Home Flex Academy

Home Flex Academy Parent Handbook

Policy/Procedure Manual

HFA
2026-2027

Parent Handbook

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Welcome:

Welcome to Home Flex Academy. We are a dynamic option for a variety of different student and family learning needs. Our high quality program equals and exceeds the academic rigor of a typical classroom. We provide acceleration, remediation, and flexible learning in a comfortable virtual environment. Students are able to have a flexible individualized and personalized educational plan that best suits their needs. Our TK-12 tuition free program is taught by fully credentialed teachers allows for the flexibility of a differentiated program whose focus is giving each student the successful start they need to be global citizens competitive in college/career endeavors and pursuits. We focus on developing independent skills in a resource blended model. Students have a hybrid program where they can come into the resource room several times per week if they choose for work completion, art activities, hands on science, culinary lessons, physical education, learning assemblies and social interaction. Numerous hands-on opportunities are provided in this student driven and designed program.

We have enrichment days where students in grades TK-5 have the opportunity to go to music, library, dance, the farm and have in person art activities. Students have access to all the after school programs/sports at the other 5 schools in the district enabling them to be athletes, involved in band and drama. Students are able to participate in internships with Child Nutrition services/Grounds and Maintenance(9-12) and participate in community service hours via our

Adult Transition program and volunteer programs such as Love on your Back,. We have art/science fairs, student celebrations and so much more. Our high school students have the opportunity to be dually enrolled in Palomar College and earn college credits beginning at age 15. Students can earn an AA while completing high school coursework.

At HFA, our students have the benefit of the best resources, tools, and technology to have a hands-on education. Students have the vibrancy of field trips, outdoor learning and internships that are critical in solving real world problems. HFA is a learning haven where the credentialed teachers are here to support the parents as learning coaches and your child has a personalized learning pathway. Students work at their own pace and do daily live check- ins with their teacher in K-8 and weekly in 9-12. We utilize the Flexpoint educational platform to offer flexible online and blended learning solutions to cater specifically to independent study and credit recovery options. Through its user-friendly interface and personalized learning pathways, Flexpoint offers California standards aligned A-G approved courses. Flexpoint offers a diverse range of high quality courses and targeted support to ensure academic success for TK-12 to progress and graduate. *We are here to help your child Accelerate, innovate, integrate and do great!*

Flexibility

Independent Study is designed to provide the flexibility needed to allow for a customized experience based on your students' needs.

Although parents are the learning coaches for their children, we are the credentialed teachers who will work with you to create an academic path that is based on standards aligned curriculum and will allow your student to be challenged, receive extra support in areas of need, or explore/pursue other areas of interest.

This model will most benefit students who are self-motivated, have significant responsibilities outside of school or who have social, emotional, or health concerns that prevent them from attending school daily.

Blending learning allows students to learn anywhere and at any time, which can be a big benefit for families with busy schedules-whether that is due to medical issues, a student's hobby, or a parent's job.

Online courses are self paced, allowing students to engage with materials at their own pace. For example, if a student understands a concept and is ready to move to the next lesson, they can do so. This applies to the student who requires more time to understand a lesson. This can reduce stress and increase student satisfaction.

Blended learning allows students to take a more active role in their education as class time is no longer centered on teacher-led lectures. Students can use class time to apply concepts they have learned and

set their own goals. This type of learning model promotes student ownership and responsibility and leads to a growth mindset.

Online courses teach students valuable soft skills such as time management, sustaining effort, acting honestly, using appropriate online behavior and effectively collaborating with others.

When compared to traditional in-person learning, students get more attention and resources because blended learning allows teachers to work one-on-one with students more often to understand their individual needs.

District Mission: We empower every student to thrive in a positive, safe, and supportive environment through high quality education focused on the whole learner.

District Vision: Every student in Bonsall Unified School District engages in rigorous and relevant learning experiences that inspire them to be productive community members and future-ready, lifelong learners.

