

Homer Flex High School

2023-24 Student Handbook



Homer Flex is a school of choice in the Kenai Peninsula Borough School District.

This student handbook is in addition to the KPBSD Parent/Student Handbook which is located on the KPBSD webpage.

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Welcome to Homer Flex

Homer Flex High School is a school of choice for students who want an alternative to the traditional high school. Students have the opportunity to earn their high school diploma through individualized instruction and personalized learning. Flex courses are offered in intensive, nine-week rotations, allowing four rotations to occur during the school year. Students can earn two credits at the end of each of rotation. This provides students with a well-rounded knowledge base and a strong footing for the future. Both the students and staff at the school do their best to provide help to others in any way they can, and foster the best learning environment for all students.

Flex Mission Statement

Homer Flex High School respects each of our students' choices to live an adult life; therefore, we expect that students accept the responsibilities required to be a successful adult. It is our mission to facilitate students' academic, vocational, and social/emotional skills toward success in their postsecondary lives. We encourage and expect a culture of respect for everyone.

Contacting Flex

Main Office.....235-5558
Christopher Brown, principal.....cbrown@kpbsd.k12.ak.us
Beth Schneider, secretary.....eschneider@kpbsd.k12.ak.us
Josh Gates, teacher.....jgates@kpbsd.k12.ak.us
Annie Raatz, teacher.....araatz@kpbsd.k12.ak.us
Casey Yordy, teacher.....cyordy@kpbsd.k12.ak.us
Sue Rennolds, counselor.....srennolds@kpbsd.k12.ak.us

Trauma-Sensitive School Culture & Restorative Practices

Flex's framework incorporates trauma sensitivity into all areas, creating a trauma-informed school culture. Understanding the impact of trauma on learning benefits all Flex students, through a shared connection to a safe school community. The Flex School culture is built on five core values: safety, trustworthiness, choice, collaboration, and empowerment. At Flex, we believe the school should reflect these values not only through the physical setting, but in relationships, contacts, and classroom activities. The trauma-informed approach is inclusive to all, while recognizing those students who are especially in need. We use this trauma-sensitive perspective to understand and define the underlying needs that students have and design school supports to meet those needs. Homer Flex also employs Restorative Practices to create a sense of community and respond to disciplinary infractions in an individualized, trauma informed manner. Our counselor on staff works to expand the mental health capabilities of students and teachers through more coordinated and integrated partnerships with providers, education and programs for early detection and response, and connecting families to appropriate social services.

Homer Flex School – Kenai Peninsula Borough School District

Flex is a public, non-charter, school of choice offered by the Kenai Peninsula Borough School District. Flex follows all policies, regulations, and provisions of the district. For additional information regarding these policies, please refer to the KPBSD Student Handbook, which can be found at the district website ([KPBSD Handbook](#)). Additionally, the following policies are specific to Flex:

Attendance

Student attendance is the number one indicator of success in school, and attendance is a non-negotiable requirement in the work world. If a student is ill or cannot attend school, please call the office (907-235-5558), or text Beth using the Remind App (Class code: @3b3e7b) before 9:00 AM on the day of the absence. Failure to call or text results in an unexcused absence, and tardies over a half hour will be counted as an absence. This includes tardies and

absences after lunch. Also, a student will call/text the school before the end of the lunch period if he or she is not coming back to school after lunch.

- An unexcused absence or tardy results from:
 - Failure to call, on time or at all, or skipping a class
 - Calling to say “I am coming to school” and then failing to appear
- Consequences of accumulated tardies:
 - 5 tardies in a 9-week rotation: formal conversation with the administration
 - 10 tardies in a 9-week rotation: parent/student/staff meeting to create an intervention plan
- Consequences of accumulated absences:
 - 5 accumulated absences in a 9-week rotation: formal conversation with the administration
 - 10 accumulated absences in a 9-week rotation: I-Team meeting to create an intervention plan, which may include student being dropped from class and enrolled in an independent, supervised study period for the remainder of the rotation.

