



2020-2021  
STUDENT & FAMILY  
HANDBOOK

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[Academic honesty is the expectation that students will act in an ethical, moral, and honest way when acquiring or providing information. Acts of academic dishonesty can be characterized in the following manner: dishonestly acquiring information and/or providing information, plagiarizing, conspiring to participate in an act of academic dishonesty or fabricating information. The academic honesty policy is reviewed with students at the beginning of every school year during one-on-one mentoring as well as discussed at appropriate times in classes.](#)

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[The computer system, including e-mail and Internet, is the property of Thrival Indy Academy and Indianapolis Public Schools. Thrival Indy relies on a combination of self-hosted, externally hosted, and cloud-based services. These services are primarily intended for educational and business use and are subject to monitoring at any time. Although Thrival Indy does not routinely check communications or files, it has the right to review, audit, and disclose all matters sent over or stored on the system. As a result, members of the Thrival Indy Academy community should recognize that there is no reasonable expectation of privacy when using the computer system and cloud-based drives.](#)

Dear Students and Parents,

We are excited that you have decided to join us on this educational journey! Thrival Indy Academy (Thrival Indy) is *our* school, and together as the Thrival family, we will create memories, gain knowledge, and partake in experiences that will remain with us for a lifetime. This journey will be challenging academically, physically, and sometimes even emotionally, but together we will grow as individuals and as a learning community. Through all challenges we will thrive.

We look forward to learning, growing, and serving our local and global community alongside you and your family.

In collaboration,

India Hui  
Founding School Leader & Executive Director

Julius Mansa  
Board of Directors, Chair

## Mission, Vision, and Values

**Our Mission:** Thrival Indy Academy is a humanities-focused high school which exposes students to diverse global perspectives through experiential learning and identity exploration in order to incubate educated global citizens and passionate community leaders.

**Our Vision:** Through addressing the opportunity gap surrounding global experiences and perspectives, Thrival Indy Academy prepares Indianapolis youth for postsecondary success and equips them with the tools to impact positive change in their local community.

### Our Values

**G-** Gain new perspectives: You will see new places, meet new people, and have new experiences, which will change and grow the way you see the world around you!

**L-** Learn through diversity: You will learn with and from people from all walks of life and parts of the world!

**O-** Own your actions: You will learn how to be thoughtful about and responsible for your actions and reactions!

**B-** Be committed: You will work hard in order to work toward achieving your personal and academic goals!

**A-** Advocate vigorously: You will find the voice and power you have within you to speak up for the rights of yourself and others!

**L-** Leave your mark: You will make a difference in your school, local, and global community!

# Communication Expectations

## Email and Phone

Thrival faculty and staff will maintain an open line of communication with students and families. **It is important, therefore, that we have accurate email addresses and phone numbers for all students and guardians.**

If your phone number or email address changes, please email [connect@thrivalindy.org](mailto:connect@thrivalindy.org) or text (317)992-5021 with your updated contact information.

## “Remind” Phone Application

**Remind** is a free application available in the iTunes App Store as well as the Google Play Store. Teachers will use this application to communicate with families, and send important updates.

## Social Media

Follow us on the following platforms to keep up with the latest Thrival Indy news.

Twitter: @ThrivalIndy

Instagram: @ThrivalIndy

Facebook: Thrival Indy Academy

# Photography And Video Permissions

- Thrival Indy may take videos and photos of our students and families to use for school-produced print and electronic publications, including the organization’s website and social media platforms.
- When families complete their enrollment paperwork, they will be asked to sign a voluntary media-release.

# Filing Complaints or Concerns

If you have any concerns or complaints about the school leader, please contact the Thrival Indy Academy Board of Directors. The Board Chair, Julius Mansa can be reached by email at [jmansa@thrivalindy.org](mailto:jmansa@thrivalindy.org).

Please contact the school leader with complaints or concerns regarding Thrival Indy Academy teachers or employees by email at [ihui@thrivalindy.org](mailto:ihui@thrivalindy.org).

# Roles and Responsibilities

Parent(s), Guardian(s), Legal Custodian(s):

- Attend all family meetings **or** schedule alternative meeting time with school leadership.
- Complete required paperwork necessary for local and international travel.
- Work with school personnel to enforce appropriate student behavior.

- Care for students' health and well-being and obtain necessary immunizations.
- Assure that the student attends school daily and is on time and prepared.
- Communicate openly with Thrival Indy Academy staff and personnel.

### Students

- Understand and comply with established expectations of Thrival Indy Academy.
- Attend school daily, on time and prepared.
- Maintain all coursework and participate in every project and learning excursion.
- Demonstrate respect for all members of the school community.

