

OHIO DIPLOMA REQUIREMENTS

To earn a Flex High Columbus diploma, students must complete all State of Ohio graduation requirements, including the required units of credit and one of the approved graduation pathways established by state law.

Students are responsible for completing coursework in the following areas:

Subject	Credits Required
English Language Arts	4.0
Mathematics	4.0
Science	3.0
Social Studies	3.0
Health	0.5
Physical Education	0.5*
Financial Literacy	Required
Electives	5.0
Total	22 Credits

*Students may qualify for Physical Education waivers as permitted by Ohio law and Board policy.

Students are encouraged to meet regularly with their Supervising Teacher to monitor progress toward graduation.

OHIO GRADUATION PATHWAYS

In addition to earning the required credits, students must satisfy one of Ohio's approved graduation pathways.

Examples include:

- Demonstrating competency in English Language Arts and Mathematics;
- Demonstrating readiness through state-approved seals;
- Meeting alternative pathways established by the Ohio Department of Education and Workforce.

Because graduation requirements may be revised by state law, students will graduate under the requirements applicable to their graduating class.

INDIVIDUAL GRADUATION PLANS

Every student participates in graduation planning.

The Individual Graduation Plan assists students in:

- tracking graduation progress;
- identifying credit deficiencies;
- selecting appropriate coursework;
- exploring career interests;
- planning for college or workforce entry; and
- establishing postsecondary goals.

Graduation plans are reviewed regularly throughout the school year and updated as needed.

PERSONALIZED LEARNING

Flex High Columbus provides an individualized educational program designed to meet students where they are academically while maintaining high expectations.

Students may receive instruction through:

- Direct teacher instruction
- Independent coursework
- Digital curriculum
- Small-group instruction
- Tutoring
- Intervention services
- Credit recovery
- Career readiness programming

Teachers continually monitor student progress and adjust instruction to meet individual learning needs.

COURSE OFFERINGS

Flex High Columbus offers a comprehensive high school curriculum aligned with Ohio Learning Standards.

Courses include:

English Language Arts

- English 9
- English 10
- English 11
- English 12

Mathematics

- Algebra I
- Geometry
- Algebra II
- Advanced Mathematics

Science

- Physical Science
- Biology
- Environmental Science
- Additional approved science electives

Social Studies

- World History
- American History
- American Government
- Economics & Financial Literacy

Health & Physical Education

Students complete all state-required health and physical education coursework or approved alternatives permitted under Ohio law.

Electives

Electives may include:

- Fine Arts
- Career Exploration
- Business
- Technology
- Personal Finance
- Digital Media
- Additional state-approved elective offerings

Course availability may vary based on enrollment and staffing.

CAREER TECHNICAL EDUCATION (CTE)

Flex High Columbus supports career readiness through Career Technical Education opportunities available directly through the school and through approved partner programs.

Students are encouraged to explore career pathways that align with their interests and postsecondary goals.

Career preparation opportunities may include:

- Career exploration
- Industry credential pathways
- Job readiness training
- Career assessments
- Work-based learning experiences
- Internships (when available)

Students interested in Career Technical Education should speak with their Supervising Teacher or School Counselor.

COLLEGE CREDIT PLUS (CCP)

Eligible students may participate in Ohio's College Credit Plus (CCP) Program.

College Credit Plus allows qualified students to earn both high school and college credit simultaneously by enrolling in approved college courses.

Participation is subject to:

- State eligibility requirements;
- College admission requirements;
- School approval; and
- Applicable deadlines.

Students and families interested in CCP should contact the School Counselor early in the school year to discuss eligibility and application timelines.

WORK PERMITS

Students seeking employment may obtain work permit information through the school office.

To qualify, students must meet all requirements established by Ohio law, including age and academic eligibility requirements.

Students are encouraged to maintain satisfactory academic progress while employed.

CLASS RANK

Flex High Columbus does **not** calculate or report class rank unless required by state law or specifically approved by the Board of Directors.

Students seeking information regarding graduation honors or transcript reporting should contact the School Counselor.

TESTING OUT OF HIGH SCHOOL COURSES

Students may be eligible to demonstrate mastery of course content through Ohio's Testing-Out provisions.

Students who successfully demonstrate proficiency in accordance with Board policy and Ohio law may earn course credit without completing the traditional instructional program.

Additional information regarding eligibility, application procedures, deadlines, and assessment requirements is available from the Principal or designee.

ELECTIVE COURSE WAIVERS

Where permitted by Ohio law and Board policy, eligible students may request elective course waivers or approved substitutions.

Requests are reviewed individually based on state graduation requirements and the student's educational program.

Approval is not automatic and remains subject to Board policy.

TRANSCRIPTS

Official transcripts are maintained by the school and reflect all earned credits, grades, and graduation status.

Transcript requests should be submitted to the school office.

Reasonable processing time should be allowed for transcript preparation and verification.

ENROLLMENT & ADMISSIONS

Flex High Columbus welcomes students seeking a personalized, flexible pathway to earning an Ohio high school diploma.

Our educational model is designed to serve students with diverse academic backgrounds, life experiences, and educational goals while maintaining high expectations for academic achievement and personal growth.

Enrollment is available throughout the school year, subject to eligibility requirements and available capacity.

WHO MAY ENROLL

Flex High Columbus serves students who benefit from a personalized learning environment, including students who:

- Need a flexible school schedule;
- Are credit deficient or behind in graduation requirements;
- Work while attending school;
- Are parenting students;

- Have experienced interruptions in their education;
- Prefer individualized instruction;
- Are returning to school after withdrawing;
- Desire an alternative to a traditional high school setting.

