

# FLEX STUDENT HANDBOOK



## **Acknowledgement**

The contents of this guidebook are presented as a matter of information only. The language in this guidebook is not intended to create nor is it to be construed to constitute a contract between Parkview Baptist School and any or all its students. No student handbook can anticipate every circumstance or question about policy and procedure. Thus, Parkview Baptist School reserves the right to deviate from this handbook as circumstances may warrant and reserves the right to modify, revoke, suspend, terminate, or change any of the plans, policies, or procedures set forth herein, in whole or in part, at any time with or without notice. Notwithstanding any provision to the contrary, Parkview Baptist School administration shall have final authority in all matters related to Parkview Baptist School, which matters involve students (potential, current, and former) and their respective parents/guardians, including but not limited to; student enrollment, re-enrollment, discipline, dismissal, extracurricular activities, athletics, academic affairs, parental involvement, financial affairs, and adherence to policy.

Supplemental information can be added to the handbook and published to cover unforeseen situations at the discretion of the school during the school year.

## **Notice of Non-Discriminatory Admissions Policy**

Parkview Baptist School admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

## **Parkview Baptist School Mission Statement**

The mission of Parkview Baptist is to seek first the Kingdom of God while providing a Christ-centered, college preparatory education that guides students to grow and mature in wisdom, stature, and favor with God and man.

## **Code of Student Conduct**

The goal of Parkview Baptist School is to provide and maintain an outstanding school environment within the framework of our mission statement. Students who accept the privilege of attending PBS agree to the responsibility of appropriate behavior always and are expected to uphold the context of the mission statement both on and off the campus at all times.

## **Parkview Baptist School Honor Code**

As a student of Parkview Baptist School,  
I will Honor God in word and deed,  
Be truthful, never steal or cheat,  
Respect myself and others,  
And live to glorify Jesus Christ.

## Parent Responsibility Regarding Behavior

Parkview Baptist School recognizes parental responsibility for student supervision and expects parents to set standards of behavior consistent with the school's mission statement and Code of Conduct during non-school related events while under their direct supervision. Parkview Baptist School reserves the right to take appropriate disciplinary action in response to the misbehavior of its students on or off campus during school or non-school related events, especially in serious matters that violate the well-being of the school or public or the honor and glory of Jesus Christ. Serious violations of this Code of Conduct may result in suspension or dismissal from the school.

## Parental Support

**A student whose parent(s)/guardian(s) and/or other family member demonstrates an uncooperative attitude with the school and/or a history of disagreement with the philosophy and the mission statement of the school or how the Administration and Staff carry out the day-to-day functions of the school may be dismissed from the school at the Division Head or Superintendent's discretion.**

## Philosophy of Discipline

- Parkview Baptist School strives to teach students to be responsible, courteous citizens who are committed to receiving a quality education within a Christian environment. Therefore, students are expected to meet the highest standards of personal, ethical, and Biblical moral conduct possible. Students are held responsible and accountable for their behavior and are liable for the consequences resulting from their choices. In the spirit of Romans 12:18 and the Mission Statement of the school, we expect our students to seek to live at peace with everyone. This is integral to a safe campus. Acts of protest, defiance, individual expression, lifestyle, and such that lead to disunity among our school community may be addressed with disciplinary action including expulsion.
- The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Parkview Baptist School does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parents appointed and authorized representative in the child's training process. Parkview Baptist School has attempted to align themselves as closely as possible with the Bible's instructions to parents to provide the utmost consistency for the child between training received at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly.
- It is our belief that God expects parents or other authorities to discipline a child with the goal that he/she consistently becomes more self-disciplined, requiring less supervision as he/she matures. God's ultimate purpose in charging parents with this task is to prepare children to enter and mature within God's family and to respond to Him with respect and obedience based on the Biblical training they have received from their parents.
- Parkview Baptist School's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.
- During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with the same obedience in action and respectfulness and in the same spirit that should be present under biblical standards when they respond to their parents or guardians. Any failure to maintain a biblical attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will result in disciplinary action which is appropriate for the violation. The school expects that

parents will support the administration of such disciplinary action by encouraging obedience and respectfulness to the action of the school. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential.

- The home, church, and school partnership can only succeed when there is clear communication and agreement regarding student behavior. The goal of this section is to outline and highlight Parkview Baptist School's expectations of student behavior. Our standard of behavior is based on the pillars of Christian Character, Mutual Respect and Common Courtesy.
- PBS has at its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. Considering these goals, lifestyle is an important consideration that should reflect God's design in creation, and a Biblical pattern for daily living. Along with the fruit of the Spirit as described in Galatians, and the pattern of love in Corinthians students are expected to follow scriptural guidelines concerning the following, but not limited to, immorality, homosexuality, any attempt to change one's sex, disagreement with one's biological sex, the use of tobacco, alcohol, and drug related substances, both on and off school property. A Christian lifestyle simply cannot confine itself to the school day.
- It must be a consistent lifestyle in practice. Because student's lifestyles reflect on the reputation of the school, as well as the home, PBS will not hesitate to assert discipline in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals, and character of the school. Disciplinary action, including dismissal/expulsion, may be taken by the school regardless of where the event occurs. Standards of conduct and character extend to all activities, regardless of whether they are school related.

## About our Parkview Baptist Flex Program

Parkview Baptist Flex is a mastery-based independent learning program that utilizes a digitally delivered curriculum. Flex students are supported by certified content specialists and a learning coach—all located on campus. Together, our team’s goal is to build independent learners who are followers of Christ, are prepared for college, and can effectively communicate, live, study and work in our technologically advanced world.

Through our rigorous, college-preparatory program, Flex students take required and elective courses culminating in a Parkview Baptist School diploma.

Students seek Parkview Flex for a variety of reasons. However, independent learning requires an active learning approach requiring student tenacity. In Flex, students develop autonomy over the education process. Successful Flex students utilize and maximize all available resources within their digital platforms, regularly attend scheduled in-person experiences, and self-advocate to content specialists when support is needed.

A successful Flex student is intrinsically motivated, honest, hardworking, and conscientious self-advocates who are committed to the success of his or her education. Flex students strive to consistently perform at their full potential.