### Faculty & Staff

- Provide an environment for learning and growing.
- Understand and encourage the established expectations.
- Actively communicate with students and families.
- Counsel students to meet academic and behavioral expectations.
- Collaborate in planning curriculum as well as community projects.
- Complete paperwork required for international travel.

### School Leadership

- Plan, organize, and direct the school to assure all standards are established and maintained.
- Monitor the standards to assure the school is a safe learning environment
- Counsel teachers on effective ways to improve student behaviors and academic outcomes.
- Communicate with the local community regarding Thrival Indy Academy.

## Graduation Requirements

### CORE 40 Credit & Course Requirements

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math course or quantitative reasoning course each year in high school</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

## CORE 40 w/ Academic Honors Course Requirements

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math course or quantitative reasoning course each year in high school.</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

### **CORE40** with Academic Honors (minimum 47 credits)

For the **Core 40 with Academic Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.\*\*
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

## Indiana Graduation Pathway Requirements

Graduation Requirements	Graduation Pathway Options
<b>1) High School Diploma</b>	Meet the statutorily defined diploma credit and curricular requirements.
<b>2) Learn and Demonstrate Employability Skills<sup>1</sup></b> (Students must complete <u>at least one</u> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> the following: <ul style="list-style-type: none"> <li>• <b>Project-Based Learning Experience;</b> OR</li> <li>• <b>Service-Based Learning Experience;</b> OR</li> <li>• <b>Work-Based Learning Experience.</b><sup>2</sup></li> </ul>
<b>3) Postsecondary-Ready Competencies<sup>3</sup></b> (Students must complete <u>at least one</u> of the following.)	<ul style="list-style-type: none"> <li>• <b>Honors Diploma:</b> Fulfill all requirements of either the Academic or Technical Honors diploma; OR</li> <li>• <b>ACT:</b> College-ready benchmarks; OR</li> <li>• <b>SAT:</b> College-ready benchmarks; OR</li> <li>• <b>ASVAB:</b> Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</li> <li>• <b>State- and Industry-recognized Credential or Certification;</b> OR</li> <li>• <b>Federally-recognized Apprenticeship;</b> OR</li> <li>• <b>Career-Technical Education Concentrator<sup>4</sup>:</b> Must earn a C <u>average</u> in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li> <li>• <b>AP/IB/Dual Credit/Cambridge International courses<sup>5</sup> or CLEP Exams:</b> Must earn a C <u>average</u> or higher in at least three courses; OR</li> <li>• <b>Locally created pathway</b> that meets the framework from and earns the approval of the State Board of Education.</li> </ul>

# Attendance Policy

## Reporting Absences

Students are expected to report **all** absences to the Thrival Indy Academy front office. In order to report an absence, call (317)226-4868 by 9:00am.

## Virtual Learning Attendance

In the event of virtual learning, students are expected to sign on for each of their scheduled classes in order to be counted present for the period.

## Early Departure

Students who need to leave school early for a doctor or dentist's appointment must bring a signed note from a parent or guardian.

If a student becomes ill during the school day, a parent or guardian will be contacted by the school nurse and requested to pick up their child as soon as possible. If the student drives or walks, s/he will only be permitted to leave with verbal permission from a parent or guardian.

## Excused And Unexcused Absences/Tardiness

Excused absences/tardies are defined as:

1. Illness and/or medical appointments
2. Death in the family
3. Family emergencies or other circumstances beyond the student's control
4. Spending time with an immediate family member who is an active duty service member.
5. Jury Duty

If a student has more than five excused absences, an attendance conference will be held.

Unexcused absences/tardies are defined as:

2. Absence without parental or doctor's note
3. Extra vacation days
4. Oversleeping
5. Absence due to birthdays
6. Work or job interview
7. Fatigue due to extracurricular activities

If a student has more than three unexcused absences, an attendance conference will be held.

## Parents' Legal Responsibility For Attendance

Parents are legally responsible for ensuring that each child between 6 and 18 years of age attends school during the entire school year. Parents of truant students may be held civilly and criminally accountable for their children's truancy.



# Health and Medical Policies/Procedures

## Health Forms

Use these guidelines to determine when to keep your child home from school:

- Active fever, defined as a temperature of 100.0 F/37.8 C or higher within the 72-hour period preceding the start of the school day.
- Active vomiting, defined as vomiting within the 24 hours preceding start of the school day.  
Active diarrhea, defined as watery bowel movement within the 12 hours preceding start of school day.
- For the first 24-hour period of antibiotic treatment of diagnosed infectious illness, such as strep throat, pink eye or pneumonia.
- In cases of head lice, until the student has had the initial treatment to remove active adult lice.
- If your child has an active, blistering rash and has not yet been seen by his/her MD and cleared to return to school.
- If a student is ill and has been absent for three days, please contact a Thrival staff member regarding his/her illness.