Enrollment is open without discrimination consistent with federal and state law.

ENROLLMENT PROCESS

To enroll, students and families will complete the school's registration process, which generally includes:

- Enrollment application
- Proof of age
- Proof of residency
- Immunization records (or approved exemption)
- Previous school records or transcripts
- Withdrawal documentation (if applicable)
- Special education documentation, if applicable
- Emergency Medical Authorization Form

Additional documentation may be requested as necessary to complete enrollment.

PROOF OF RESIDENCY

Families must provide documentation verifying residency as required by Ohio law.

Examples of acceptable documentation may include:

- Current lease agreement
- Mortgage statement
- Utility bill
- Government correspondence
- Other documentation approved by the school

Residency verification requirements are subject to applicable state law.

IMMUNIZATION REQUIREMENTS

Ohio law requires students to meet immunization requirements established by the Ohio Department of Health unless an exemption permitted by law applies.

Students who do not meet immunization requirements may be subject to conditional enrollment or exclusion as required by law.

Questions regarding immunization requirements should be directed to the school office.

EMERGENCY MEDICAL AUTHORIZATION

Each student must have a completed Emergency Medical Authorization Form on file before attending school. Parents and guardians are responsible for promptly updating emergency contact information, medical conditions, medications, allergies, and emergency treatment authorizations whenever changes occur.

NONDISCRIMINATION

Flex High Columbus is committed to providing an educational environment free from unlawful discrimination and harassment.

The School does not discriminate on the basis of:

- Race
- Color
- National origin
- Religion
- Sex
- Sexual orientation
- Gender identity
- Disability
- Age (where applicable)
- Military status
- Homeless status
- Economic status
- Any other protected classification under federal or Ohio law

This commitment applies to all educational programs, services, employment practices, extracurricular activities, admissions, and operations.

TITLE IX, SECTION 504 & SPECIAL EDUCATION

Flex High Columbus complies with:

- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- The Americans with Disabilities Act (ADA);
- The Individuals with Disabilities Education Act (IDEA); and
- All applicable Ohio laws.

Questions or complaints regarding discrimination should be directed to the school's designated Title IX Coordinator or Section 504 Coordinator.

Title IX Coordinator

- Doris Gunn
- 567 W Broad St., Columbus OH 43215
- (614) 610-9749

Section 504 Coordinator

- Annabel Coca
- 567 W Broad St., Columbus OH 43215
- (614) 610-9749

Director of Special Education

- Nicola Lovelace
- 567 W Broad St., Columbus OH 43215

- (614) 610-9749

CHILD FIND

Flex High Columbus actively identifies, locates, and evaluates students who may have disabilities and who may be eligible for special education services under IDEA.

Parents, guardians, teachers, or community agencies may refer a student for evaluation if they suspect the student has a disability that affects educational performance.

Referral does not automatically qualify a student for special education services. Eligibility is determined through a multidisciplinary evaluation process conducted in accordance with federal and state law.

STUDENTS WITH DISABILITIES

Students eligible for special education services receive a Free Appropriate Public Education (FAPE) through an Individualized Education Program (IEP).

Students eligible under Section 504 receive accommodations through an approved Section 504 Plan.

The School is committed to providing equal educational opportunities while supporting students in the least restrictive environment appropriate to their individual needs.

HOMELESS EDUCATION (McKINNEY-VENTO)

Students experiencing homelessness have the right to immediate enrollment, educational stability, and equal access to educational services under the McKinney-Vento Homeless Assistance Act.

A student may qualify if they lack a fixed, regular, and adequate nighttime residence, including students who are:

- Living temporarily with others due to loss of housing or economic hardship;
- Residing in shelters or transitional housing;
- Living in hotels or motels due to lack of alternative housing;
- Living in vehicles, campgrounds, or public places;
- Awaiting foster placement;
- Unaccompanied youth living apart from parents or guardians; or
- Migratory children living in qualifying circumstances.

Eligible students may receive assistance with:

- Immediate enrollment;
- Transportation (when required by law);
- School supplies;
- Access to meals;
- Educational services;
- Participation in extracurricular activities.

A Homeless Liaison is available to assist families with enrollment and support services.

FOSTER CARE & MIGRATORY STUDENTS

Flex High Columbus works collaboratively with child welfare agencies, foster families, and community partners to support students in foster care and students experiencing migratory circumstances.

Eligible students receive educational protections and services in accordance with federal and state law to promote educational continuity and school stability.

PARENTS' RIGHT TO KNOW

Parents and guardians have the right to request information regarding the professional qualifications of their child's classroom teachers, including:

- State licensure;
- Certification status;
- Educational background; and
- Qualifications of instructional paraprofessionals, if applicable.

Requests should be directed to the school administration.

ACCESS BY MILITARY RECRUITERS & INSTITUTIONS OF HIGHER EDUCATION

Federal and state law require schools to provide military recruiters and institutions of higher education with certain directory information unless a parent, guardian, or eligible student opts out in writing.

Families wishing to withhold directory information should notify the school in writing in accordance with Board policy.

PARENT ENGAGEMENT

Flex High Columbus believes student success is strengthened through meaningful partnerships between school and home.

