

Homer Flex High School

2017-18 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, seven-week rotations, allowing five rotations to occur during the school year. Students can earn 1.75 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 teachers 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 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.

Trauma-Sensitive School Culture

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.

Contacting Flex

Main Office.....235-5558
Christopher Brown, principal.....cbrown@kpbsd.k12.ak.us
Beth Schneider, secretary.....eschneider@kpbsd.k12.ak.us
Colette Choate, teacher.....cchoate@kpbsd.k12.ak.us
David Lefton, teacher.....dlefton@kpbsd.k12.ak.us
Lindsay Martin, teacher.....lmartin2@kpbsd.k12.ak.us
Laureen Wentz, paraprofessional.....lwentz@kpbsd.k12.ak.us
Ingrid Harrald, counselor.....iharrald@kpbsd.k12.ak.us

Project Aware

Homer Flex became part of the Project Aware initiative in 2015. Project Aware focuses on promoting emotional health, personal safety, and educational success for Alaska's students. The Flex Project Aware Counselor 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](#)). Copies are also available at our office. 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, text Beth (503-931-1906), or text Chris (907-723-3690) 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:
 - 4 tardies in a 7-week rotation: formal conversation with the administration
 - 8 tardies in a 7-week rotation: parent/student/staff meeting to create an intervention plan
- Consequences of accumulated absences:
 - 4 accumulated absences in a 7-week rotation: formal conversation with the administration
 - 8 accumulated absences in a 7-week rotation: parent/student/staff meeting to create an intervention plan

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 disciplinary action.

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 the Flex 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 purchase lunch through the cafeteria, bring lunch from home, or cook lunch in our kitchen. Flex students may receive free or reduced lunch, exactly the same as other KPBSD schools. The building also offers a breakfast program. For forms, times, and costs, please see the office.

Flex has a closed campus. With a closed campus, students may not leave the Flex campus for any reason, unless they receive explicit instruction from a teacher or 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.

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 11 for clarification.

***Mellow Yellow Sheet:** From time to time, infractions of our culture of respect occur. When this happens, the staff may have the student fill out a yellow sheet, 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, helping another student with their timesheet, 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 his/her 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. 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 iPods/MP3s.
- Take out earbuds.
- 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.

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, school policy states:

- o Revealing clothing is not allowed. General rule of thumb: The entire area from mid-thigh to shoulder is covered by non-transparent, opaque clothing.
- o Clothing that carry profane, drug/alcohol/tobacco related, sexually suggestive, discriminatory and/or otherwise objectionable slogans or pictures are not permitted.
- o Inside shoes are required; leave outside shoes at the door. If you are unable to bring your own, Flex will provide you with some.

Students not following this policy will need to replace/cover the offending item or go home to change if necessary.

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.

Internet and Computer Use

Internet use is often 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.
- No inappropriate content.
- No social websites (Facebook, etc.)

- 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 checkout. They must be checked back in by 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.

Cell Phone and Electronics Use in School

Cell phones are a reality in our current society. Flex expects students to adhere to an appropriate "business etiquette" when having phones or other electronic devices on school property.

- You may listen to music on your phone using earbuds or headphones at an appropriate volume during appropriate times.
- If you expect an important text or a call in school (emergency situations, work-related calls, etc.), ask the teacher 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 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.
- Keep all phones on silent or turned off.
- Failure to follow this etiquette may result in your phone or other device being kept in the office until the end of the school day. Repeat offenses may be considered insubordination and appropriate consequences, as per KPBSD policy, may be warranted.

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. 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.

At the same time, 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 7-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 Grad Point (prescriptive) 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 the school service coordinator and a final reflective project (newspaper article, community talk, etc.) must be submitted.

Electives

Elective classes are offered throughout the year. In the past, these have included woodworking, ceramics, culinary arts, and digital photography. The school also offers regular opportunities for PE. 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 Jump Start, Distance Delivery, and Homer High School.

Distance Delivery

Flex offers students the opportunity to take online classes through KPBSD Distance Delivery. Students should contact the office if they are interested in taking distance delivery courses.

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 cocurricular 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 principal.

PowerSchool and Canvas

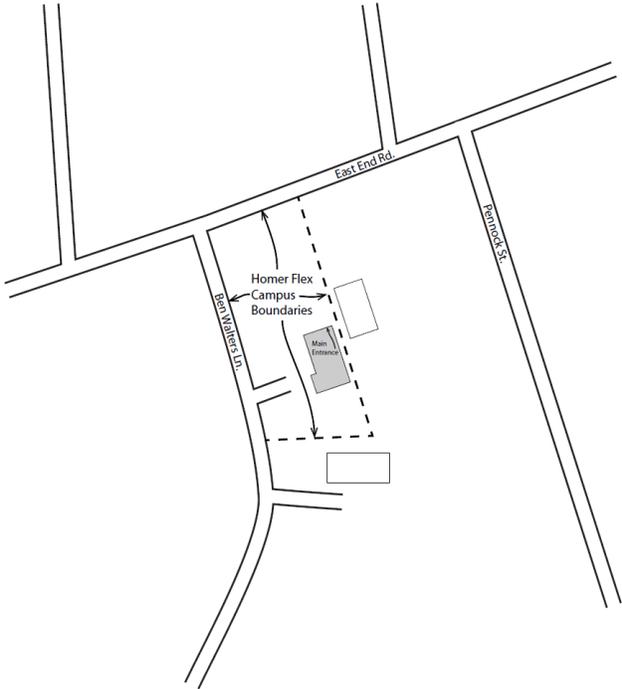
Flex uses PowerSchool to track student progress and Canvas as a learning management system. All students are assigned logins for both PowerSchool and Canvas. Teachers create content in Canvas for students to complete. Student progress on this content is recorded and reflected in the PowerSchool system. 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.

Student-Centered and Student-Led

Parent-Student-Teacher conferences, held once a semester, are student led. Parents 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!

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 (time card) at lunch once they have completed grade 9, 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