Procedures regarding illness or injury occurring after the start of a school day:

- Any student who becomes ill or injured during the course of the school day will be referred to the School Nurse for evaluation and care.
- A student sent home with a fever may not return to school until he/she has been fever-free for 72 hours without the use of fever reducers such as Tylenol or Motrin.
- If a student's condition requires dismissal or medical referral, a parent will be contacted. To facilitate the best delivery of care to all Thrival students, it is required that a student be picked up within 90 minutes of such parent notification.
- Once the school day has commenced, any student wishing to leave school due to illness must see a Thrival staff member prior to his/her dismissal.

## COVID-19-Related Extended Absences

If a student has tested positive for or been exposed to someone who has tested positive for COVID-19, the s/he must follow the virtual learning guidelines

# Student Conduct

Thrival Academy: Indy students are expected to conduct themselves in a manner which embodies the core fundamentals of our school:

**Gain new perspectives.**

**Learn through diversity.**

**Own your actions.**

**Be committed.**

**Advocate vigorously.**

**Leave your mark.**

Our G.L.O.B.A.L. focus means that we are committed to growing through interactions with others as well as through our own missteps. We follow through with promises we have made to others and to ourselves. We use our voice and privilege to speak and stand for others, and we make sure our actions lead to positive impact in our community both locally and abroad.

#### Classroom Standards for All Students:

- Students will be on time and prepared for each class throughout the school day.
- Students will have necessary supplies and maintain all school-provided technology with care.
- Students will be open to sharing in new experiences with the Thrival Indy Academy community.
- Students will follow any other standards or procedures established by the school staff and leadership.

One of the cornerstones of the Thrival Indy Academy community is individual integrity. Thrival Indy students are expected to behave with integrity, which encompasses honesty and civility. Students are also expected to recognize that individual behavior impacts the rest of the community and that they will be held responsible for their actions and behavior.

The rules outlined below, as well as the school-wide health and safety policies and procedures outlined earlier in this Handbook, are vital to the safety and well-being of the Thrival Indy community.

#### Major Rules

- Thrival Indy Academy is a substance-free campus. Any connection with or use of drugs and alcohol is strictly forbidden.
- Respect the property of others and the school.
- Respect the physical and emotional safety of others.
- Conduct yourself with honesty in all instances. Abide by the Academic Honesty Policy.

#### Thrival Indy Academy Responses to Behavior

All Thrival Indy community members are expected to be familiar with the expectations outlined in the Student Code of Conduct and to respect and uphold these school policies and procedures, which are intended to enhance student success and to provide for safety and efficiency in all aspects of school life.

Many different traditions with differing expectations and methods of achieving discipline are represented among Thrival Indy families. Nonetheless, it is important that we all commit ourselves to achieving a consistency of philosophy and approach that supports our school's disciplinary aims.

#### Thrival Indy Academy School Culture

##### Core Understandings

1. Community leaders are self-directed learners who are able to apply global solutions to local issues.
2. Local and global events and issues are complex and interdependent.
3. Understanding one's identity and culture is key to understanding one's relationship with and among others.

4. Multiple conditions fundamentally affect diverse global and local forces, events, conditions, and issues.
5. Historical forces have shaped the current local and global context.

## Academics

### Service Learning

Throughout the school year, Thrival Indy students will participate in service learning projects. All students are expected to contribute to the development of these projects as well as attend and participate in community service projects.

### Experiential Learning Excursions

As part of our learning model, students are expected to participate in various educational field trips. These trips are considered part of the academic curriculum, and participation is mandatory.

### Global Perspectives Graduation Pathway

9	English 9	Integrated Math 1 <b>or</b> 2	Biology	Cambridge International Classic Studies	Spanish	Computer Science	Physical Education-1	Citizenship & Civics	Ethnic Studies
10	English 10 <b>or</b> Cambridge International General Paper	Integrated Math 2 <b>or</b> 3	Chemistry	US History	Spanish	Dual Credit Art	Physical Education-2	Health & Wellness	Interpersonal Relationships
11	Ethnic Literature	Expository Writing	Finite Math	Probability & Statistics	Spanish	Geography & History of the World	Environmental Science (AP)	Dual Credit Art	Global Perspectives & Research
12	Dual-Credit English	Integrated Math 3 <b>or</b> Precalculus	Cambridge International Environmental Management	Government	Spanish	Economics	Personal Financial Responsibility	Career Exploration Internship	

## Bullying and Harassment

### Anti-bullying Policy

Thrival Indy Academy is committed to providing a safe and caring environment on our campus as well as in online spaces and during off-campus school-sponsored activities. Bullying of any kind is unacceptable at our school. If bullying does occur, all students are encouraged and expected to tell an adult immediately. Incidences reported to a member of the school community will be dealt with promptly and effectively.