Parents and families are encouraged to:

- Participate in school events and conferences;
- Monitor academic progress;
- Maintain regular communication with school staff;
- Support attendance and academic expectations;
- Participate in school improvement efforts; and
- Engage in planning for their student's educational goals.

The School will provide multiple opportunities for family involvement and maintain open communication regarding student achievement, school initiatives, and available resources.

PARENTAL RIGHTS (Ohio House Bill 8)

Flex High Columbus recognizes and respects the rights of parents to direct the upbringing, education, health care, and well-being of their children.

Consistent with Ohio law and Board policy, parents have the right to:

- Review instructional materials involving sexuality content before instruction;
- Request that their child be excused from sexuality instruction;
- Receive notice regarding health care services provided by the school;
- Access their child's educational and health records;

- Receive notice regarding significant changes affecting their child's mental, emotional, or physical well-being; and
- Submit concerns regarding implementation of parental rights policies through the established administrative appeal process.

Additional information and copies of the Board's Parental Rights Policy are available from the Principal upon request.

ATTENDANCE & STUDENT ENGAGEMENT

Our Commitment to Student Success

At Flex High Columbus, we believe that consistent attendance and meaningful engagement are among the strongest predictors of academic success. Because every student's circumstances are unique, our attendance practices emphasize support, communication, and problem-solving rather than punishment.

Our goal is to identify barriers early, work collaboratively with students and families, and provide the resources necessary to help every student remain engaged and on track for graduation. Attendance interventions and enforcement are administered in accordance with the Board-approved Attendance, Absence, and Truancy Policy. A copy of the policy is available from the Principal upon request.

ATTENDANCE EXPECTATIONS

Students enrolled at Flex High Columbus are expected to actively participate in their personalized learning program by:

- Attending scheduled instructional appointments.
- Completing assigned coursework each week.
- Communicating regularly with their Supervising Teacher.
- Participating in intervention, tutoring, or support sessions when recommended.
- Remaining actively engaged in their individualized graduation plan.

For most students, active participation includes:

- Scheduled on-campus instructional sessions (typically two sessions per week);
- Approximately 32 hours of independent academic work each week; and
- Additional instructional support as needed.

Because Flex High utilizes a personalized learning model, attendance is measured through both in-person participation and academic engagement.

EXCUSED ABSENCES

The School recognizes that students may occasionally miss scheduled instructional sessions for legitimate reasons.

Examples of excused absences include:

- Personal illness;
- Medical, dental, behavioral health, or counseling appointments;
- Illness or emergency involving an immediate family member;
- Death in the family;
- Court appearances;
- Approved college visits;
- School-sponsored activities;
- Religious Expression Days approved under Board policy;

- Other circumstances approved by school administration.

Whenever possible, families should notify the school before the scheduled absence.

Documentation may be requested when appropriate.

UNEXCUSED ABSENCES

Absences that do not meet the criteria for an excused absence may be recorded as unexcused.

However, whether absences are excused or unexcused, Flex High's response focuses on identifying barriers and reconnecting students with school rather than relying solely on disciplinary consequences.

CHRONIC ABSENTEEISM

Ohio law defines chronic absenteeism as missing **10% or more** of instructional time for any reason.

Students who approach chronic absenteeism may receive additional academic and attendance supports designed to improve engagement before attendance problems become more serious.

MULTI-TIERED ATTENDANCE SUPPORTS (MTSS)

Flex High Columbus uses a Multi-Tiered System of Supports (MTSS) to improve attendance and reduce chronic absenteeism.

Tier 1 – Universal Supports

All students receive:

- Clear attendance expectations;
- Weekly monitoring of attendance and coursework;
- Positive communication regarding attendance;
- Ongoing support from their Supervising Teacher.

Tier 2 – Targeted Supports

When attendance concerns first emerge, the School may:

- Contact the student and family;
- Identify barriers affecting attendance;
- Provide academic or social-emotional supports;
- Send supportive attendance notifications;
- Develop an Attendance Improvement Plan.

Tier 3 – Intensive Supports

Students experiencing significant attendance challenges may receive additional interventions, including:

- Attendance intervention meetings;
- Home visits when appropriate;
- Individualized attendance planning;
- Wraparound community supports;

- Increased communication with school staff;
- Referrals to outside agencies when appropriate.

Court involvement or withdrawal is considered only after reasonable interventions have been attempted and when required by Ohio law.

STUDENT RESPONSIBILITIES

Students are expected to:

- Arrive on time for scheduled appointments.
- Complete assignments by established deadlines.
- Respond to communications from school staff.
- Inform their Supervising Teacher when scheduling conflicts arise.
- Seek assistance before falling behind academically.

Students experiencing personal or family challenges are encouraged to communicate with their Supervising Teacher as early as possible so appropriate supports can be arranged.

FAMILY RESPONSIBILITIES

Parents and guardians play an essential role in supporting student success.

Families are encouraged to:

- Reinforce regular attendance expectations;
- Notify the school when absences occur;
- Attend conferences and attendance meetings when requested;
- Monitor student academic progress;
- Communicate changes affecting attendance;
- Partner with school staff to resolve barriers.

ATTENDANCE INTERVENTION PLANS

When attendance concerns become persistent, the School may develop an individualized Attendance Intervention Plan in collaboration with the student and family.

Plans may include:

- Short-term attendance goals;
- Academic support services;
- Transportation planning;
- Flexible scheduling when appropriate;
- Counseling referrals;
- Community resource referrals;
- Progress monitoring.

