

Homer Flex High School

2026-27 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.

Table of Contents

Welcome to Homer Flex.....	2
Flex Mission Statement.....	3
Flex's Vision.....	3
Contacting Flex.....	3
Trauma-Sensitive School Culture & Restorative Practices.....	3
Homer Flex School-KPBSD.....	3
Attendance.....	4
Symptom Free Protocol.....	4
Busses and Bus Conduct.....	4-5
Lunch and Open/Closed Campus.....	5
PBIS: A Respectful Learning Environment.....	5-6
Student Listening Standards.....	6
Cell Phone and Electronics Use in School.....	6-7
Internet and Computer Use.....	7
Personal Laptop/Tablet Use.....	7
Academic Integrity.....	7-8
Clothing Policy.....	8-9
Physical Education Guidelines/Graduation Requirements.....	9
Co-Curricular Activities.....	10
Drugs, Alcohol, Weapons, and Bullying.....	10
PDA Rules and Sexual Harassment.....	10
Student Drivers and Parking.....	10
Transfers.....	10
Credit Transfers.....	11
Credit Recovery.....	11
Service Learning.....	11
Electives & Additional Credit Opportunities.....	11
Student-Centered and Student-Led.....	11
Graduation Requirements.....	11-12
PowerSchool and Canvas.....	12
School Map and Boundaries.....	12
PBIS Behavior Matrix/The Code.....	13
Acknowledgement of Receipt.....	14

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.

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) before 9:00 AM on the day of the absence. Failure to call 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 the school before the end of the lunch period if he or she is not coming back to school after lunch. If a student reaches 10 absences in a class during a rotation, an intervention meeting will be scheduled with the student, guardian, and staff.

- 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
- Daily calls will be made to a student’s parent/guardian to inform them of their student’s absence, and letters will be mailed home after the tenth absence
- If a student has 10 consecutive days of **unexcused** absences, they are subject to being dropped from Flex, but are welcome to reapply when ready to recommit to school

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:

- Fever of 100 degrees Fahrenheit or higher (without the use of fever-reducing medication like Tylenol or Ibuprofen), chills, or 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

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.

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.

***Positive Office Referral:** When a student is found to be going "above and beyond" in the building, a staff member may fill out a Positive Office Referral, recognizing and highlighting the positive aspects of their behavior. The staff member will share this form with the administrator, and he/she will pull the student aside to recognize their contribution. The form is then placed in the student's file, and given to them at graduation.

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

***Phone card:** Please see the section on Cell Phone and Electronics Use in School.

***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).

Student Listening Standards

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

- Close laptops.
- 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. From both an educational and a mental health standpoint, research shows that students need time away from digital distraction, not only to learn, but to socialize, interact, and to be kids. For these reasons, we have instituted a "No Phones" policy during the school day.

Students will turn off or put their phone in airplane mode before classes begin at 9:00, and will only access them during lunch or when given specific permission by a staff member. Phones must be stored completely out of sight. This expectation applies to Smart Watches as well.

Students with a visible or audible phone during class time will have their phone collected and kept in the office until the end of the school day, and their parent/guardian will be contacted. Students with repeated offences will have their parent/guardian contacted and an I-Team meeting scheduled.

Yondr pouches are available for students as needed. If a student damages or loses their pouch, a fee of \$35 will be added to their student account for each damaged/lost pouch. (This account must be paid before a student can graduate or transfer.)

- If students expect an important call during the school day (work-related calls, etc.), speak to the teacher before class, politely step out with a phone card and head to the main office at the appropriate time. They should show the phone card to Beth and

AI can be a powerful tool in high school for supporting deeper learning, academic writing, and postsecondary planning. With teacher permission, AI may help you:

- Summarize and annotate complex texts
- Organize outlines or brainstorm ideas for essays or projects
- Practice SAT/ACT questions or vocabulary
- Get feedback on writing mechanics (grammar, clarity, tone)
- Explore career paths or generate mock interview questions
- Draft scholarship essays or college application components (with honest attribution)

But AI is **not a replacement** for your thinking. It can **miss the nuance**, produce biased or generic responses, and may fabricate sources or facts.

In high school, responsible AI use means **acting with integrity**, being aware of limitations, and thinking critically:

- **Use AI as a tool for planning and support—not production.** AI can assist with outlines or feedback, but your original thinking must shine through.
- **Disclose AI use when required.** Some teachers may ask you to cite or explain how you used AI in your process.
- **Avoid using AI in ways that could mislead, plagiarize, or falsify work.** This includes generating fake citations or using AI to create work you pass off as your own.
- **Understand ethical implications.** Learn how AI may carry biases, reflect stereotypes, or be misused to spread misinformation or deepfakes.