## What Is Bullying?

Bullying is deliberate and repeated aggressive behavior with the intention of physically or verbally hurting another person through speech, physical contact and/or written communication.

Examples of bullying can be, but are not limited to:

- repeatedly being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- pushing, kicking, hitting, punching or any use of violence in order to embarrass or intimidate
- unwanted physical contact or sexually abusive comments
- negatively focusing on the issue of "cultural" differences including, but not limited to, race,
- religion, family background and sexuality
- name-calling, repeated use of sarcasm, spreading rumors
- repeated examples of teasing
- misuse of email, Internet, Facebook, instant messaging tools, or other social media
- threats, including those sent by text messaging and calls
- misuse of associated technology, e.g. camera and video equipment

## Procedures

1. If a student feels that he or she has been a target of bullying or has witnessed bullying actions toward a peer, the student should alert an adult as soon as possible.
2. If a report is made to a parent, Thrival Indy Academy requests and expects that parent to report bullying actions to a school administrator. All incidences of bullying which are reported to a faculty member, administrator or any other school employee will be recorded and investigated in a timely manner.
3. Faculty and/or an administrator will speak to all students involved.
4. Parents will be contacted as necessary.
5. A record of all incidences and follow-up actions will be kept on file.
6. All members involved with the incident will work together to stop the bullying behaviors.

## Outcomes

An appropriate course of action will be decided upon by the school in cases of bullying. We believe it is equally important to provide support to the student who has been bullied and to understand the motivation behind the bullying behavior to prevent such actions in the future.

Confidentiality of the incident and the consequences will be maintained as necessary and will be reported to others only on a need to know basis.

## Conclusion

A safe community is one in which all members are respectful of each other. It is our expectation that students, parents, faculty, staff, and administration will consistently treat one another in a respectful manner.

## Harassment Policy

Thrival Indy Academy's policy is to maintain a learning environment for students that is free from harassment on account of a student's race, religion, color, sex, national origin, disability, sexual orientation,

or any other protected characteristic (hereinafter “discriminatory harassment”). Thrival Indy Academy prohibits any and all forms of such harassment.

Thrival Indy Academy will act promptly to investigate all complaints, either formal or informal, verbal or written, of discriminatory harassment; to take appropriate action to protect individuals from further harassment; and, if it determines that discriminatory harassment has occurred, to promptly and appropriately discipline any student, teacher, administrator, or any other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

## Sexual Harassment

For purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- Submission to unwelcome sexual conduct, whether explicit or implicit, is a condition of the student’s participation in a school program or activity, or when used as the basis of an educational decision affecting the student; or
- The unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

## Other Types Of Discriminatory Harassment

For purposes of this policy, other discriminatory harassment of a student is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, national origin, sexual orientation, disability, or any other characteristic protected by law, when:

- The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
- Examples of conduct that may constitute discriminatory harassment include:
- Graffiti containing offensive language based on race, national origin, ethnicity, disability, sexual orientation, etc.;
- Mocking, ridiculing, or mimicking another’s culture, accent, appearance, or customs;
- Name calling, jokes, or rumors;
- Epithets or slurs;
- Written or graphic material (including emails and cartoons) containing comments or stereotypes aimed at denigrating students because of their particular race, national origin, religion, physical or mental disability, or other protected characteristics;
- A physical act of aggression or assault on a student because of that student’s race, national origin, religion, disability, or other protected characteristics; or
- Other kinds of aggressive conduct such as theft or damage to property which is motivated by race or other protected characteristics.
- The above list of examples is not intended to be all-inclusive.

## Reporting Procedures

Any student who believes that he/she has been the victim of discriminatory harassment by another student, teacher, administrator, or other school personnel of Thrival Indy Academy, s/he should immediately report this conduct to school leadership who will immediately report the conduct to the School Leader and Board of Directors. Nothing in this policy precludes the student or other individual from reporting the alleged harassment directly to the School Leader or Board of Directors.