Attendance plans are intended to support student success and may be revised as student needs change.

RELIGIOUS EXPRESSION DAYS

In accordance with Ohio law and Board policy, students may receive up to **three (3) Religious Expression Days** during each

school year for observance of sincerely held religious beliefs or participation in organized religious activities.

To receive an excused absence and appropriate accommodations for missed work or assessments, parents or eligible students must provide written notice to the Principal within the timelines established by Board policy. Additional information is available from the Principal upon request.

WITHDRAWAL FROM SCHOOL

Students planning to withdraw should notify the school office as soon as possible.

Prior to withdrawal, students should:

- Complete all required withdrawal documentation;
- Return school-issued materials and equipment;
- Resolve outstanding obligations;
- Request official transcripts, if needed.

Students receiving special education services may require an IEP team meeting before a change in educational placement, as required by law.

ACADEMIC INTERVENTION & STUDENT SUCCESS

Flex High Columbus is committed to helping every student succeed through timely intervention and personalized academic support.

Students demonstrating academic difficulty may receive:

- Individual tutoring;
- Small-group instruction;
- Credit recovery support;
- Reading and mathematics intervention;
- Progress monitoring;
- Individual learning plans;
- Additional instructional appointments.

Interventions are based on academic performance, classroom observations, assessment results, attendance patterns, and individual student needs.

ACADEMIC PROGRAMS & STUDENT SUPPORT SERVICES

Flex High Columbus is committed to providing every student with a rigorous, personalized educational experience that prepares them for graduation and success beyond high school.

Instruction is aligned to Ohio's Learning Standards and is delivered through individualized learning plans, direct instruction, technology-supported learning, and intervention services designed to meet each student's unique academic needs.

ASSESSMENT & STUDENT PROGRESS

Assessment is an important part of the learning process and helps teachers monitor student growth, identify strengths, and provide additional support when needed.

Students participate in a variety of assessments throughout the school year, which may include:

- Classroom assessments
- Course examinations
- Diagnostic assessments
- Progress monitoring
- Benchmark assessments
- State-required assessments

Assessment results are used to:

- Guide instruction;
- Monitor academic growth;
- Develop intervention plans;
- Inform graduation planning; and
- Meet state accountability requirements.

STATE ASSESSMENTS

Flex High Columbus administers all assessments required by the Ohio Department of Education and Workforce.

Participation in state assessments is required unless otherwise provided by law or documented through an approved accommodation.

Assessment participation may include:

- End-of-course assessments;
- Ohio graduation assessments;
- College and career readiness assessments; and
- Other assessments required by the State of Ohio.

Students receiving accommodations through an IEP or Section 504 Plan will receive approved testing accommodations consistent with state testing guidelines.

ACADEMIC INTERVENTION

Students experiencing academic difficulty receive timely intervention through a Multi-Tiered System of Supports (MTSS).

Intervention services may include:

- Individual tutoring
- Small-group instruction
- Reading intervention
- Mathematics intervention
- Credit recovery
- Extended instructional appointments
- Progress monitoring
- Digital intervention programs

The intensity of intervention is determined by student performance data and may be adjusted as student progress improves.

RESPONSE TO INTERVENTION (RTI)

Flex High Columbus utilizes a Response to Intervention (RTI) framework to ensure students receive the level of instructional

support necessary for success.

Tier I

High-quality classroom instruction and universal academic supports provided to all students.

Tier II

Targeted intervention for students demonstrating academic risk.

Supports may include:

- Additional instructional time
- Small-group instruction
- Tutoring
- Progress monitoring

Tier III

Intensive individualized intervention for students requiring significant academic support.

Instruction may be adjusted frequently based upon ongoing progress monitoring and data review.

TUTORING & ACADEMIC SUPPORT

Students are encouraged to request additional academic assistance whenever needed.

Academic support services may include:

- Individual tutoring
- Small-group tutoring
- Teacher office hours
- Test preparation
- Graduation planning
- Assignment assistance

Students receiving intervention services may be required to participate in additional instructional sessions.

SPECIALIZED STUDENT SERVICES

Flex High Columbus provides a variety of support services designed to remove barriers to learning.

Services may include:

- Academic counseling
- Graduation planning
- College advising
- Career exploration
- Social-emotional support
- Community resource referrals
- Attendance intervention
- Postsecondary planning

Services vary according to individual student needs.

TEXTBOOKS, TECHNOLOGY & EDUCATIONAL MATERIALS

The School provides instructional materials necessary for participation in the educational program.

Students are expected to:

- Properly care for all school-issued materials;
- Return materials upon request or withdrawal;
- Report damaged or lost materials promptly.

Students may be financially responsible for excessive damage, loss, or failure to return school property as permitted by Board policy.

DIGITAL LEARNING

Technology is an essential component of the educational program.

Students may use:

- School-issued devices;
- Learning management systems;
- Online curriculum;
- Educational software;
- Digital communication platforms approved by the School.

Use of school technology is a privilege and must comply with all Board policies regarding acceptable use and digital citizenship.

STUDENT AI USE, ETHICS & SECURITY

Artificial Intelligence (AI) is an emerging educational tool that can support student learning when used responsibly.

Students may use approved AI tools to enhance learning, research, brainstorming, and problem-solving, provided such use complies with teacher expectations and Board policy.

Students are expected to:

Use AI Responsibly

AI should support—not replace—critical thinking, creativity, and original student work.

Students may not submit AI-generated work as their own without teacher authorization and proper attribution.