## Life Skills Attained by Successful Independent Learning

Successful Flex students who maintain longevity in the program naturally build life skills that are transferrable to success in both college and the workforce. Flex students naturally develop interpersonal skills, growth mindset, and initiative such as:

- Clear, effective, and professional communication skills.
- Accountability of individual performance and effort.
- Critical thinking skills to seek ways to improve processes and analyze problems effectively.
- Grit and resilience to push through challenges.
- Develop and stick to a plan towards a goal.
- Adaptability and technological proficiency.

## Flex Program Capacities Available

<b>Full Time Flex: Baton Rouge or St. Francisville Campus</b>	<b>Majority Baton Rouge Flex Blended Student</b>	<b>Majority Traditional Blended Student</b>
<ul style="list-style-type: none"> <li>• Students’ entire course load is enrolled within the Flex Program.</li> <li>• May be fully Baton Rouge Flex or fully St. Francisville Flex.</li> <li>• 6<sup>th</sup>-12<sup>th</sup> grades at both locations</li> <li>• 1<sup>st</sup> – 5<sup>th</sup> grades are available at our St. Francisville campus only.</li> </ul> <p><i>*St. Francisville Flex students may elect to participate in any PBS sponsored athletics and/or extracurriculars, but they must be able to commit to the team/group’s attendance requirements on the Baton Rouge campus.</i></p>	<ul style="list-style-type: none"> <li>• Middle and High school students enrolled in 4 or more Flex courses and 3 or less courses on the traditional high school campus.</li> <li>• These students utilize Flex transportation and the blended learning space to attend the Flex building and the traditional campus.</li> <li>• Tuition adjustments will be made in accordance with the published fee sheet.</li> </ul>	<ul style="list-style-type: none"> <li>• Middle or high school students enrolled in 3 or less Flex courses.</li> <li>• These students generally do not have the ability to attend the Flex building and are scheduled to work on Flex coursework in the blended learning space during the traditionally scheduled school day.</li> <li>• Tuition adjustments will be made in accordance with the published fee sheet.</li> </ul>

## About Blended Learning

Blended learning must have approval from administrators within the traditional and Flex divisions. Students opt to blend for a variety of reasons, but all reasons are intentional and are designed to attain a personal scheduling goal.

Blended students assume additional responsibilities as they are bound to the expectations required of both divisions—Flex and the traditional high/middle school. Daily attendance is required for any blended student taking a class on the traditional campus. Additionally, the student will utilize Flex provided transportation (student drivers may request administrative approval to utilize a personal vehicle), report to the blended learning space, and attend traditional class(es) on time and within varying schedules provided by the traditional divisions (example: A/B days, chapel days, club days which class start and end times may vary). At the conclusion of traditionally scheduled classes, blended students are expected to report to the blended learning space unless the traditional class is the last hour of the school day.

## Attendance and Truancy

All Flex students are expected to establish a consistent school routine. Our Baton Rouge and St. Francisville buildings are open 7:30am - 3:30pm Monday through Friday. Families are expected to work alongside the learning coach to establish a routine that works best for the family. Attendance from open to close is available but not required. Students are required to sign in and out on the iPad near the front door upon arrival and dismissal from the PAAC in Baton Rouge or the St. Francisville location.

Our digitally delivered curriculum may be accessed 24/7 during the school term except between semesters. Students have the privilege to utilize the flexible nature of our program by progressing in their courses away from school to meet the needs of personal schedules and extracurricular responsibilities, but a regular in-person routine is expected. Password-protected exams must be taken in person. Students should allocate an average of an hour per school day per course enrolled.

If both in-person attendance and activity averages recorded in our digital platforms reflect minimal progress over a length of time, truancy may be questioned. Truancy is described as a juvenile student who is habitually tardy or absent from school. It is the responsibility of the parent or legal guardian to ensure their student is at school on time to avoid disciplinary consequences. The Flex Program allows for variable student attendance. However, pacing concerns and low active time in Flex courses can present an issue of truancy. In cases where truancy continues, a violation may be reported to authorities and subject to legal sanctions.

## Abundant Life

In line with the mission of Parkview Baptist School, Flex students are expected to grow spiritually as well as academically. Serving others is at the very heart of Christian Life, for Jesus came not to be served but to serve. Jesus teaches us again and again that in encountering and serving people in need, we are meeting and loving God. Accordingly, the students, faculty, and staff work hard to create a culture of service at Parkview Baptist School. Throughout the year, students have many opportunities to grow spiritually and serve the community.

## **Chapel**

Weekly chapel sessions are personalized opportunities for Flex students to encounter Jesus Christ through Biblical engagement. **Students present on chapel days are expected to remain present to engage with the chapel message. Taking advantage of our flexible model by leaving and returning, intentionally skipping chapel, is not permitted. Repeat offenders of this practice are subject to further consequences and can lead to behavioral probation.**

## **Community Service Requirements for Grades 9-12:**

- Students are required to earn at least 10 documented service hours from approved community organizations during each of the freshman through senior years of high school.
- Students who fail to obtain the required 10 hours for the year will be required to complete the hours and will receive a penalty of 5 additional hours for the next year.
- Each service year begins June 1.
- Seniors must complete all service requirements by April 1 of their senior year. If the service component is not completed by this date, the senior will not officially graduate until the requirements are met.
- All underclassmen must complete all service hour requirements by May 31.
- Service Hour Forms should be turned into the HS office.
- Service hours completed in the Summer or Fall Semester must be submitted by the close of the school day prior to Christmas Break. After this deadline, these hours will not count towards the graduation requirement. Service hours completed in the Spring Semester must be submitted by May 31<sup>st</sup>. After May 31<sup>st</sup>, five penalty hours will be added if the student has not received the 10 service hours for the school year.
- The list of approved community organizations is available on the PBS website. There will be email notifications about service opportunities. It is the responsibility of each student to complete their service hours and turn in the forms.
- Any new community service organizations must be approved in advance by the PBS Service Hour Faculty Coordinator.
- Students must contact and make prior arrangements with the organization before volunteering.
- Service obligations for other PBS clubs or groups cannot be used to fulfill the graduation service hour obligations.
- Students serving on mission trips during school holidays or summers may receive all 10 service hours to count towards their community service requirements. Students serving on a mission trip while school is in session may receive 5 service hours.
- The dress code required when volunteering for service hours is an appropriate PBS t-shirt and appropriate bottoms.
- Community service is volunteer work for the benefit and betterment of the community. Purchasing items and giving them to an organization will/may not be considered for approval.
- Except for school-sponsored camps or clinics, athletes and/or team members cannot receive graduation service hours for working and helping their respective sport during their season.
- Anything done on campus requires approval.