Admission/Enrollment:

Admission Requirements and Procedures:

Students must be a resident and living in our attendance area. If a student living outside of our school boundaries wishes to enroll, you must first be released from your school district of residency. To be enrolled at Home Flex Academy:

- Students who opt for independent study flexible learning will maintain their enrollment at a BUSD school
- In order to participate in our flexible learning program, families must complete the mandatory introductory meeting with a HFA teacher, sign a master agreement and agree to all student and parent expectations
- Students participating in flexiblel learning will agree to participate for at least one semester. Students may not return to their base school until the second semester.

A parent must sign a master agreement and provide the following documents to their school of record in the Bonsall Unified School District:

- Proof of birth: birth certificate or other government issued ID
- Proof of residency: provide 2 proofs (deed to a house, rental agreement, utility bill)
- withdrawal form from previous school
- immunization records(must include TDap)

- transcript if applicable
- IEP/504 documentation if applicable

Enrollment:

Students may be enrolled in only one school at a time. Parents/legal guardians must withdraw their child from any previous school prior to enrolling at Home Flex Academy.

Flexpoint Description

FlexPoint is an internationally recognized, full-service Transitional Kindergarten through 12th grade online education leader. Flexpoint delivers comprehensive and effective digital courses that are rigorous and interactive.

FlexPoint has delivered an outstanding, rigorous curriculum for more than 20 years. FlexPoint students regularly outperform their peers on both End-of-Course and Advanced Placement exams, achieving 5.3% higher AP scores than the global average.

Students are able to revisit lessons, redo assignments, and complete modules at their own pace to ensure comprehension and understanding.

Standard Operating Protocols on Flexpoint: Flexpoint courses are designed with supports and accommodations to help students fully access each subject matter and accurately demonstrate what they know across the general curriculum.

A. Text to speech accessibility
B. Guided pacing
C. Extended time
D. Multisensory instruction with audio, video, animation and interactivities
E. Alternative forms of presentation
F. Individual feedback
G. Note-taking tutorials
H. Individual and proctored testing environments
I. Chunked content, broken into manageable reading sections that include images and interactives.
J. Graphic organizers
K. Reading levels within range of the grade level for the course
L. Glossaries, some with audio functions
M. Discussion based assessments
N. Reading strategies taught across subjects

O. Text alternatives for videos and graphics.

Designed for Student success:

Flexpoint offers award-winning courses that include a wide-range of diverse activities, providing an effective learning experience for different learning styles. With interactive games and quizzes, engaging video and audio clips, and practical writing lessons and assessments, Flexpoint's courses are thoughtfully designed to help students understand new concepts and master new skills. The courses are University of California A-G approved at the high school level. To achieve UC approval, courses must be academically challenging, involve substantial reading, writing, problem and laboratory work and show serious attention to analytical thinking, factual content, and developing students' oral and listening skills. The curriculum is designed to help students master skills and gain knowledge needed for success in school and beyond.

Expectations of Students

- Students, along with a parent or guardian are required to attend a Home Flex Academy school's zoom or in person orientation
- Students are expected to follow BUSD policy regarding behavior
- Students are expected to follow BUSD policy regarding technology use. All users are expected to use the computers and computer networks in a responsible, ethical and polite manner. BUSD reserves the right to monitor all technology resource activity.
- Students are responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others or using other's usernames and passwords is strictly prohibited.
- Follow BUSD grade level expectations for digital citizenship
- Students are expected to log into Flexpoint daily and complete the daily required coursework.
- Students are expected to meet their teacher online in zoom or in-person daily for grades TK-8 and weekly for grades 9-12. Students will be required to meet in-person monthly and attend prescribed interventions if assigned. The camera must be turned on and the students' face visible during zoom meetings.
- Students are expected to adhere to all assessment policies for diagnostic, benchmark and Standards based assessments. Students may be required to come to the resource room for these assessments at a designated time.
- Students are to be an active participant in virtual discussions as instructed by the teacher.
- Students are to submit assignments as designated by the teacher/Flexpoint program. Assignments may be assigned with flexibility to submit weekly.

- If a student fails to complete an assignment and there is no communication within 5 school days, then the student shall earn a failing grade for the assignment.
- Students must attend mandatory in person assessment days at the learning resource center.
- Students must maintain the pace of the course.
- It is expected that students keep online interactions positive and constructive.
- Report any technical issues through your teacher or principal as soon as the issue arises.
- Students will maintain best practices for virtual learning.

