

## CMHS Flex Policies and Procedures:

- If a student has a flex block on their schedule the student is not to remain on campus during that time. If a student is observed on campus during that time without prior knowledge and approval of the administration they are subject to a search as well as disciplinary action.
- Arriving on Campus
  - If students flex early and arrive to school anytime after school begins they will not enter the building any earlier than 5 minutes prior to the end of the previous block.
    - Example- Student flexes 1<sup>st</sup> and 2<sup>nd</sup> block. 2<sup>nd</sup> block ends at 10:51am. Students may not enter the building before 10:46am
  - Students arriving to school after school has begun MUST enter the building through the main entrance before proceeding to class. Even if a student's first class upon arriving is in a mobile unit they MUST enter the building through the main entrance.
  - If a student enters the building during the aforementioned 5 minute window they are required to wait in the commons and not be loud or disruptive to classes currently in session.
- Intervention Time
  - If a student flexes 1<sup>st</sup> block to arrive late or flexes after 1<sup>st</sup> block to leave for the rest of the day they must remain in contact with their teachers for classes here at school to determine if they need to be present in that class for the scheduled intervention time. This will be at the teacher's discretion.
  - If a student only flexes 4<sup>th</sup> block or 3<sup>rd</sup> and 4<sup>th</sup> block, then they would be required to be on campus for intervention and may NOT leave campus during that time. Students will be assigned a location to report to on those intervention days aligned with the student's flex block(s).
- Leaving Campus
  - If students come to school for 1<sup>st</sup> block and they then leave campus for flex any time afterwards they MUST leave the building through the main exit. Even if the student's last class before flexing is in a mobile unit the student must leave through the main exit at the front of the building.
  - At the conclusion of their last class on campus, students that flex will make their way to the exit and leave the building prior to the beginning of the block they flex unless they are in conference with a teacher, counselor, or administrator. Students are not allowed to remain on campus of their own volition during the time they are assigned to flex.
- Dropping off or after school
  - If a student flexes early classes but is providing a ride to school for another student, the driver MUST follow the same drop-off traffic pattern as any other vehicle dropping off a student. The driver will not drop another student off in the student parking lot. The driver will then leave campus immediately after dropping off their passenger.
  - If a student flexes classes at the end of the day they need to pick up another student from school at dismissal, that student will follow the same traffic pattern as any other driver picking up students at dismissal. Students are NOT allowed to wait in the student lot to pick up passengers at dismissal.
  - If a student flexes at the end of the day and needs to return to campus for an after-school activity (practice, club, etc.) they are NOT allowed to park before 2:30pm to allow time for the traffic at dismissal to subside.