## **Mission Trips**

Parkview Baptist School offers opportunities for our students to grow with an attitude of service to their community and to the world. Our school offers domestic and international mission trips in partnership with Parkview Baptist Church. It is our desire that our students be exposed to, participate in, and grow from these experiences.

### **Retreats**

Middle and High School retreats are scheduled as an essential part of the spiritual experiences that are meaningful, reflective, and engaging for our students. It is a time for each student to praise, worship, and fellowship with each other. Seniors must attend their senior retreat as one of the graduation requirements to participate in the Graduation Ceremony.

### **Worship and Biblical Integration**

Part of our mission is to provide a Christian spiritual formation to all students. We seek first the Kingdom of God, while providing students with a college preparatory, Christ-centered education that allows each student to grow and mature in wisdom, in stature, and in favor with God and man. The weekly chapel services and the Biblical integration in our program gives our students opportunities to grow in Biblical knowledge and application.

## **Alcohol, Nicotine, and Drug Use**

### **POLICY FOR TESTING FOR ILLEGAL SUBSTANCES AND NICOTINE – Grades 9-12**

PBS reserves the right at all times while on campus or in attendance at school sponsored events to conduct random drug, nicotine, and alcohol testing of the students without prior notice. Selection of students for testing will be randomly chosen, or selected, with reasonable concern which does not have to be communicated to the student or parents. PBS employs a third party, professional drug testing company to conduct the testing and will defer all testing methods to the testing company. The type of drug tests may be one of the following methods: urine, hair, or saliva testing. This arrangement is agreed to upon enrollment as a student.

- **Students will have the opportunity to inform the Administration, prior to testing, if they believe they will have a positive test. If the student confidentially admits to using drugs prior to testing, they will be placed on Behavior Probation as well as being provided an Action Plan to help guide the student.**
- **If a student tests positive for illegal drugs and does not confidentially admit they will test positive prior to the test, they will be dismissed.**
- **Any 2<sup>nd</sup> offense to testing positive, whether the student admits to testing positive, will result in dismissal during the students' high school career.**

PBS will also conduct random nicotine tests on students. The negative effects of nicotine from using any tobacco product are a major concern of PBS and we are committed to the health and safety of our students. Students admitting to testing positive for nicotine will follow the PBS nicotine action plan. The Action Plan is developed to help assist the student to stop using nicotine products (which includes contacting parents, meeting with the school counselor, workday, research paper, requesting the student seek professional help to stop using, etc.).

### **Action Plan for Nicotine**

- If a student admits to testing positive for nicotine the following will be implemented:

- 1<sup>st</sup> offense – Parent will be notified.
- 2<sup>nd</sup> offense – 4-hour School Day clinic, a 5-page research paper on the negative effects of nicotine, meeting with school counselor
- 3<sup>rd</sup> offense – Workday clinic, continue with school counselor.
- 4<sup>th</sup> offense – In-school suspension and outside counseling required.
- If a student does not admit to testing positive for nicotine, and the results come back positive:
  - The consequence will be at the discretion of Flex Administration

### Action Plan for Illegal Drugs

- If the student admits to testing positive for illegal substances, they will be placed on Disciplinary Probation for the remainder of the school year.
- The student will be drug tested periodically throughout the school year at the parent's expense.
- If a student tests positive for a second time or admits to using illegal drugs for a second time, the student will be dismissed.
- Subsequent positive tests at any time during the remaining tenure of a student will also result in dismissal.
- The student will have 20 hours of community service.
- Meet with a licensed counselor in an outpatient program for a minimum of four sessions and clearance from the counselor at the parent expense. Meet with PBS school counselor/administrator for three sessions.
- A student providing a positive test result, providing a tampered or cold sample, or refusing to provide a sample will result in immediate dismissal.
- **Students caught cheating on a drug test will result in dismissal.**

### Drug Possession or Usage on Campus

- The possession/usage of drugs on campus will result in the following actions:
  - The Dean of Student's office will immediately inform the Superintendent, Division Head, and parents.
  - Parents will be contacted and informed to come to school immediately.
  - As required by Louisiana State Law, law enforcement will be contacted. Any arrest will be solely determined by the investigating officer assigned.
  - The student(s) in possession and/or have been proven to have had possession of an illegal drug on campus will be dismissed from school.
  - The possession of drugs and or usage of drugs off campus will result in the student receiving the same consequences of a positive drug test.

### Alcohol Use and Possession

Students in possession of or responsible for bringing alcohol on campus will be subject to suspension or dismissal from PBS. It should be noted that this applies to all PBS sanctioned events such as Homecoming events, Prom, athletic events, extra-curricular activities, etc. A student in possession of alcohol on or off campus will be placed on Behavior Probation; the student will be subject to disciplinary action including but not limited to suspension for up to three days. A second offense involving alcohol on or off campus will result in immediate dismissal.

## **Behavior Guidelines and Disciplinary Process**

Being a Flex student is a privilege. The independent nature of the Flex Program leaves little room for major or repeated behavioral infractions. Flex students are expected to be trustworthy, upright in character, and exhibit self-control. Students are given warnings when inappropriate or unacceptable behavior occurs. If the behavior continues after the warning, the student will be disciplined appropriately, and parents notified.