Work Expectations:

- Students are expected to work /complete 5 hours per week, per class
- If a student is behind in their coursework, the teacher/principal will reach out to both parents/students via phone or email to schedule a meeting. A written notice will be sent home. During this meeting, the principal/teacher will discuss with the student/family if the student may remain in the program.
- Teacher will meet with student to engage strategies for additional effort
- Teacher will inform parent/guardian
- continued lack of effort will result in a parent/teacher conference
- Students will be returned to traditional school in person and be at risk for not graduating.

Timelines for course completion:

- Students are expected to complete their coursework by the end of the semester for students in grades TK-8th and by the end of the quarter for students in grades 9-12.
- The teacher/principal will communicate with the parents/students weekly with a grade progress report to ensure transparency.
- Parents have parent overview access via Flexpoint.
- Teachers will reach out to the students/parents if a student does not meet the requirement for course completion.

Best practices for virtual and flexible learning:

- Consider the environment behind you that can be seen in video chats and ensure there are no inappropriate images, materials , etc. for the school.
- Mute audio when entering chats.
- Mute audio when not speaking.
- be appropriate and respectful in your actions.
- Listen to the teacher or other student when they are speaking
- Stay engaged throughout the lesson or activity.
- Ensure that all work is your own.

Expectations of Parents

It is vital for student success to have a true partnership between students, teachers, and parents. It is critical that all contact information is up to date and current. Teachers and administrators communicate regularly with parents. The responsibilities of parents are listed below. These expectations are guidelines for your child to participate in Home Flex Academy. We are your child's learning coach and we are here to support both you and your child.

- Absence/Attendance: Parents are expected to ensure their child is keeping up with their daily assignments in Flexpoint, maintain communication with their child's virtual teacher and communicate when a student is absent. Parents are expected to monitor their child's completion of assignments .
- Parents/students are required to attend the zoom/in person orientation for HFA
- Parents are expected to design/maintain a daily work schedule for your child including participation in virtual class meetings.
- Parents are expected to designate a learning space in your home free from distractions
- Parents are expected to regularly check Flexpoint and your child's progress in their program
- Parents are expected to ensure their child is submitting their own work and maintaining academic honesty
- Parents are expected to communicate regularly with their child's teacher and support their child's learning during the school day.
- Parents are expected to ensure their child is submitting original student work and assignments on time
- Parents are expected to ensure their child attends in person intervention and learning support as well as in person student assessments
- Parents are expected to ensure their child is utilizing District provided chromebooks respectfully and carefully.

Grading Policy/Plagiarism

A variety of assignments are provided to students in their Flexpoint coursework. Students receive grades based on their production of work on assignments, quizzes and tests. The work that is submitted to Flexpoint is graded by our teachers and Flexpoint.

Plagiarism:

Flexpoint and our teachers have programs designed to determine if student work has been plagiarized. When plagiarism is recognized, student work will be reset and the student will be required to redo the assignment. If a pattern of plagiarism is recognized, students and their parents will be contacted and a consequence for academic honesty will be applied. Possible consequences: resubmit the assignment, complete the assignment in writing in person, parental notification, hold a parent/teacher/student conference, referral to counselor, and/or receiving a zero on the assignment.

Plagiarism applies to all printed materials, web pages, and video/audio materials. It does not matter where the text came from or who wrote it. ALL student work must be in the students' own original voice and be their original work. All quotes, statistics, facts and sources must be appropriately cited and any ideas or materials taken from other sources must be acknowledged.

At Home Flex Academy, we promote respect, responsibility and integrity. When a student plagiarizes, they are not demonstrating their knowledge and it can be viewed as a lack of respect for themselves. Plagiarism is defined as when students present work knowingly from another person or source and share as if it is their own.