Regular attendance is a priority at Flex and is necessary for success in our program. Students with poor attendance generally fail to make acceptable progress towards graduation and may be asked to leave our program until they are ready to commit to regular attendance. Failure to inform Beth or Chris before leaving the building during school will result in a follow up conversation and possible intervention.

Symptom Free Schools Protocol

Students, staff, and volunteers will stay home when experiencing one or more of these symptoms:

- Temperature of 100 degrees Fahrenheit or greater
- Cough or sore throat, shortness of breath, runny or stuffy nose, headache, or new loss of taste or smell
- Fever, chills, generalized body aches
- Vomiting
- Diarrhea
- An undiagnosed, new and/or untreated rash or skin condition
- The first 24 hours after receiving antibiotics

Note: Building occupants will be sent home at the onset of one or more of these symptoms.

Students, staff, and volunteers may return to school:

- When fever-free for 24 hours without medication
- After taking antibiotics for 24 hours
- When free from vomiting and/or diarrhea for 24 hours
- If tested and are diagnosed with COVID-19, one may return to school no sooner than 5 days after the onset of symptoms, or the date the test taken showed positive, whichever is earlier, and have been symptom free for 24 hours without medication

Busses and Bus Conduct

As per district policy, bussing is a privilege for our students. Students must follow all district bussing regulations. Failure to follow bus rules will result in suspension from the bus. Upon arriving at school, students must go directly inside. In the afternoon, students must wait in the school/on the school grounds for the bus and not wander off.

Because busses go directly to Flex High School, students are not allowed at Homer High School before school, during the school day (including the lunch period), and after school, except for prearranged electives like choir or shop.

Lunch and Open/Closed Campus

Students may receive meals from the cafeteria or bring them from home.

Flex has a closed campus. With a closed campus, students may not leave the Flex campus for any reason, unless they have been properly signed out. Students may not be on the Homer High campus during lunch or any other time of the day, unless the student is participating in classes there.

Lunchtime open campus is a privilege granted to grades 10-12. This privilege must be earned by students through the completion of 6 credits. When open campus is obtained, the student may leave the campus to go eat somewhere else, but he or she must be back before lunch is over. Since it is a privilege, it may be revoked for any breach of policy or by request.

PBIS: A Respectful Learning Environment

Respect is one of the most important aspects of the Flex program. Flex maintains a culture of respect for everyone. Our core values are:

- Show respect for each other.
- Use appropriate language and topics at school.
- Keep the school and classrooms clean.
- Return lost items. Do not steal.
- Behave legally and ethically.
- Avoid drama.
- Treat others as you want to be treated.
- Dress appropriately.
- Stay on the Flex campus during the school day.
- Show respect during the Pledge of Allegiance.
- Do not bully or intimidate, and do not tolerate these behaviors.

Certain behaviors are expected in certain settings. Refer to The Code on page 12 for clarification.

***Stop and Think Form:** From time to time, infractions of our culture of respect occur. When this happens, the staff may have the student fill out a Stop and Think form, which will ask the student to reflect on their actions. Students are expected to fill out the form, give it to the teacher, and quietly return to the task they are supposed to be working on.

***Red Recognition Reward Card:** The 'Red Card' is an opportunity to "catch" students being **productive**, being **respectful**, or showing **ownership** (PRO). Examples of this behavior could be cleaning up after others, emptying the dishwasher and putting the dishes away, initiating random acts of kindness, staying focused and on task, etc. If a student is noticed

doing something helpful (without calling attention to it), a staff member can ask for the student's card to initial. It is up to each individual student to keep track of their card.

Each red card signature equates to five minutes of personal time. The student can add these boxes together in five-minute chunks up to 30 minutes. When a red card break is taken, the student is obligated to respect others' time by not bothering them. Breaks can only be taken with approval from the teacher in charge of the class.

As part of our philosophy of a culture of respect, the following items are also true:

***Phone card:** At Flex, we respect your right to use your phone as long as it's used appropriately. If you must use the phone, politely ask your teacher for a phone card, step out of class, and return quickly to class when finished.