**Behavioral offenses include but are not limited to:**

- Environmental distractions in the Flex workspace; continued off-task behavior and/or disturbing the learning environment for others.
- Inappropriate language; spoken or written.
- Public displays of affection
- Bullying
- Unauthorized presence in unauthorized areas
- Disrespect of a teacher/faculty member, intimidation, bullying, lying, destruction of property (intentional)
- Academic dishonesty, cheating on assignments, verbally instigating/antagonizing another student.
- Using a cell phone in a restroom or in the Flex workspace
- Inappropriate technology use including but not limited to:
  - Playing games, surfing the web, and/or listening to or composing profane content.
  - Careless treatment of laptop (plus the fee for repair)
  - Accessing any proxy/vpn websites
  - Installing unapproved software on PBS computers
  - Sharing passwords with other students
  - Intentionally pushing or shoving other students, continued bullying/cyberbullying, threatening another student or teacher, cheating/academic dishonesty/plagiarism on projects, papers, tests, quizzes
  - Inappropriate social media
  - Creating, sending, accessing or downloading material that is abusive, hateful, harassing or sexually explicit.
  - Accessing network resources that are not permitted for use. This includes modifying other students' files.
- Racial discrimination
- Leaving campus without permission
- PBS reserves the right to take appropriate disciplinary action in response to the misbehavior of its students on or off campus during school or non-school related events, especially in serious matters that violate the well-being and safety of the school or public. This may result in a suspension, a leave of absence pending review, or dismissal from the school whether it is a first offense or second.
- Alcohol use or alcohol possession on campus, tobacco use of any kind (including but not limited to vaping, electronic cigarettes, chewing tobacco, etc.) or possession of any tobacco or nicotine products, selling or giving any of these products on campus.
- Sexual harassment, sexting, inappropriate social media, bringing a weapon to school, verbal threats referencing use of any weapon, possession or involvement in pornography, criminal activity, physical fighting.
- Hateful speech, writing or nonverbal communication that attacks, threatens, or insults a person or group based on national origin, ethnicity, color, religion, gender, disability, etc.

**Behavioral consequences include but are not limited to:**

- Completing a written behavioral journal including a Biblical reflection.
- Placement on Disciplinary Probation.
- Ineligibility to participate in Flex sponsored extra-curricular activities including but not limited to:
  - Lunch and break time socialization/play.
  - Flex sponsored field trips.
- In-school suspension
- Out-of-school suspension
- Dismissal from the Parkview Baptist Flex Program or Parkview Baptist School.

***Students who display a pattern of or repeated behavioral offenses may not be suited for an independent learning program and may be dismissed from the Parkview Baptist Flex Program or Parkview Baptist School at the discretion of school administration.***

## **SPECIAL NOTES TO STUDENTS AND PARENTS**

1. Students may be considered being placed on Behavior Probation for the following year based on prior behavior.
2. The use of “profanity” may be regarded as “disrespect.” This will be determined by the teacher and the Dean of Students.
3. It is impossible to list all the minor and major offenses. The PBS Administration retains the right to determine levels of offense on a case-by-case basis.
4. Students are to respect teachers and faculty members always as representatives of God’s authority on campus. Incidents of disrespect or defiance will result in school disciplinary actions. Any threatening behavior, act of violence, or threatened violence against a teacher, or other school personnel, will result in immediate dismissal.
5. Students are not allowed to go to their vehicles or hang out in the parking lot during the school day unless they have permission from the office to retrieve something from their vehicle.
6. No food delivery services are permitted.
7. Students should not bring pepper spray/mace on campus but can leave these items in their vehicle.
8. Students are not allowed in school buildings or on campus after hours unless accompanied by school personnel.
9. Students who continue to have re-occurring minor offenses will be subject to further disciplinary action and be placed on Behavior Probation.

## **MAJOR OFFENSES**

Major infractions or behavioral issues will be dealt with on a case-by-case basis. Our discipline policy is 24/7 on or off campus.

1. **Alcohol: Drinking** alcohol or under the influence at school or during any school function may result in dismissal. Any student who uses alcohol off campus may be subject to disciplinary action at the school, including but not limited to being placed on Behavior Probation. The student will be placed on Behavior Probation. Any student that provides alcohol on or off campus may be subject to dismissal. If a student has a party involving the use of alcohol, drugs, vaping paraphernalia, whether the parent and/or student has knowledge of these activities, the student will be held responsible for contributing to the delinquency of a juvenile. Please refer to the Alcohol Use and Possession section of the handbook. **Note: A second offense involving alcohol on or off campus will result in dismissal.**

2. **Drugs:** The sale, purchase, possession, consumption, etc. of illegal drugs at any time (on or off campus) will result in expulsion and the necessary notification of proper authorities. All students are subject to random drug tests. See procedures for testing for illegal substances.
3. **Tobacco:** The use and/or possession of any form of tobacco on or off campus will result in a suspension. This includes vaping or similar inhalants. The student will be placed on Behavior Probation. Repeated offenses will result in dismissal.
4. **Other Substances:** Any synthetic inhalant, chemical or mind/mood altering substance or non-prescribed substance are strictly prohibited at school or during any school function (on or off campus). Any student using or having possession of these substances will be subject to disciplinary action at school (including a three-day suspension, service hours, and counseling). The student will be placed on Behavior Probation. A second offense involving these products will result in dismissal.
5. **Fighting:** Students who engage in fighting will be subject to disciplinary action or may be dismissed from Parkview. Law enforcement may also be involved depending on the severity of the fight, as well as being placed on Disciplinary Probation.
6. **Harassment or Bullying:** PBS defines bullying as aggressive behavior or harmdoing which is characterized by an imbalance of power, carried out over time, is intentional, and is not an isolated incident.  
Every student at PBS has the right to his/her own dignity and individuality. Any student who develops a behavioral pattern of assaulting, harassing, sexting, bullying, hazing, or demeaning other student(s) either verbally, physically, or via social media will be subject to disciplinary action. Racial insults, ethnic insults, sexual innuendos, or prejudicial behavior is considered bullying behavior.

#### Characteristics of Bullying

- Both boys and girls can engage in bullying behavior.
- Bullying can be direct or indirect, blatant, or subtle.
- Bullying can be any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying can involve cutting someone off from essential relationships.
- Bullying can include isolating the victim by making them feel rejected by their peers or the community.
- Bullying can be malicious gossip or rumor spreading.
- Bullying can occur outside of the physical school grounds, yet these actions could still impact the safety and well-being of our students as if they have occurred at school.

As a community, we need to reflect Christian values and ensure a positive and safe learning climate for all students. Parkview Baptist School does not condone harassment or bullying of any kind. If bullying is reported, PBS Administration will investigate all allegations. Students who engage in these activities may be subject to disciplinary action, included but not limited to suspension or expulsion.

7. **Inappropriate Social Media:** Inappropriate social media as it pertains to sexting, pornography, threatening/terrorizing, etc. is against PBS policy and considered illegal which may be punished by Louisiana law. The student will be subject to disciplinary action (including placed on Behavior Probation) or dismissed from Parkview.