Home Flex Academy Discipline Policy

HFA is a place where students are respected and expected to interact positively with other students and staff. Students are expected to conduct themselves in a manner that positively reflects on themselves, their families and school staff. It is expected that all interactions between students and staff be based on mutual respect and cooperation. HFA values free speech and the free exchange of ideas;however, we will not accept speech which devalues others, makes them feel unsafe, disrespected and unveiled. While the HFA Discipline policy provides the parameters of accepted behaviors, HFA is committed to helping all students learn how their behaviors affect themselves and others both positively and negatively. This learning and growth is accomplished through a progressive disciplinary consequences.

Progressive Disciplinary Consequences:

HFA has progressive disciplinary consequences for behaviors in alignment with California Education Code Sections 48900 and 48915. The following disciplinary actions will be issued as deemed appropriate .

1. Counseling and parent contacts
2. On campus beautification
3. Assigned detention
4. Suspension from extracurricular activities and/or sports
5. On campus suspension
6. Out of school suspension
7. Expulsion

Restorative practices

At Home Flex Academy, we truly believe that all students make mistakes and need to learn through their mistakes by restoring the relationships that were potentially damaged through their actions. After students have received a consequence, restorative practices including conversations, campus beautification, administrative or counseling check-ins will continue with the students who have demonstrated the need for ongoing support.

Progress reports/Report cards:

Students will receive a progress report at the end of each quarter. Students will receive a report card at the end of each semester. The progress reports and report cards will be based on their progress towards completion of their Flexpoint courses. Parents will be notified of their progress. Parents are able to receive daily and weekly notification directly from Flexpoint to stay abreast of their child's progress.

Typical schedule

A typical day for a student enrolled in the Home Flex Academy:

TK-5 Students: The program includes daily academic instruction via Zoom from a credentialed teacher for 30-45 minutes per day in the student's specific grade level. The rest of the day's learning is completed using an online standards-based curriculum by Flexpoint, where the parent or guardian plays the role of "learning coach". This means the adult will be directly involved in all aspects of the assignments that need to be completed. All of the student's

instruction, assignments, and assessments will be completed using this platform. Workbook pages are provided for each subject and the assignments completed in them will need to be uploaded to the platform daily. Direct access to the teacher and office hours are also provided each day as an extra layer of support.

6-12 Students: Students will spend each school day completing required and elective courses on the online Flexpoint learning platform. This program has recorded lectures from instructors built into it along with assignments and assessments for each subject. A Bonsall teacher will be grading your submitted work and supporting you along your journey. Students will check-in regularly through Zoom with their teacher, and additional office hours will be provided should you have questions as you progress through your coursework.

Learning Resource room options

The learning resource room is available during office hours Monday- Friday. There is teacher support during this time for intervention, support, questions, and guidance. It is a quiet environment that is conducive to work completion in Flexpoint. The learning resource room is also open for all District and state testing. Students are required to attend in person testing to maximize their potential. We focus on independent skills in a resource blended model. Students have a hybrid program where they can come into the resource room several times per week if they choose for work completion, art activities, physical education, learning assemblies and social interaction. Numerous hands-on opportunities are provided in this student driven and designed program.

Enrichment Opportunities

Home Flex Academy has a host of enrichment opportunities such as in person assemblies, music, library, art and opportunities to work at the Bonsall Unified School District farm each week. We have enrichment days where students in grades TK-5 have the opportunity to go to music, library, creative movement, the farm and have in person art activities. Students have access to all the after school programs/sports at the other 5 schools in the district enabling them to be athletes, involved in band and drama. HFA hosts once monthly field trips to places such as science centers, the zoo, wild animal park, public library, senior center, Bates Nut Farm, Midway, Torrey Pines State park, PE in the park and Wild Wonders to name a few. These field

trip opportunities are integral to creating peer and cross peer connections with other students enrolled in Home Flex Academy.

Internship opportunities

HFA has the unique experience of offering numerous internships for Child Nutrition services and Grounds/Maintenance in Bonsall Unified School District. Students in high school have numerous career day classes where they hear from local industry leaders. When students participate in our District internships, they earn community service hours and have the potential for summer employment after successful completion of their internship.