Protect Privacy

Students must never enter confidential, personally identifiable, or sensitive information into AI systems.

Only School-approved AI platforms may be used when login credentials are required.

Verify Information

Students are responsible for evaluating AI-generated information for:

- Accuracy;
- Bias;
- Credibility; and
- Appropriate academic use.

AI-generated information should always be verified using reliable sources.

Cite AI Use

When AI contributes to an assignment, students must acknowledge its use according to teacher expectations and school guidelines.

Academic Integrity

Misuse of AI—including plagiarism, fabrication, cheating, or misrepresentation of authorship—constitutes a violation of the Student Code of Conduct and may result in disciplinary and/or academic consequences.

Because AI technologies continue to evolve rapidly, the School may revise expectations as needed to reflect emerging best practices and legal requirements.

COLLEGE & CAREER READINESS

Flex High Columbus prepares students for success after graduation through:

- College exploration;
- Career planning;
- FAFSA support;
- Workforce readiness;
- Resume development;
- Interview preparation;
- Career assessments;
- Postsecondary advising.

Students are encouraged to begin postsecondary planning early and work closely with their Supervising Teacher and School Counselor throughout high school.

ACADEMIC HONESTY

Academic integrity is essential to maintaining the value of a Flex High education.

Students are expected to complete their own work honestly.

Academic dishonesty includes, but is not limited to:

- Cheating;
- Plagiarism;
- Unauthorized collaboration;
- Falsifying academic records;

- Using AI or technology in violation of teacher directions;
- Altering grades or school records.

Violations may result in:

- Loss of academic credit;
- Assignment reassessment;
- Parent notification;
- Disciplinary action consistent with the Student Code of Conduct.

HEALTH, SAFETY & STUDENT WELLNESS

The health, safety, and well-being of students and staff are top priorities at Flex High Columbus. The School is committed to providing a safe, healthy, and supportive learning environment that promotes academic success and personal well-being.

Students, families, and staff share responsibility for maintaining a safe school environment by following school policies, reporting concerns promptly, and treating one another with dignity and respect.

STUDENT HEALTH SERVICES

The School provides limited health services appropriate for the school setting. These services are not intended to replace routine medical care provided by a student's physician or healthcare provider.

Parents and guardians are responsible for:

- Keeping emergency contact information current;
- Informing the School of significant medical conditions;
- Providing updated health information as needed;
- Supplying required medications and medical documentation; and
- Notifying the School of changes in a student's health status.

STUDENT ILLNESS

Students who become ill during the school day should immediately notify a staff member.

When appropriate, the School may contact a parent, guardian, or emergency contact to arrange for the student's transportation home.

Students should remain home when they have symptoms of a communicable illness, including but not limited to:

- Fever;
- Vomiting;
- Diarrhea;
- Uncontrolled coughing;
- Contagious skin conditions; or
- Other symptoms that may place others at risk.

Students may return to school when they satisfy applicable public health guidance and are able to participate safely in school activities.

COMMUNICABLE DISEASES

Flex High Columbus follows guidance from the Ohio Department of Health and applicable local public health authorities regarding communicable diseases.

When necessary, the School may implement health and safety measures to reduce the spread of illness, including:

- Parent notification;
- Temporary exclusion from school when required by law or public health guidance;
- Enhanced cleaning and sanitation procedures;
- Infection prevention measures; and
- Collaboration with local health officials.

Health information will be handled confidentially in accordance with applicable privacy laws.

MEDICATION AT SCHOOL

Whenever possible, medications should be administered at home.

When medication must be administered during the school day, parents or guardians must comply with Board policy and applicable Ohio law.

Prescription medication generally requires:

- Written authorization from the parent or guardian;
- Written instructions from the licensed healthcare provider when required;
- Medication in its original labeled container.

Non-prescription medications may also require written parental authorization and must be provided in the manufacturer's original packaging.

Students may not possess or distribute medication except as specifically authorized by law and Board policy.

SELF-CARRY MEDICATIONS

Students may be permitted to possess and self-administer certain emergency medications, including inhalers, epinephrine auto-injectors, diabetic supplies, or other medications authorized by Ohio law.

Appropriate medical documentation and parental authorization must be provided before self-carry privileges are granted.

FOOD ALLERGIES & ANAPHYLAXIS

Flex High Columbus recognizes that food allergies and anaphylaxis can present life-threatening medical emergencies.

Parents and guardians should notify the School immediately if a student has:

- Severe food allergies;
- Medication allergies;
- Insect allergies; or
- Other life-threatening allergic conditions.

When appropriate, the School will develop an Individual Health Plan or Emergency Care Plan in collaboration with the family and healthcare provider.

School staff receive training consistent with Board policy and applicable law regarding emergency response to allergic reactions.

SEIZURE DISORDER CARE PLANS

Students diagnosed with seizure disorders may have an individualized Seizure Action Plan developed in accordance with Ohio law.

Parents should provide:

- Physician documentation;
- Emergency treatment instructions;
- Required medications;
- Updated medical information.

School personnel will respond to seizure emergencies in accordance with the student's individualized medical plan and applicable training requirements.

MENTAL HEALTH & WELLNESS

Student mental health is an important component of overall well-being and academic success.

Students experiencing emotional, behavioral, or mental health concerns are encouraged to speak with:

- Their Supervising Teacher;
- A School Counselor;
- School Administration; or
- Another trusted adult.