Inappropriate social media, including but not limited to memes, photos, etc. that insult, embarrass, threaten, or contain any negative content towards any Parkview Baptist affiliated student, staff, family will not be tolerated. The offending student will be subject to disciplinary action.

8. **Hate Speech:** Hateful speech, writing or nonverbal communication that attacks, threatens, or insults a person or group on the basis of national origin, ethnicity, color, religion, gender, disability, etc.
9. **Threats:** A threat is considered an assault under the Louisiana Criminal Code R.S. 14:36. PBS maintains a no-tolerance policy toward any kind of threat (i.e. verbal, written, gesture, picture or otherwise). Any student making such a threat will be subject to disciplinary action, including, but not limited to being placed on Disciplinary Probation or dismissal from Parkview. Local authorities will be contacted, and consequences determined in a meeting attended by the offending student, parents, school personnel and police officer.
10. **Contraband: Bringing** a weapon to school is a violation of state law (La. Revised Statute Title 14-95.2) and PBS policy. Weapons include, but are not limited to, firearms, knives, fireworks, pepper spray, tasers, aerosol cans of any kind, etc. (anything that can be used to harm another person). Such articles will be confiscated and not returned. The offending student may be subject to consequences as mandated by law and may be expelled from school.
11. **Academic Dishonesty:** All students and parents enrolled in the Flex Program will sign the PBS Flex Academic Integrity Agreement. Students with three or more offenses are subject to program dismissal.
12. **Vandalism: Any** student caught vandalizing the school campus, school property (including school issued laptops) or intentionally defacing school property will be subject to disciplinary action, including but not limited to suspension or dismissal. The student will be placed on Behavior Probation.
13. **Theft:** Theft is a violation of fundamental commandments. Incidents of theft, once proven, will result in disciplinary action, including but not limited to suspension or dismissal. The student will be placed on Behavior Probation.

**It is impossible to include all details of appropriate conduct in the Handbook. In general, a Parkview Baptist School student is to conduct him/herself in a Christ-like manner at all times. When a student's behavior falls outside the realm of what is generally expected, appropriate disciplinary action will be administered. It is our responsibility to ensure that our students live and learn together in a community that is built on respect, caring, and support for one another. Anything short of that cannot and will not be accepted.**

## Bell to Bell Cell Phone Policy

Parkview Baptist School is a “Phone Free” school. Cell phones (including but not limited to other electronic devices including smart watches) are not allowed at any time during the school day. Phones should not be seen, heard, or in use, and will be confiscated regardless of owner. This is to promote a distraction-free environment for students to learn, grow and develop, encourage more face-to-face interactions, and healthy electronic boundaries.

If a student is caught with their cell phone during a quiz/test, the student will automatically receive a zero for the assignment, regardless of the intent to cheat.

- **First Offense:** Phone will be turned into the office and kept in the office for the remainder of the day along with a written referral for the offense. There will be a \$25 cell phone fine. The student will be required to turn in their phone to the office for an additional 2 days.
- **Second Offense:** Phone turned into the office and kept there for the remainder of the day along with a written referral for the offense. There will be a \$50 cell phone fine, and the student will be required to turn in their phone to the office for 5 days.
- **Third Offense:** Phone turned into office and kept there for the remainder of the day along with a written referral for the offense. There will be a \$75 cell phone fine, students will be required to turn in their phone to the office for 5 days and serve one day of in-school suspension.
- **Subsequent cell phone offenses:** Phone turned into the office, a written referral, \$100 cell phone fine, student will be required to turn in the phone to the office every day for the remainder of the school year.

It is the responsibility of the student to remember to turn in their phone. Students who fail to turn in their phone will receive additional consequences, including but not limited to additional loss of privilege, detention, workday, in-school suspension, etc.

## Counseling and Crisis Intervention

The mental health of our students is an area Parkview Baptist School considers a priority. Parkview Baptist School has certified counselors to service our students, faculty and parents. If a student expresses suicidal ideation or an intent to commit suicide and/or harm to themselves or others, the parent/guardian will be contacted. Before a student is allowed to return to school/campus he/she must be assessed by a licensed counselor, psychiatrist or psychologist. To return to school, a student must provide documentation from the assessor that indicates the student is safe to return and does not pose a risk to themselves or others.

## Daily Tasks

All Flex students are expected to complete daily tasks to maintain pacing and good academic standing.

- Maintain regular school attendance and course activity.
- Read and respond to school e-mails.
- Work all courses in sequential order.
- Keep up with the pacing on the to-do list and semester calendar.

- Take thorough notes in each class including completing guided notes, when provided, and working out practice problems in math.
- Devote a minimum of one hour per day per course enrolled.
- Review teacher feedback.
- Communicate with content specialists and learning coach.
- Make a consistent effort to regularly attend in person instructional opportunities.

## Dress Code

Students should aim to dress as Christian ladies and gentlemen representing both Parkview Baptist School and Christ. School uniforms are not required for students who remain within their respective Flex locations. However, the uniform guidelines for traditional divisions must be abided by when/if a student attends the main campus for any purpose.

**Flex students are encouraged to dress comfortably while maintaining a professional appearance. Our ability to operate in a casual environment hinges on our students' and families' ability to discern appropriate dress and presentation.**

### Allowed:

- Appropriate jeans, khakis, or pants (no holes above the knee).
- Appropriate sweatpants or joggers.
- Shorts (must fall to at least the length of the fingertips when standing with arms at sides).
- Appropriate length dress or skirt (must fall to at least the length of the fingertips when standing with arms at sides).
- Appropriate T-shirts and sweatshirts (graphics, images, or messages printed on garments should be school-appropriate).
- Any tennis shoes or closed toe / closed heel non-distracting shoe.

### Not Allowed:

- No shorts or skirts that are too short.
- No leggings/jeggings.
- No tank tops, crop tops, crop sweatshirts, or sleeveless shirts.
- No pajamas, slippers, or robes.
- No flip flops, slides, crocs, or sandals.
- No excessively fitted garments of any kind.
- No undergarments should be exposed.
- No hats or sunglasses may be worn indoors.