Palomar College Dual Enrollment

Students in HFA have an opportunity to participate in the Palomar college dual enrollment program. The Early College program provides students with the opportunity to take college classes on a college campus while still in high school. Unlike dual enrollment, which is offered in abundance at other high schools, Early College allows for students to experience college as college students. High schoolers attend classes on the college campus with college students whereas Dual Enrollment programs take place on a high school campus with a college professor teaching in a high school classroom. Students interested in enrolling in a Palomar class should reach out toGreg Hinchliff: greg.hinchliff@bonsallusd.com Students in HFA interested in an in-person college class can partake of the free transportation from Bonsall High School to the Palomar College campus in Fallbrook.

Communications

Our families receive a weekly newsletter with a weekly update on the week, shout outs to students and staff, highlights for upcoming events, and pertinent information district wide. Parents also receive text messages, phone calls and emails for important information and student progress.

Suggested Supplies

- Chromebook/laptop: Chromebooks are issued to students by the District after parents complete an agreement for use. Students are able to pick up their chromebook from their child's home school/ resident campus.
- Notebooks
- Pens/pencils

- Manipulatives for elementary students for mathematics(provided by the District)
- White board/markers/erasers for elementary students(provided by the District)
- Plain construction paper for art projects at home
- Crayons for elementary students

High School Graduation requirements

Subject	Credits required
English	40
Mathematics	30
Social Studies	30
Lab/Life Science	30
Visual/Performing arts	10
Foreign Language Physical Education	20 10
Electives CTE/College	15 20
Total credits required	215
120 community service hours to be completed by December of senior year	Community service must be for a non profit organization and can done for more than one

Can not be completed for money, course credit or for a member of your family	organization

Online Learning Instructions

How do I login?

Go to https://bonsallvirtualacademy.agilixbuzz.com/. Click on LOGIN. Select student login. Enter the student username and password you were assigned. If you forgot your username/password, please contact your teacher.

How do I use the program?
When you login the first time, it will prompt you to watch a training video. This should answer most of your questions. If you need additional help. Please contact your teacher.

How many chances do I get on each quiz?

You are allowed two chances on each quiz. You may use your study guide on the quizzes. If you fail the first two chances, you will need to contact your teacher to reset the quiz. It is strongly recommended that you review all notes each time you retake a quiz. If you did not take notes, rewatch the lesson and take notes. At this time, your teacher can reset the quiz. If you continue to have difficulties passing the quiz, you will need to meet with your teacher and your parents will be notified.

How many chances do I get on each test?

You are allowed two chances on each test. You may use your study guide to support your studying for the test . During your final exam, you will need to take it without your study guide. It is your responsibility to prepare for the test. All tests are monitored by a teacher. If you fail the first test, you will be allowed a second chance. If you continue to fail tests, you will need to meet with your teacher and your parents will be notified.

How do I print the study guide?

Click on the study guide at the bottom of the lesson. You can print your study guide and utilize it to help you answer questions to support your recall. You can also take notes in a notebook.

How do I know what my grade is?

Click on the multiple lines to the left after you login. You will see a tab for grades. The overall grade is what you have earned on completed assignments. The actual grade includes zeroes for work that you should have completed, but may have not completed as well as your scores for the work you have completed. These grades take your progress into account so you are not

penalized for being on pace. It is important to remain on task and complete and submit all assignments.

How long do I have to finish the course?

All course work is to be finished within 90 days from the start of enrollment for students in grades TK-8 and within 45 days for students in high school. It is in your best interest to work a minimum of an hour per day, per course. If you have two classes, that is two hours of time to complete your assignments, quizzes, and tests.

Flexpoint course catalog and descriptions: Please click on the link to view course descriptions. All elementary students will be assigned Language Arts, Mathematics, Science, Social Studies and Physical Education.

All middle school students will be assigned English, Mathematics, Science, Social Studies, Physical Education and an elective course.

All high school students will take the required classes to include English, Math, Science, Social Studies, Physical Education, CTE and electives. Not all course offerings listed on the Flexpoint catalog will be offered. Your teacher will guide you through the selection/assignment of classes. For additional information regarding high school classes, please review the Bonsall High School course catalog.