***Recycling:** At Flex, we recycle paper and paperboard, corrugated cardboard, plastic #1 and #2, glass, aluminum and tin cans, and newspaper in the blue bins upstairs (kitchen) and downstairs (shop).

***Shoes:** At Flex, we require inside shoes, leaving our street shoes at the door. This preserves the carpets and ensures that you have shoes on for any emergencies or drills that would send us outside. Also, hard-soled, close-toed shoes are required downstairs to use the shop. If you are unable to bring your own, Flex will provide you with some.

Student Listening Standards

Flex has very specific listening standards that need to be followed when someone is addressing the group:

- Close laptops.
- Put away any cell phones or electronic devices.
- Remove earbuds and headphones.
- Focus attention on the speaker and make friendly eye contact.
- Stay quiet until the speaker is finished.
- Clap in a sincere manner when the speaker finishes.

Cell Phone and Electronics Use in School

Cell phones are a reality in our current society. We recognize the impact that technology use and remote learning have had on students' daily habits. It is for this reason that we are providing a focus on digital citizenship and responsibility. Flex expects students to adhere to an appropriate "business etiquette" when having phones or other electronic devices on school property.

- Keep all phones on silent or turned off, and kept in your pocket or backpack during class time. Do not place them on your desk or in your lap.
- You may listen to music on your phone using earbuds or headphones at an appropriate volume during class, when indicated by a teacher that there is dedicated work time available in class. During designated instructional time, mobile phones, earbuds and headphones are prohibited from use.
- The following activities are strictly banned during all class times: scrolling through social media applications, sending or replying to Snapchat, Instagram, and other social media messages, playing games, or engaging in other distracting activities.
- If you expect an important text or a call in school (emergency situations, work-related calls, etc.), speak to the teacher before class, and politely step out of class

with a phone card when the call arrives. Finish your call quickly and quietly return to class. This should not happen often and only in emergency situations.

- You may text, check notifications, or make short calls during breaks and lunch, in addition to before and after school.
- Mind your phone manners in these situations – appropriate language, volume levels, etc.
- Failure to follow this etiquette may result in your phone or other device being quarantined until the end of the class period. Repeat offenses may be considered signs of an inability to regulate tech use, and an individual tech plan may be created. Other, appropriate consequences, as per KPBSD policy, may be warranted.

Internet and Computer Use

Internet use is critical to success at Flex. All technology use is for **educational use only** as outlined in the KPBSD internet safety policy. Students who violate the generally accepted internet practices will lose this privilege. Examples of unacceptable uses can be found below. Should you have questions, please ask the staff.

- No games or forums during class time.
- No inappropriate content.
- No social websites (Instagram, etc.) during class time.
- No plagiarizing from websites.
- No hacking.
- Only use e-mail for educational purposes.

Personal Laptop/Tablet Use

School laptops are available at the front desk for those who need them. They must be checked out before use, and checked in before the end of the school day. Students may use their own laptop, iPad, tablet, or other device for completing work. Students should exercise caution with bringing electronics from home, as students who bring their own electronics accept full responsibility for their care. Flex and KPBSD are not liable for damage, theft, or vandalism of personal property that occurs at school. In addition, all personal electronics are bound by the KPBSD internet safety policy agreement. Students who do not use their personal devices appropriately will forfeit the ability to bring the devices to school.

- Follow basic internet rules.
- Don't lend your devices to others.
- Use your devices for educational purposes only.

Academic Integrity

At Flex High School, we strive to create an honest, open learning environment where students demonstrate their growth and progress in an authentic manner. We expect that all work submitted by students is an accurate reflection of their process and understanding. Cheating and plagiarism (including copying and/or paraphrasing someone else's work without giving credit) will not be ignored by teachers, and anyone discovered doing so will be penalized. We recognize that Artificial Intelligences (AI), such as ChatGPT, have the potential to be a useful tool in a number of ways, but it should be used in a manner that supplements, rather than completes, assignments. Using AI to generate or modify work without informing the teacher is considered a violation of academic integrity.