**\*“Appropriate” will be at the discretion of the Flex Program administration. If a student’s attire does not comply with this policy, his/her parent/guardian may be requested to bring regulation apparel to school or pick up the student.**

**\*Repeat offenders of the Parkview Flex Program dress code will be required to abide by the uniform policy outlined in the Parkview Baptist Middle/High school traditional division handbook.**

## **Hair**

PBS recognizes that there are different types of hair and that no single set of descriptions will perfectly capture the school's expectations about haircuts, but the following guidelines will keep a student in compliance with the school's expectations. These guidelines allow for some individual preferences regarding haircuts, while ensuring that hair is neat in appearance and not a distraction.

- Extreme hairstyles, hair colors (including, but not limited to unnatural hair coloring) and hair accessories are not permitted. Hairstyles that are extreme or cause a distraction are not permitted.
- Boy's hair may be of only moderate length, height, and thickness in the front, back, top and sides. A common guideline for length is not more than 3-4 inches on the top and more than 1-2 inches on the sides.
- Boys' and girls' hair should be well-groomed. Students are expected to comb, brush, style, or otherwise groom their hair before they arrive on campus.
- Boys with braided hair should not be at a length that covers eyes and must be kept at a length above the chin.
- Boy's hair that is straighter should keep their hair at a length so that it is naturally off their ears, collar, and eyebrows. Flipping hair back to keep the hair out of eyes is not permitted.
- Boys with wavy or curly hair should keep their hair to a moderate length so that it does not get too high or extend out too far on the sides and kept neatly trimmed around the ears.
- Boys in grades 9-12 may grow facial hair if it is kept neatly groomed. Facial hair cannot be attention-seeking or excessively long. There should not be adornments or coloring done to facial hair.
- Students who come to school not in compliance with these guidelines should expect consequences.
- Administration will determine all matters of dress and grooming.

## **Make-Up**

- Girls may wear natural looking make-up.

## **Jewelry & Tattoos**

- Jewelry must be appropriate and not excessive.
- Tattoos are prohibited or they must be covered by clothing or sleeves.
- Males may not wear earrings.
- Students may not have nose rings.
- Students may not have tongue piercings.
- Students may not wear gauge earrings.

## **Dress Code for Special Occasions**

### **Girls: Including but not limited to: Academic Awards, Ring Ceremony, and Senior Breakfast**

- Dress must fall to at least the length of the fingertips when standing with arms at sides.
- Rompers are not allowed unless the romper falls to at least the length of the fingertips when standing with arms at sides.
- No low-cut dresses (front and back of dress) – no visible cleavage
- Two-piece dresses are not allowed, unless the exposed area is covered.
- Back of dress must be above the bra line – middle of back.

- Appropriate neckline
- No tight fitting or form-fitted dresses – should be loosely form-fitted, not hugging figure.
- No exposed midriffs or front/side cutouts
- No visible undergarments / No see-through or “illusion” type fabric
- Girls may wear nice dress pants.
- No jeans and no tennis shoes (for example Toms, Converse, Vans, Keds, etc.)

### Homecoming

- Dress must fall to at least the length of the fingertips when standing with arms at sides.
- Rompers are not allowed unless the romper falls to at least the length of the fingertips when standing with arms at sides.
- No low-cut dresses (front and back of dress) – no visible cleavage
- Two-piece dresses are not allowed, unless the exposed area is covered.
- Back of dress must be above the bra line – middle of back.
- Appropriate neckline
- No tight fitting or form-fitted dresses – should be loosely form-fitted, not hugging figure.
- No exposed midriffs or front/side cutouts
- No visible undergarments / No see-through or “illusion” type fabric
- Girls may wear nice dress pants.
- No jeans

### Prom

- Dresses are to be formal dresses at least below the knee in length.
- No low-cut dresses (front and back of dress) – no visible cleavage
- Two-piece dresses are not allowed, unless the exposed area is covered.
- Back of dress must be above the bra line – middle of back.
- Appropriate neckline
- No tight fitting or form-fitted dresses – should be loosely form-fitted, not hugging figure.
- No exposed midriffs or front/side cutouts, which includes 2-piece outfits exposing midriffs.
- No visible undergarments / No see-through or “illusion” type fabric
- Slit in dress must be no higher than knee high (may not be pinned)

### Graduation

- Dress or skirt of appropriate length (dress must not show below gown)
- No strapless, no spaghetti straps
- Thick strap (sleeveless) is approved.
- Appropriate neckline, no exposed midriffs, no form fitted dresses, back of the dress above bra line.
- No dress pants
- Solid black dress shoes
- Girls should bring their shoes to graduation practice for approval (no open heel, sling backs are allowed, shoes should be comfortable for walking).

### Boys: Including but not limited to: Academic Awards, Ring Ceremony, and Senior Breakfast

- Dress slacks / Dress Khakis

- Button-down, long-sleeved shirt with collar (any color), tucked in
- Tie (optional) but recommended.
- Belt (brown, black or other neutral-toned)
- Dress shoes with socks.
- Appropriate hair length and well-groomed facial hair
- No earrings
- No jeans and no tennis shoes (No Toms, Converse, Vans, Keds, etc.)

### Homecoming

- Dress slacks
- Long-sleeved shirt (any color)
- Tie (optional)
- Belt
- Dress shoes with socks.
- Appropriate hair length and well-groomed facial hair
- No earrings
- No jeans

### Prom

- Dress for formal occasion (tuxedo or dress pants, shirt and tie, and jacket)
- Pants should fit appropriately and not hang below the waistline.
- Shirts must remain on, buttoned, and tucked in
- Appropriate hair length
- No earrings

### Boys' Attire for Graduation

- Black or dark charcoal dress slacks (no Khaki pants)
- White button-down shirt
- Black socks
- Black dress shoes
- Necktie (no bowties)
- Belt
- No earrings
- Appropriate hair length and well-groomed facial hair

***Any questions about an acceptable dress, please email a picture to Flex Administration for approval (front and back).***

## **Earbuds/Headphones**

Flex curriculum is interactive and includes videos and audio clips. Additionally, foreign language courses include required audio. Students should bring personal earbuds/headphones to the school each day.

## **Email Communication**

All electronic communication between Parkview Baptist School students and teachers should be through school issued e-mail accounts. Flex content specialists and learning coaches monitor email messages throughout each school day. Students should check and respond to email daily as this is the main source of communication between Flex administration, teachers, and students.

Parents who wish to contact their children during the school day should do so in moderation and by utilizing the student's school email account. Student cell phone use is not permitted during the school day. Texting a parent is not an acceptable reason for a student's phone to be in use at school.

