

Flex Block Procedures

BEFORE FLEX BLOCK

1. Each Thursday, at 7:55 AM, flex block offerings will open up on MyFlexLearning.com. Students may select whichever option they are interested in.
2. Students who do not select a flex block option will be scheduled in an Academic Management course section.
3. If flex block options are full, students will be automatically placed in an Academic Management course section which will show up in your MyFlexLearning.com account by the morning of your Wednesday Flex Block.
4. Students do not have to choose a flex block option. If a student is not interested in anything or things that they did want to participate in are filled, it is fine to just leave the choice blank. In this case, students will be assigned to an Academic Management session - **sometimes that means the students stay with the same teacher, but not always. If the teacher is hosting a flex block, then the student will be reassigned to another academic management section for that day.**
5. Every Wednesday in advisory, students should check their MyFlexLearning.com accounts to see where their class/option is located. Students will find this by clicking on the calendar icon.
6. If students need instructions on how to login to MyFlexLearning.com. Please use this [link](#) provided.
7. If a student logs into MYFlexLearning.com and there is NO class listed for their flex block, students should go to the Flex Information Stations located in each of the buildings by the main office for both the yellow building and Freshman Academy and the school store in the 1980s building. If the issue cannot be resolved, please email dstanford@lowell.k12.ma.us.
8. During the lunch periods - 4A/4B; 5A/B; 6A/6B - you will only see offerings for the A or B schedule depending on the lunch period a student has. Please note,

offerings might be limited due to the number of hosts we have during those lunch periods.

DURING FLEX BLOCK

1. Students are required to go to the flex block location they are assigned to. Students need to take responsibility for this period. If they have questions or concerns about their flex block location they should ask them on Tuesday or Wednesday during advisory or go to the Flex Block Information Station during the flex block.
2. Teachers take attendance on the MY FLEX LEARNING software. It is expected that students are attending and not leaving the campus or wandering the hallways. As a community, we need all students to be in their assigned location. This means that students may not just show up to another event. They are required to go to the event in which they are signed up for. Any student who cuts the flex block period will be contacted by their house office administrators as a conduct referral.
3. **If a student is marked present on Aspen and they do not attend their flex block, the teacher must submit a conduct referral form. For your convenience here are [instructions](#) to submit multiple conduct referrals at the same time.**
4. **Teachers should not allow any student to stay in the flex block who are not on the roster. In order to provide quality control for conduct referrals, we need students to remain in their assigned flex block.**
5. **Students should NOT be given passes to go to the bathroom within the first ten minutes of flex block.**
6. **Students must complete the electronic [request to leave class form](#) before asking for a pass to go to the bathroom.**
7. Teachers and substitutes covering a flex block period for an absent teacher will be provided with a paper roster. Please use this to take attendance and leave that for the absent teacher.
8. Teachers **will not** continue to teach their regular curriculum during flex block periods, as this period is set aside for enrichment and supportive activities, where students self-select the flex option they desire.

AFTER FLEX BLOCK

1. After the flex block period is over for that day students and staff will resume their regular class schedule.

2. At the end of the flex block days discrepancy reports are generated to determine which students were absent from their flex block period. These are sent to the house teams and families will be notified and appropriate disciplinary action will be assigned. **This report will be compared with the conduct referrals.**
3. Questions, comments, and concerns should be directed to Marie Fidrych at mfidrych@lowell.k12.ma.us.