Clothing Policy

Flex is first and foremost an academic environment. Standard district dress code is followed. At the same time, the Flex School program is designed to simulate the world of work in many ways. Our goal is to provide an environment that is comfortable and inclusive for all. We expect that everyone's attire will exhibit professionalism (e.g. would be acceptable in a majority of local businesses). Specifically:

- Revealing clothing is not allowed. General rule of thumb: The area from mid-thigh to shoulder is covered by non-transparent, opaque clothing.
- Clothing that is a distraction to the educational environment is not allowed. This includes clothing that carries profanity, drug/alcohol/tobacco related content, political messaging, or is sexually suggestive, discriminatory and/or otherwise objectionable (slogans or pictures).

Students not following this policy will need to replace/cover the offending item.

Co-Curricular Activities

Flex students may participate in extracurricular activities (including sports) through Homer High School. Students must remain in good academic standing and be progressing at an appropriate pace in order to remain eligible as well as have 2.5 credits with a C or higher in all classes in the semester prior to the sport. All other KPSAA and ASAA policies and provisions apply as well. Additional information can be found in the KPSAA policy manual. Eligibility checks will occur every four weeks, in conjunction with Homer High. It is the student's responsibility to ensure they are eligible in their Flex classes.

Drugs, Alcohol, Weapons, and Bullying

Our school has an absolute no alcohol, drugs, weapons, and bullying policy. Any use or possession of alcohol, drugs, or weapons is not allowed on school property. Bullying will also not be tolerated, including cyberbullying. For more information, please see the district student handbook.

PDA Rules and Sexual Harassment

Flex is a learning environment, not a romantic one. Appropriate hugging is acceptable, as long as it doesn't get taken further. Inappropriate or unwanted contact, such as grasping or groping, is unacceptable and will have consequences per district policy.

Students are reminded of the district sexual harassment policy. This includes:

- Unwelcome sexual flirtations or propositions.
- Verbal abuse of a sexual nature.
- Graphic verbal comments about an individual's body.
- Sexually degrading words used to describe an individual.
- Display of sexually suggestive objects or pictures in the educational environment.
- Any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Student Drivers and Parking

Licensed student drivers with a vehicle may park at the school if they are properly insured. Students should drive safely, especially on the school grounds. If a student is seen driving

inappropriately, they will lose this privilege. Remember that all vehicles on school property are subject to search, as per KPBSD policy, and must have appropriate insurance documentation on file with the school.

Transfers

The optimal time to transfer in or out of Flex is at the beginning or end of a 9-week rotation. If a student transfers in during a rotation, the student may be enrolled in a Grad Point or distance delivery course. The expectation is that the student would continue to work to finish this course, even when the next rotation begins and the student is enrolled in courses with Flex teachers. If you have any questions about this, please see the principal or secretary.

Credit Transfers

Students may transfer credits from traditional schools in the areas of reading, writing, math, science, social environments, and electives. Administration will evaluate the transcript of incoming students and award credit transfers based on credits earned. Flex will accept as a credit transfer all courses that were awarded credit, regardless of grade. Students who enter Flex during the school year with transfer grades will be placed in courses based on their completed credits.

Credit Recovery

Students who have previously failed courses are eligible to gain credit recovery through the Edgenuity credit recovery program. Contact the office for more information.

Service Learning

All students are required to do 40 hours of community service in order to graduate from Flex. Ninth and tenth graders will be allowed to complete 10 hours of community service each year. All community service must be preapproved by your advisor and a final reflective project (newspaper article, community talk, etc.) must be submitted before all academic credits are completed. Please see our Community Service Project Manual, located on our website and at the office, for further information.

Electives & Additional Credit Opportunities

Elective classes are offered throughout the year. In the past, these have included woodworking, ceramics, culinary arts, drawing, drama, fiber arts, tech classes and digital photography. The school also offers weekly PE opportunities. Students who are not making progress toward academic eligibility in their core classes may be placed in an afternoon study hall to get caught up and may not be allowed to participate in electives or PE opportunities. Elective opportunities are also available through JumpStart, Distance Delivery, Middle College, and Homer High School. Students should contact the office if they are interested in taking courses through these programs.