## **Flex Fridays**

Flex learning management systems are programmed to have all assignments with due dates Monday through Thursday of each active school week. The full curriculum is available and required but programmed to be due within a four-day week.

Although no new assignments are due on Fridays, our buildings remain open and staffed during regular school hours for students to catch up on any past due assignments, work on retry opportunities, or for those who wish to work ahead.

Fridays are also reserved for Flex field trips, retreats, and serve days. Oftentimes, our staff will divide up to be present for students needing the catch-up day and staff to accompany students in these experiences.

## **Flexible Seating**

Learning studios in Baton Rouge and St. Francisville offer flexible seating options. Flexible seating arrangements enhance student learning. Students are encouraged to move about the learning studios freely to optimize attention and self-regulation.

No assigned seats are maintained within either Flex location. However, if student's choice of seating is observed by staff to not be conducive to learning and on-task behavior, students may be directed to relocate to an assigned seat in an effort to redirect behavior and minimize distractions for the offending student(s) and others.

## **In-Person Academic Experiences**

Core Flex classes include a discussion-based assessment (DBA) at the end of each module before the end-of-module assessment. Content specialists send Outlook calendar invitations to students. Students are expected to attend these in-person DBAs regularly. Content-specific learning check ins are scheduled regularly.

In-person science labs are prepared, and science content specialists send Outlook calendar invitations to students to encourage attendance.

The Flex Program allows for a variable schedule, and content specialists realize that full attendance is not always possible, but students are expected to make every effort to attend in-person opportunities often. Habitual absences from in-person learning opportunities are not permitted.

## Learning Management Systems

All curriculum, lessons, assignments, assessments, teacher feedback, and grades are housed within our Flex electronic learning management systems.

**Flex students** have 24/7 access, except between semesters, to these learning management systems which include lessons, resources, and assignments, through their student login credentials. It is mandatory that students take password-protected assessments during school hours under the supervision of a teacher proctor. Other lessons, resources, and daily assignments may be accessed at any time.

**Flex parents/guardians** are equipped with observer accounts and have view-only access to their students' grades, progress, pacing, activity history, and individualized teacher feedback at their convenience and in real time. Through parent observer accounts and weekly learning coach communication, Flex families remain informed and are expected to remain an active, at home advocate in their child(ren)'s learning process.

## Mastery-Based Learning and Retries

Flex students develop a comprehensive understanding of concepts upon completion of each lesson. Student autonomy over his or her success hinges on the student's willingness to put forth a valiant first effort and maximize the resources available.

Through mastery-based learning, retries may be earned and serve as an opportunity for students to analyze their mistakes during the independent learning process and utilize teacher feedback to remedy areas where a deficit may be present.

Flex students are allowed:

- Each assignment/assessment that corresponds with a lesson will be allotted up to three total attempts.
- Some module exams and end-of-module assignments are allowed retries. The number of retries varies from course to course and assessment to assessment but will never exceed three attempts.
  - The number of retries allowed on these heavier-weighted assessments is determined by the content specialist and Flex administration and is aimed to preserve the integrity of the assessment.
- Segment (midterm/final) exams are allowed one attempt. Once a segment exam is taken, the student may not revisit any earlier assessments in the course.

When a student requests a retry, content specialists prescribe criteria needed to earn the requested retry. Required criteria may include but may not be limited to submitting student notes corresponding with a lesson, meeting with the teacher to review concepts, completing test corrections, showing practice problems (in math), and/or showing more active time within a lesson. Specific prescribed criteria are assigned at the content specialist's discretion and with consideration to the student's individual mastery of the content and overall work ethic displayed on the forefront.

All retries must be finalized before segment (midterm/final) exams are taken.

## **Notetaking and Study Resources**

Flex students are responsible for keeping and reviewing organized and thorough electronic notes in all courses. Some Flex courses provide guided notes, and other courses require free handed notes. Students are expected to develop their own organization system for notetaking—digital or manual. Either way, notetaking is expected in all classes. Additionally, a separate notebook should be kept specifically for math courses.

In addition to open access to all lessons within a semester's worth of a course, Flex courses are equipped with pre-tests and practice tests. When available, pre-tests and practice tests are set to unlimited retries. This is to provide ample access to practice questions prior to taking an end-of-module assessment.

## **OneDrive**

Flex students organize and save electronic submissions through their school-issued Microsoft OneDrive accounts. Students should maintain a folder for each course enrolled and save assignments according to the coordinating lesson name in the corresponding course folder. Student OneDrive accounts are accessible through any device that accesses the internet.

## **Pacing and Late Work**

Student coursework is paced according to the start and end dates of each semester, and active school days align in accordance with the school-wide calendar published on the school website.

Assignments are distributed throughout the semester and are assigned due dates from Monday through Thursday. Assignments are not due on Fridays as they are designated for weekly catch-up work and field trips, serve days, and retreats that are regularly scheduled on Fridays. However, the full curriculum is covered within the parameters of the school semesters, and work may be submitted on Fridays.

The flexible nature of the Flex Program allows students to work at his/her own pace within the constraints of a regular school semester. Flex students are expected to maintain proper pacing in courses to maximize content retention and remain in good academic standing, and reasonable pacing flexibility exists to benefit student mastery.

To-do lists are provided within the Flex learning management systems. While students may deviate within small parameters of time from the to-do lists to accommodate personal study schedules or other extracurricular obligations, students are expected to maintain a reasonable pace.

Excessive past due assignments, those 2 weeks+ past due, will be marked with a zero and count as a student's first attempt. At the conclusion of the semester, any incomplete assignments or assessments will be filled with zeros.

Extracurricular obligations or unforeseen circumstances that may prevent a student from remaining on pace should be communicated with his/her learning coach as soon as the situation is known so that the student, family, and learning coach can collaborate on a personal success plan to prevent or rebound from excessive past due work.

All coursework must be finalized by the course end date. Flex students receive two school-issued report cards each year.