High School Courses offered in Flexpoint

Category	Course	Flexpoint
History/Social Science	A-G US Government	US Government A AP US Government A AP US Government/Politics A US History A US HIstory B AP US History A AP US History B
	A-G World History, Culture, and Geography(10th)	World History A World History B
	Principles of American Democracy	Economics A Economics with Financial Literacy A

English	A-G English Language Arts 9	English 1A English 1B
	A-G English Language Arts 10	English 2A English 2B English 2A Honors English 2B Honors
	A-G English Language Arts 11	English 3A English 3B English 3A Honors English 3B Honors
	A-G Language Arts 12	English 4A English 4B AP English Literature/Composition AP English Language/Composition
Mathematics	A-G Integrated Math 1 A/B(9th) A-G Integrated Math 2 A/B(10th) A-G Integrated Math3(11th)	Integrated Math1A/1B Integrated Math 2A/2B Integrated Math 3A/B
	A-G Pre-Calculus (12th)	Pre-Calculus Honors A/B Consumer Math A/B
Science	A-G Biology with labs (9th) Environmental Science(9th) A-G Chemistry (10th)	Biology A/B Biology Honors A/B Environmental Science A/B Environmental Science Honors Chemistry A/B
		Earth and Space Science(one semester)
	Human Anatomy/Physiology Instructional Services electives	Human Anatomy/PhysiologyA/B Human Anatomy/Physiology Honors
	A-G Physics with labs(11th/12th)	Physics A/B Physics A/B Honors

		Forensic Science 1 A/B(elective)
LOTE		Spanish 1A Spanish 1B
		Spanish 2A Spanish 2B
		Spanish 3A Spanish 3B Spanish 3 A/B Honors
	Speech/Literature & Culture	Spanish 4 A/B Honors

VAPA	Art 1 Introduction	Art History/Criticism A/B Art History/Criticism A/B Honors
	Art 2	AP Art History A/B
VAPA		Digital Art Imaging 1 A/B
Electives		Journalism 1 A/B
Foundations of Law		Business Management/Law A/B
Student Government and Leadership		Leadership Skills/Development 1 A/B
		Leadership Skills/Development 2A(one semester)
		College/Career Readiness A(one semester)
		Critical Thinking and Study Skills A(one semester)
		Psychology 1A(one semester)
English/Language Development		ELD 1A(one semester)
ELD B		ELD 2A(one semester)

Physical Education		Fitness Life Design A(one semester)
		H.O.P.E. Through PE A/B
		Life Management Skills A(one semester) Personal Fitness A(one semester)
Career Technical Education Courses	Intermediate Product Innovation and Design	Foundations of Machine Learning A/B
	Intermediate Computer Science Systems Programming BHS	Cybersecurity Essentials A/B
		Digital Information Technology A/B Foundations of Programming A/B Foundations of Programming A/B
Elective CTE		Health Science Foundation A/B
		Introduction to Hospitality/Tourism A/B Hospitality Tourism Market Management A/B
		Human Growth/Development A/B
Computer Science Principles CTE: follows BHS CTE classes		A series of three classes: 1. Foundations of Programming A/B 2. Procedural Programming A/B 3. Procedural Programming A/B
Applied Cybersecurity CTE: follows BHS CTE classes		A series of three classes: 1. Digital Information A/B 2. Computer/Network

		Security Functions A/B 3. Cybersecurity Essentials A/B
A.I. Foundations: Follows CTE classes at BHS.		A series of three classes: 1. Artificial Intelligence in the World A 2. Applications of Artificial Intelligence A 3. Procedural Programming A/B
Web Application Development/Programming CTE: Follows BHS CTE classes		A series of three classes 1. Digital Information Technology A/B 2. Foundations of Programming 3. Procedural Programming A/B
Elective CTE: Principles of Teaching		A series of three classes: 1. Introduction to the Teaching Profession A/B 2. Human Growth and Development A/B 3. Foundations of Curriculum/Instruction A/B
CTE electives		Principles of Entrepreneurship A/B Health Science Foundations A/B
		Agriscience Foundations 1A/B Agriscience Foundations 2A/B