The School may assist families by providing referrals to appropriate community mental health resources when needed.

SUICIDE AWARENESS & PREVENTION

Flex High Columbus is committed to protecting the health and safety of students and complies with Ohio law regarding suicide awareness and prevention.

School staff receive training in recognizing warning signs and responding appropriately to students who may be at risk of self-harm.

Parents or guardians may request a copy of the School's Suicide Prevention, Intervention, and Postvention Policy by contacting the Principal.

988 SUICIDE & CRISIS LIFELINES

Anyone experiencing a mental health crisis—or concerned about someone who may be in crisis—can receive immediate assistance by contacting the **988 Suicide & Crisis Lifeline**.

Support is available:

- By calling **988**;
- By texting **988**; or
- Through the 988 online chat service.

The Lifeline is available 24 hours a day, 7 days a week, and provides confidential support from trained crisis counselors.

SAFE SCHOOL REPORTING

Students, parents, and community members are encouraged to report safety concerns immediately.

Concerns may include:

- Threats of violence;
- Bullying or harassment;
- Weapons;
- Drug activity;
- Self-harm concerns;
- Suspicious behavior; or
- Any activity that could threaten school safety.

Reports may be made directly to any school administrator or staff member.

SAFER OHIO SCHOOL TIP LINE

Students and families may also report safety concerns through the **Safer Ohio School Tip Line**, which accepts anonymous reports regarding potential threats to school safety.

The Tip Line can be used to report concerns involving:

- Violence;
- Bullying;
- Weapons;
- Drugs;
- Suicide concerns;
- Threats to students or staff; and
- Other safety-related issues.

Information about accessing the Safer Ohio School Tip Line is available from the school office and on the Ohio Department of Public Safety website.

EMERGENCY PREPAREDNESS

Flex High Columbus maintains comprehensive emergency response procedures to help protect students, staff, and visitors.

Emergency procedures include, as appropriate:

- Fire evacuation;
- Severe weather sheltering;
- Lockdown;
- Lockout;
- Evacuation;
- Reunification procedures; and
- Other emergency response protocols.

Students are expected to follow staff directions promptly during all emergency drills and actual emergencies.

SCHOOL CLOSINGS & DELAYS

When severe weather or emergency conditions require changes to school operations, families will be notified through the School's established communication systems.

Whenever possible, announcements will also be posted on the School website and other official communication platforms.

Families are encouraged to maintain current contact information to ensure timely notification.

VISITORS & BUILDING SECURITY

To maintain a safe learning environment:

- All visitors must report to the school office upon arrival.
- Visitors may be required to present identification.
- Visitors may be issued a visitor badge while on campus.
- Unauthorized individuals may be asked to leave school property.

The School reserves the right to restrict access to campus consistent with Board policy and applicable law.

TOBACCO, NICOTINE, ALCOHOL & DRUG-FREE SCHOOLS

Flex High Columbus maintains a tobacco-free, nicotine-free, alcohol-free, and drug-free educational environment.

The use, possession, distribution, or being under the influence of alcohol, illegal drugs, controlled substances, marijuana (except as permitted by law), vaping products, tobacco products, or nicotine delivery systems on school property, at school-sponsored events, or during school activities is prohibited and may result in disciplinary action, referral to law enforcement, or both.

Students who voluntarily seek assistance for substance abuse concerns may be referred to appropriate counseling or community resources whenever possible.

STUDENT CONDUCT & DISCIPLINE

Philosophy

Flex High Columbus is committed to providing a safe, respectful, and orderly learning environment where every student has the opportunity to succeed. Student discipline is intended to promote personal responsibility, restore relationships when appropriate, and maintain a positive school climate conducive to learning.

Students are expected to conduct themselves in a manner that reflects respect for themselves, others, and the educational process.

POSITIVE BEHAVIOR EXPECTATIONS

Students are expected to:

- Demonstrate honesty and integrity.
- Treat all students, staff, and visitors with dignity and respect.
- Follow directions from school personnel.
- Arrive prepared and ready to learn.
- Protect school property.
- Respect the rights of others.
- Contribute to a safe, inclusive learning environment.
- Comply with all Board policies and school rules.

STUDENT CODE OF CONDUCT

The following behaviors may result in disciplinary action, up to and including suspension, expulsion, or referral to law enforcement when appropriate:

Disruption of School

- Disrupting instruction or school activities.
- Repeated refusal to follow reasonable directions.
- Creating unsafe conditions.

Insubordination

- Refusal to comply with reasonable requests of school personnel.
- Defiance or disrespect toward staff.

Fighting or Physical Aggression

- Fighting.
- Assault.
- Threatening physical harm.
- Encouraging others to fight.

Threats or Intimidation

- Verbal threats.
- Written threats.
- Electronic threats.
- Intimidation of students or staff.

Bullying, Harassment & Hazing

Bullying, cyberbullying, harassment, hazing, intimidation, or retaliation against another individual is prohibited.

Examples include:

- Repeated verbal abuse;
- Physical intimidation;

- Social exclusion;
- Electronic harassment;
- Threatening messages;
- Humiliation;
- Retaliation against individuals who report misconduct.

Reports will be investigated promptly in accordance with Board policy.

NONDISCRIMINATION & HARASSMENT

Flex High Columbus prohibits unlawful discrimination and harassment based upon any protected characteristic recognized under federal or Ohio law.

Complaints may be reported to any administrator or the appropriate Title IX Coordinator.

