

# FCAO Altered Schedules

Through FCAO, you may be altering your schedule, and coming in late (“1st period flex”) or leaving early (“4th period flex”). Here are some details on the logistics of your new schedule:

## 1st Period Flex

- You will be marked absent by your QRT teacher, and then your attendance will be updated in PowerSchool when you sign in on the iPad in the vestibule outside the main office.
- When you arrive, sign into the iPad in the vestibule, and click FCAO as your reason.
- If you arrive at school earlier than your first class, you **must** go to the FCAO Office (room 115) and work there or get a pass to work elsewhere. If you’re coming in early to meet with a teacher or take a test, email Mrs. Reilly so I know where you are.
- Do not come in early and hang out in a soft corner or go to the cafeteria, report to room 115.
- Flex students are responsible to know the bell schedule and get to school on time. To get automated text notifications for altered bell schedules, text @a42949 to the number 81010.
- Any attendance questions or issues - email Mrs. Reilly or Mr. Sullenberger immediately.
- If you are falling behind or need help, definitely come in on time and get work done in the drop in center, or in your teacher’s room during QRT.
- The student handbook states that if a student is tardy more than 6 times, their parking pass can be revoked. Get here on time, do not disrupt 2nd period.

## 4th Period Flex

- After your last class, sign out on the iPad near the FCAO Office (Room 115). Put FCAO as the reason.
- If you aren’t leaving school after your last class, you **must** go to the FCAO Office and work there or get a pass to work elsewhere. If you are staying to work with a teacher, email Mrs. Reilly and let me know.
- If you are falling behind or need help, definitely stay for the whole school day and get work done in the drop in center or library.

**If you fall behind in your classes, we may implement an intervention schedule for you, in which case, you would be in school for the entire day until you are caught up.**

**Any questions - please email Mrs. Reilly ([stephanie\\_reilly@fcasd.edu](mailto:stephanie_reilly@fcasd.edu))**