



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

September 30, 2009

To: School Administrators

From: Stan Johnson & Tom Quinn, Assistant Commissioners

Subject: Guidelines for the “School Flex Program”

Senate Bill 291 established the “School Flex Program” to create an incentive for potential dropouts to stay in school part-time and keep working toward a diploma. (See Section 160.539 of [Senate Bill 291](#).)

Students in grades 11 and 12 who have been identified by the school principal and the student's parent/guardian are eligible for this program. Participants in the Flex Program must: (1) attend school for at least two instructional hours per day within the district of residence; (2) pursue timely graduation; (3) provide evidence of enrollment and attendance at a college or technical school; or (4) provide evidence of employment that is aligned with the student's “career academic plan” (a personal plan of study developed in conjunction with the school district); (5) pursue regular requirements for a diploma; (6) maintain a 95 percent attendance rate; and (7) avoid suspension or expulsion while in the program.

School Flex participants shall be considered full-time students of the school district and shall be counted in the school's average daily attendance for state aid purposes. Guidelines for students participating in off-campus and dual enrollment programs are outlined in Appendix F of the handbook, [Graduation Requirements for Students in Missouri Public Schools](#). These guidelines may be helpful to schools in developing a School Flex Program.

A written career academic plan (personal plan of study) must be in place for each participating student, setting forth specific graduation and career objectives. Students may receive pay for employment that is aligned with their personal plans.

Off-campus programs must be well-planned and adequately supervised by school personnel to ensure the school district's eligibility for state funds and to justify the awarding of high school credit. To be counted for attendance and state-aid purposes, School Flex students must be under the guidance and direction of certificated teachers (any certificate). It is recommended that 225 minutes of supervision time be provided to teachers for each group of up to twenty-eight participating students.

Enrollment and attendance records for off-campus or employment must be maintained. Attendance information for the Flex Program must be submitted through the Core Data System, using Course Code: 996002 - Off-Campus, School Flex Program.

For more information, please contact [John Weber](#), Director of School Improvement Technical Assistance, at 573.751.4426.