Retaliation against individuals who report discrimination or participate in an investigation is strictly prohibited.

CELL PHONE & PERSONAL ELECTRONIC DEVICE POLICY

To maximize student engagement and comply with Ohio law and Board policy, the use of personal electronic communication devices during instructional time is restricted.

Students may not use personal cell phones, smart watches, earbuds, headphones, tablets, or similar devices during instructional activities unless:

- specifically authorized by the teacher for instructional purposes;
- required by an approved Individualized Education Program (IEP), Section 504 Plan, or documented medical accommodation; or
- permitted by school administration.

Students who fail to comply with staff directions regarding electronic devices may be subject to progressive disciplinary action.

Parents and students should not expect to communicate by personal cell phone during scheduled instructional sessions. Families needing to contact a student during the school day should contact the school office.

This policy is implemented in accordance with Ohio law and applicable Board policy.

WEAPONS

Flex High Columbus maintains a **zero-tolerance** approach to weapons consistent with Ohio law and Board policy.

Students shall not knowingly possess, use, transmit, conceal, or threaten to use any weapon while:

- on school property;
- at school-sponsored activities;
- in school vehicles; or
- under circumstances governed by Board policy.

Weapons include, but are not limited to:

- Firearms;

- Handguns;
- Rifles;
- Shotguns;
- Explosive devices;
- Ammunition;
- Knives prohibited by law or used as weapons;
- BB or pellet guns;
- Airsoft weapons used to threaten or intimidate;
- Look-alike firearms;
- Martial arts weapons; and
- Any object used or intended to inflict bodily harm.

Possession of a firearm may result in mandatory expulsion as required by Ohio law unless an exception authorized by law applies.

The School will notify law enforcement whenever required by law.

TOBACCO, NICOTINE, VAPING, ALCOHOL & DRUGS

Students shall not possess, use, distribute, sell, or be under the influence of:

- Alcohol;
- Illegal drugs;
- Controlled substances;
- Marijuana (except as expressly authorized by law and Board policy);
- Tobacco products;
- Electronic cigarettes;
- Vape devices;
- Nicotine products;
- Drug paraphernalia.

Violations may result in disciplinary action, referral to law enforcement, and referral to counseling or intervention services when appropriate.

SEARCHES OF STUDENTS & PROPERTY

To maintain a safe educational environment, school officials may conduct reasonable searches of school property and student possessions when there is reasonable suspicion that a law, Board policy, or school rule has been violated.

School-owned property, including lockers, desks, and other assigned storage areas, remains the property of the School and may be inspected at any time consistent with Board policy.

Upon authorization of the search team, including the Principal or designee, backpacks, desks, lockers, and other personal storage areas may be searched when reasonable suspicion exists.

The search team may request the assistance of local law enforcement to conduct or assist with searches when appropriate and as permitted by law.

Students are expected to cooperate with authorized searches. Refusal to cooperate may result in disciplinary action.

INTERROGATIONS BY LAW ENFORCEMENT

School officials will cooperate with law enforcement agencies as required by law.

When appropriate, reasonable efforts will be made to notify parents or guardians before a student is interviewed by law enforcement during the school day unless prohibited by law or circumstances make prior notification impracticable.

DAMAGE TO SCHOOL PROPERTY

Students are expected to protect school property.

Students may be required to pay restitution for intentional or negligent damage to:

- Buildings;
- Furniture;
- Technology;
- Textbooks;
- Instructional materials;
- Equipment.

Restitution does not preclude additional disciplinary action.

ACADEMIC INTEGRITY

Students are expected to complete their own academic work honestly.

Violations include:

- Cheating;
- Plagiarism;
- Forgery;
- Unauthorized collaboration;
- Altering school records;
- Unauthorized use of Artificial Intelligence;
- Falsifying assignments;
- Misrepresentation of authorship.

Consequences may include loss of credit, reassessment, disciplinary action, or other appropriate interventions.

DISCIPLINARY RESPONSES

Whenever appropriate, the School utilizes progressive discipline designed to help students improve behavior.

Possible responses include:

- Verbal warning;
- Parent conference;
- Behavioral intervention;
- Restorative practices;
- Loss of privileges;
- Detention;
- Behavior contract;

- In-school suspension;
- Out-of-school suspension;
- Emergency removal;
- Expulsion (when authorized by law).

The nature of the disciplinary response will depend upon the seriousness of the conduct, prior disciplinary history, safety considerations, and applicable law.

DUE PROCESS

Students are entitled to due process protections before significant disciplinary action is imposed.

Prior to suspension or expulsion, students generally will:

- Receive notice of the alleged misconduct;
- Be informed of the evidence supporting the allegation;
- Have an opportunity to explain their version of events; and
- Receive written notice of disciplinary decisions and applicable appeal rights, as required by Ohio law.

EMERGENCY REMOVAL

A student whose continued presence poses an immediate danger to persons or property or an ongoing threat of disruption may be removed from school on an emergency basis in accordance with Ohio law.

Parents or guardians will be notified as soon as reasonably possible, and the student will be afforded all procedural protections required by law.

RESTORATIVE PRACTICES

Whenever appropriate and consistent with student and school safety, Flex High Columbus encourages restorative approaches to resolving conflict.

Restorative practices may include:

- Problem-solving conferences;
- Restorative conversations;
- Mediation;
- Conflict resolution;
- Community-building activities; and
- Agreements to repair harm.

These practices are intended to strengthen relationships, promote accountability, and reduce repeated misconduct.