High school students may use a broader range of tools – but always within school policies and with teacher approval:

- **MagicSchool.ai** – For writing support, vocabulary, and academic task planning
- **Google Gemini** – Brainstorming, study partner, feedback, discussion

Avoid using public generative tools (e.g., Chat GPT, Perplexity, Claude)

As you prepare for college and careers, your ability to **work independently and ethically** matters more than ever.

Responsible AI Use:

- Asking AI to help clarify an assignment or get started on an outline
- Using AI to improve sentence clarity or check grammar
- Reflecting on how AI influenced your thinking and citing it when required

Misuse of AI:

- Submitting essays or projects generated primarily by AI
- Using AI to fabricate citations, data, or sources
- Pretending AI-generated work is your own original work

Colleges and employers expect honesty and authenticity. Your ideas matter—don't trade them for convenience.

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

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.

- ❖ 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

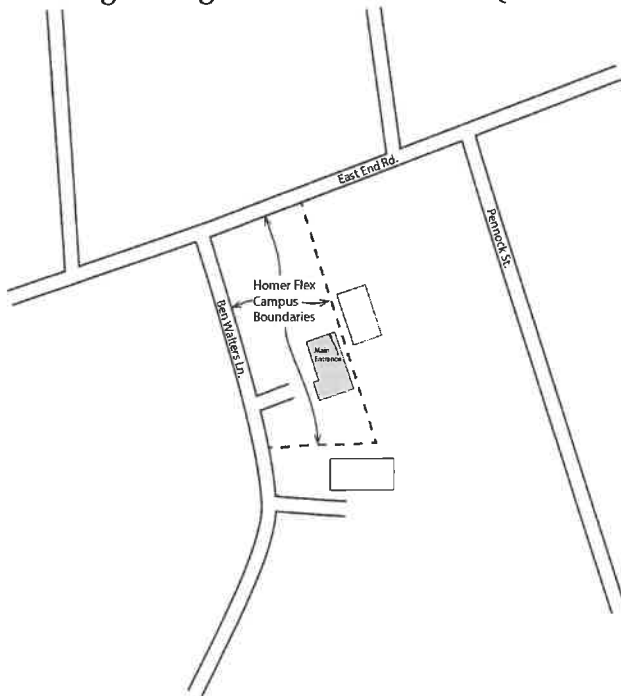
*Alaska Performance Scholarship/UA Scholar – if interested, please see the office.

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.



The Flex Code

	All Settings	Arrival/Departures	Bathroom	Classroom	Kitchen/Food	Electronics	Workshop	Library
P R O D U C T I V I T Y	- Walk directly to your destination - Advocate for your needs - Use technology appropriately	- Upon arrival come directly inside - Stay on campus to wait for bus	- Wash your hands with soap for 20 seconds - Take care of business & return to class quickly - Use bathroom at appropriate times	- Stay on task/advocate for help - Follow directions - Know what you are working on - Be prepared to start class	- Wash hands before handling food - Eat snacks and lunches at appropriate times	- Use electronics for educational purposes - Find your song and get to work - Minimize distractions	- Always be working on a project - Advocate for help/ideas - Stay engaged & motivated	- Stay on task - Remain quiet during class time
R E S P E C T	- Respect other's work space, materials, & efforts - Listen attentively - Welcome new students	- Leave drama at the door and enter respectfully - Follow bus expectations - Follow clothing policy - Follow Symptom-Free Protocol	- Keep clean, dry and tidy - Lock and unlock the door - Flush - Clean sink & shower after using	- Do not distract others, both online and in person - Arrive to class on time - Practice respectful communication - Minimize your movement around the room	- If it's not yours, don't touch it - Help with communal cleaning - Clean up after yourself - Eat snacks and meals in designated spaces	- Keep phone silent and out of sight - Close computer during presentations - Use headphones/keep music so only you hear it	- Respect other's work - Be aware of safe practices and follow them - Always work under staff supervision	- Sign books in & out - No food or drink allowed - If looking for a book, refile appropriately
O W N E R S H I P	- Take all belongings when you leave - Respect shared resources - Be a positive, contributing member - Engage in end-of-day clean up	- Wear inside shoes in the building - Keep bags at designated spaces - Communicate to Beth regarding lunch & appointments	- Replace toilet paper and paper towels - Turn the light off, leave fan on - Put paper towels in trash can	- Listen to and consider other's ideas - Be prepared to start class - Contribute to environment where everyone feels safe	- Turn off coffee pot when empty - Rinse dishes, put in dishwasher - Clean & organize recyclable	- All assigned electronics move with you throughout the day & stay at school - Shut down & plug in computers every afternoon	- Clean your tools, space & materials at the end of class - Wear shoes at all times - Wear safety equipment when appropriate	- Take care of books & return them promptly - Leave designated chargers

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 Homer Flex High School.

Student Signature

Date

Parent/Guardian Signature

Date