Student-Centered and Student-Led

Parent-Student-Teacher conferences, held once a semester, are student led. Parents and students are expected to attend. Flex is a student-centered and student-led school. If there is something that you'd like to improve in this handbook and within our school, you can fix it!

Graduation Requirements

Minimum graduation levels for each content area are set and approved by the KPBSD School Board. Students who complete these levels may graduate at any time of the school year. A total of 22 credits, composed of those requirements listed below, are required for graduation from Homer Flex. A student who successfully completes these district graduation requirements shall be issued a diploma upon completion of the following requirements:

- ❖ Language Arts – 4 credits
- ❖ Mathematics – 3 credits
- ❖ Science – 3 credits, which must include 1 credit of life science and 1 credit of physical science
- ❖ Social Studies – 3 credits (1 credit of World History, 1 credit of US History, .5 credit of Government, and .5 credit of Alaska Studies)
- ❖ Physical Education – 1 credit with the option of waiving .5 credit for co-curricular participation (please see office for details)
- ❖ Health - .5 credit
- ❖ Art – 3 credits of practical or creative arts with a minimum of .5 practical arts and .5 creative arts
- ❖ Electives – 4.5 credits or more of other elective courses

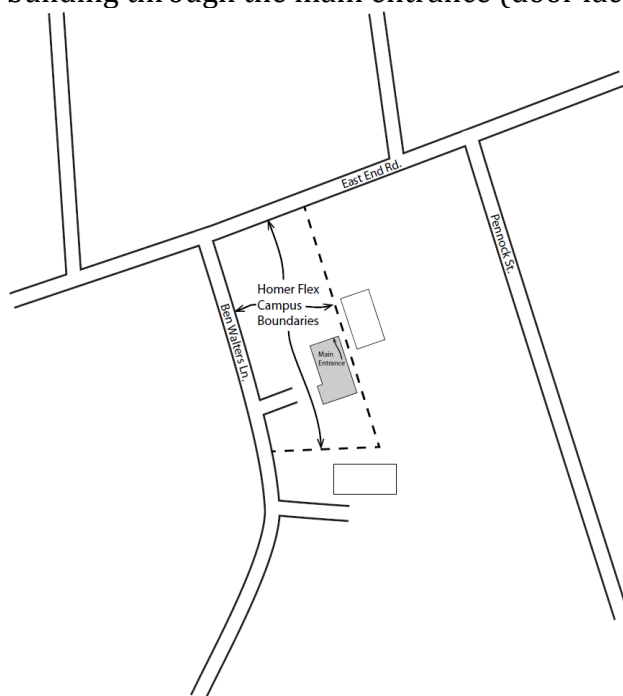
*Alaska Performance Scholarship/UA Scholar – if interested, please see the office.

PowerSchool and Canvas

Flex uses PowerSchool to track student progress and Canvas as a learning management system. All students are assigned logins for both PowerSchool and Canvas, and will access their class interface via Canvas. Teachers create content in Canvas for students to complete. Student progress on this content is recorded and reflected in both Canvas and PowerSchool. Parents have access to PowerSchool accounts in order to check student progress. A parent night will be held at the beginning of the school year to teach these systems to parents, or you can contact the office for assistance.

School Map and Boundaries

Flex campus boundaries are on the map below. Students must remain on Flex's campus while at school. Students may check out at lunch once they have obtained six credits, but while checked in, they must remain on campus. Students and parents should enter and exit the building through the main entrance (door facing East End Road) and check in at the office.



Homer Flex High School

Parent/Student Handbook

Name of the Student: _____

I have read these rules and agree to them. By following the terms of this contract, I feel I can be successful. My signature indicates that I am committed to making a change and am taking a chance for success. I understand that should I not follow this contract, I am choosing to leave Flex School.

Student Signature

Date

Parent/Guardian Signature

Date