STUDENT RECORDS (FERPA)

Family Educational Rights and Privacy Act (FERPA)

Flex High Columbus maintains student education records in accordance with the **Family Educational Rights and Privacy Act (FERPA)** and applicable Ohio law.

FERPA affords parents and eligible students (students who are 18 years of age or older or attending a postsecondary institution) certain rights regarding education records.

These rights include:

The Right to Inspect and Review Records

Parents and eligible students have the right to inspect and review education records maintained by the School within the time period required by law after submitting a written request.

The Right to Request Amendment of Records

Parents or eligible students may request that inaccurate or misleading education records be corrected.

If the School declines to amend the record, the requesting party will be informed of the right to a hearing in accordance with FERPA.

The Right to Consent to Disclosure

Personally identifiable information from education records will not generally be released without written consent unless disclosure is authorized by FERPA or other applicable law.

Examples of permitted disclosures include disclosures to:

- School officials with legitimate educational interests;
- Schools to which a student transfers;
- Government agencies authorized by law;
- Health or safety emergency personnel;
- Other individuals or entities as permitted by FERPA.

The Right to File a Complaint

Parents and eligible students who believe their FERPA rights have been violated may file a complaint with:

Student Privacy Policy Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Additional information regarding student records is available from the school office.

DIRECTORY INFORMATION

The School may designate certain student information as **Directory Information** in accordance with FERPA and Board policy.

Directory Information may include:

- Student name
- Grade level
- Dates of attendance
- Participation in recognized activities
- Awards and honors
- Photograph
- Other information permitted by law

Parents and eligible students may request in writing that Directory Information not be released.

Requests must be submitted to the Principal within the timeline established by the School each year.

TECHNOLOGY ACCEPTABLE USE

Technology resources are provided to support teaching, learning, communication, and educational research.

Use of school technology is a privilege—not a right.

Students are expected to use all technology resources safely, ethically, and responsibly.

Students may not:

- Access inappropriate or illegal content;
- Attempt to bypass security measures;
- Share passwords;
- Damage equipment;
- Download unauthorized software;
- Engage in cyberbullying;
- Violate copyright laws;
- Misuse Artificial Intelligence tools;
- Access another person's account without permission.

The School reserves the right to monitor the use of school technology, email, internet access, and network resources consistent with applicable law.

There should be no expectation of privacy when using School-owned devices or networks.

Violations may result in loss of technology privileges, disciplinary action, financial restitution, or referral to law enforcement when appropriate.

SCHOOL MEALS

Students may be eligible to participate in federal, or state meal programs offered through the School.

Information regarding eligibility, meal service locations, and free or reduced-price meal applications is available through the school office.

Students are expected to maintain appropriate conduct during meal service.

TRANSPORTATION

Because Flex High Columbus utilizes a personalized instructional model, transportation services may differ from those provided by traditional school districts.

Students and families should consult the school office regarding transportation eligibility and available services.

Students are expected to conduct themselves safely while traveling to and from school and while participating in school-sponsored transportation.

VISITORS

To help maintain a safe learning environment:

- All visitors must report directly to the school office.
- Identification may be requested.
- Visitors must follow all school safety procedures.
- Unauthorized visitors may be asked to leave school property.

The School reserves the right to deny access when necessary to maintain a safe educational environment.

VOLUNTEERS

Parents and community members who wish to volunteer may be required to complete volunteer screening procedures, including criminal background checks when required by Board policy or state law.

Volunteers must follow all School policies while serving on campus.

STUDENT COMPLAINTS & CONCERNS

Flex High Columbus encourages students and families to resolve concerns through open communication.

Whenever possible, concerns should be addressed in the following order:

1. Supervising Teacher
2. School Counselor (when appropriate)
3. Principal
4. Superintendent or Designee
5. Board of Directors (when applicable)

Nothing in this procedure limits a person's right to pursue complaints through agencies authorized by law.

ANNUAL NOTICES

Parents and students are encouraged to review the following Board policies and annual notices, which are available upon request and on the School's website:

- Nondiscrimination
- Title IX
- Section 504
- Special Education
- Attendance
- Bullying & Harassment
- Student Discipline
- Search and Seizure
- Acceptable Use of Technology
- Student AI Use, Ethics & Security
- Suicide Prevention
- Emergency Operations
- Religious Expression Days
- Parent Rights
- Records Retention

- Directory Information (FERPA)

HANDBOOK CHANGES

The information contained in this handbook was current at the time of publication.

The Board of Directors reserves the right to revise policies, procedures, and practices as necessary to comply with changes in federal law, state law, administrative regulations, or Board action.

When significant revisions occur during the school year, students and families will be notified through appropriate communication methods.

If any provision of this handbook conflicts with applicable law or Board policy, the applicable law or Board policy shall govern.

STUDENT & PARENT HANDBOOK ACKNOWLEDGMENT

2026–2027 Flex High Columbus Student & Family Guide

I acknowledge that I have received access to the **Flex High Columbus Student & Family Guide** for the 2026–2027 school year.

I understand that:

- I am responsible for reading and understanding the information contained in this handbook.
- The handbook contains important information regarding student rights, responsibilities, school expectations, and Board policies.
- I understand that the handbook is intended as a guide and does not create a contractual relationship between the student, parent, and the School.
- I agree to comply with all applicable school rules, Board policies, and procedures.

Student Information

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

School Representative

School Representative: _____

Date Received: _____