## Parking

- Only sophomores, juniors, and seniors may park on campus. Freshmen are not allowed.
- Cars driven by students must be registered annually in the high school office and have a parking permit/sticker. Permits are \$25 each.
- Driving or parking without a proper permit on display is a violation of school policy.
- Students are not permitted to play excessively loud music from their cars at any time.
- No speeding or reckless driving on campus will be tolerated.
- No cell phone usage while driving on campus.
- Students should never sit in a vehicle for an extended period of time.
- Students should never loiter in the school parking lot.
- Student parking at the PAAC is in the lot directly in front of the building. Students are not permitted to park on the side of the building.
- Cars parked illegally may be towed at the owner's expense.
- **Automobile infractions may result in fines or the loss of driving privileges.**

## Safety and Security

Flex student access fobs serve to allow only designated students into our building. Students must remain responsible for his/her assigned key fob. Students should carry the fob at all times in order to allow for ingress and egress of the building.

Flex students are required to sign in with their assigned pin number on the iPad near the front door upon ingress and egress of the building. The iPad system allows Flex staff to monitor who is in the building in real time. This information is pertinent to have on hand especially in the event of an emergency.

Student fobs and following our sign in/out process are mandatory procedures in place to ensure student safety.

## School-Issued Devices/Internet Usage Expectations

Flex students receive school-issued devices serviced by Parkview Baptist School's technology department. All coursework must be completed using a school-issued laptop. Students are responsible for maintaining their school-issued laptop and charger in accordance with the school's Technology Agreement.

Our technology department works hard to keep up with the ever-changing technological advances in today's digital age. Fine-tuned monitoring systems are in place within the school's network.

- School devices are monitored 24/7 on and off campus.
- School devices are intended for academic purposes **only**.

Profanity, inappropriate content, and potential cyberbullying are flagged and regularly reported to administrators. Key words and usage are tracked and recorded via multiple outlets which include but are not limited to internet searches, internet sites (YouTube; including song/movie titles, lyrics, etc.), Microsoft products: Teams, Outlook, Word, Excel, Powerpoint, etc., emails sent and received, Whiteboard app, File explorer (file names and contents).

Independent learning, especially in a digital age, requires a great deal of responsibility and trustworthiness. Habitual misuse of the school device may impact a student's eligibility to remain in the Flex Program.

## Tests and Quizzes/Testing Room

To ensure academic integrity, all password-protected quizzes and tests must be taken under the supervision of a Flex specialist in a designated Flex testing room.

- Phones are not permitted in the testing room.
- Earbuds are not permitted in the testing room unless a foreign language exam with audio-based questions is being taken.
- All internet tabs and other open applications must be closed, with only the testing window open before the teacher proctor will type in a test password.
- A monitoring system is in use for students who are testing to ensure that no other windows or unapproved resources are utilized.
- All math and chemistry scratch work must be done on blank paper (not within a notebook) and turned into the testing proctor before leaving the testing room.
- Students must submit the test in the presence of the testing proctor.

### Calculator Policy:

Calculators are included in all assignments and assessments in math. Only students in the following math courses are allowed to bring in an outside calculator, a TI-84 Plus.

- Advanced Math
- College Algebra Prep
- Calculus
- Statistics

Desmos is not allowed for any class on any test, nor is any other online/computer calculator other than what is embedded in the program. The tab should not be open on any test.

## Transportation

- Student drivers may only transport other students when permission is given from a parent of both parties.
- Student drivers who maintain a blended schedule (courses in Flex and on the main campus) are expected to follow all school expectations in accordance with the high school handbook while on the traditional campus: parking, dress code/uniform, etc.
- The Flex van is available to transport blended students to and from the main campus to attend scheduled courses and activities at their appropriate times.
- The van schedule will not always directly line up with all on campus schedules. Students will ride the van that departs just before the scheduled course or event and report directly to the blended learning space to work on their Flex work until the bell rings or the scheduled event begins.
- Students may not elect to ride the van to work in the blended learning space without a reason to be on the main campus.
- Flex students should never wander campus or report to unauthorized areas at unauthorized times. Flex students should report to and remain in the blended learning space in between scheduled events, van shifts, or otherwise.

## Tutoring

Flex students may elect to enroll with one of Flex's academic support personnel for in-house tutoring during the school day. Our Flex tutors are experienced professionals who have been trained within our Flex Program and vetted by our school administration team. Our Flex tutors are contracted employees and attend our building by appointment only.

This supplemental, optional service is available on a first-come, first-served basis and is prioritized for students recommended by Flex administration.

We encourage families to first investigate the tutoring services available within our program before resorting to outside sources.

## Virtual Learning – School Cancellation Policy

In the event of a schoolwide closure, Flex students are expected to continue working virtually if at-home circumstances are favorable (electricity and internet are available) or unless otherwise instructed by Flex administration.

To-do lists will not be adjusted as password-protected assessments may be skipped while we are required to work virtually. Students are expected to take any skipped assessments promptly upon our return to school. Flex teachers are available to provide support from home and may be reached via email. Students should remain on pace and follow the guidance of their learning coaches.

## Work Ethic

Flex students are self-starters, self-motivated, responsible, and embrace Christ-like values while exhibiting them in his/her academic integrity, decision-making, and behavior. Having a strong moral compass and the grit needed to rise and meet challenges is the makeup of a successful Flex student.

The student and parent expectations outlined below define the daily tasks and habits needed for Flex success.

### **Student Expectations:**

- Arrive at school with a fully charged laptop, charger, earbuds, and notebook(s).
- Check email daily.
- Attend school regularly.
- Allocate an average of one hour per course per day.
- Prioritize workload under the guidance of the learning coach.
- Review to-do list and course calendars to prepare effectively for upcoming assessments.
- Ensure sequential completion of all lessons and assignments by working from the course folders.
- Review his/her gradebook for progress, new grades, teacher feedback, and retries.
- Advocate for help from his/her learning coach/content specialist when needed.
- Maintain academic integrity with all coursework.
- Follow the school's discipline plan.

### **Parent Expectations:**

- Hold your child accountable for the care of the PBS-issued laptop and charger as outlined in the PBS Technology Agreement.
- Check email daily.
- Ensure that your child attends school regularly.

- Monitor your child’s progress and course grades regularly.
- Maintain open communication with the student’s learning coach.
- Have an active role in assisting and encouraging independence in tasks such as:
  - Composing an email to the learning coach or content specialist
  - Referencing lesson content to find an unknown answer or concept
  - Prioritizing daily workload
  - General problem-solving skills
- Maintain current contact information with PBS and the Flex division.