Thrival Indy Academy has designated the Executive Director with the responsibility to investigate, prevent, and remedy harassment. She shall:

- Receive reports or complaints of discriminatory harassment;
- Oversee the investigative process;
- Ensure any investigation is conducted by a trained, impartial investigator who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited conduct.
- Thrival Indy Academy will develop a method of discussing this policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all Thrival Indy Academy personnel on an annual basis, and at such other times as Thrival Indy Academy determines is necessary or appropriate.

## Retaliation

Submission of a good faith complaint or allegation of discriminatory harassment will not affect the complainant's future grades, learning environment or opportunities, or employment, work environment, or work assignments. Retaliation is a serious violation of this policy and should be reported immediately. Thrival Indy Academy will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged discriminatory harassment or against any person who assists or participates in an investigation or proceeding relating to such alleged harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

# Smoking, Alcohol and Drug Policies

## Smoking

Thrival Indy Academy is a non-smoking community. Smoking cigarettes, cigars, pipes, or chewing tobacco anywhere on campus is prohibited.

## Alcohol And Drugs

Thrival Indy students may not use, possess, sell, or distribute illegal drugs, drug paraphernalia or alcohol while under the jurisdiction of Thrival Indy Academy authorities. Students are not allowed to consume or be in possession of alcohol or drugs at school or while attending, participating in, or traveling to or from any school-related activity. Any student under the influence of, or in possession of, alcohol or drugs at school or on a school-related activity will face serious disciplinary consequences. Thrival Indy Academy reserves the

right to take disciplinary action in the event that a student's use or possession of alcohol or drugs in a non-school- related activity or setting interferes with or affects the school community.

Students are considered to be under the jurisdiction of the school when on school property, the school bus, or while attending, participating in, or traveling to or from school-sponsored activities and field trips. Activities or events sponsored by or held at other schools will be treated as Thrival Indy Academy-sponsored events for the purposes of the Code of Conduct. Students who represent look-alike substances as illegal drugs are subject to suspension or expulsion.

If the school has reasonable suspicion that a student has contravened the school's substance abuse policy, school administrators may search that student and personal belongings. In the face of evidence of student drug or alcohol use, the school may require, as a condition of a student's continued enrollment, and at the parent's expense, a drug or alcohol assessment at a school-approved facility.

The school stands ready to assist and support students suffering from drug and/or alcohol abuse. However, the support of the school does not excuse students from the consequences of their actions, should they contravene the substance abuse policy of the school's Code of Conduct.

## Searches

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. To protect the safety and welfare of students and school personnel, Thrival Indy Academy has the right to perform unannounced searches and to confiscate contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. Authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; desks, or other school property; or student automobiles.

All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be confiscated by staff. Storage, return, or destruction of such items shall be at the discretion of the Executive Director or her designated agent, subject to legal impoundment.

# Academic Honesty, IT, Acceptable Use

## Academic Honesty Policy

Academic honesty is the expectation that students will act in an ethical, moral, and honest way when acquiring or providing information. Acts of academic dishonesty can be characterized in the following manner: dishonestly acquiring information and/or providing information, plagiarizing, conspiring to participate in an act of academic dishonesty or fabricating information. The academic honesty policy is reviewed with students at the beginning of every school year during one-on-one mentoring as well as discussed at appropriate times in classes.

### Definition of honesty code violations:

Cheating is one or more of the following behaviors:

- Working on an assignment/test/exam/project with other people when not permitted

- Copying information from other people's work (such as but not limited to tests, quizzes, papers, exams, homework) is always prohibited
- Using or sharing an un-administered exam without authorization from a teacher
- Purchasing and acquiring other's work and submitting it as your own
- Providing answers to homework/quizzes/tests/projects when not allowed
- Sharing and/or discussing information from tests/exams.
- Fabricating results or information is one or more of the following behaviors:
  - Falsifying the results obtained from a research or lab experiment
  - Providing data from experiments which have not occurred
  - Creating false citations for work presented
  - Having another student complete academic work and passing it off as your own
  - Changing answers or grades on exams after work has been returned to the student and then claiming instructor error.
- Plagiarism: According to the website [www.plagiarism.org](http://www.plagiarism.org) and the Merriam-Webster online dictionary, Plagiarism is defined in the following ways:
  - \* Stealing and passing off the ideas or words of another as one's own
  - \* Using another's production without crediting the source
  - \* Committing literary theft
  - \* Presenting as new and original an idea or product derived from an existing source (print, online, television, etc.)
  - \* Turning in someone else's work as your own
  - \* Copying words or ideas from someone else without giving credit
  - \* Failing to put a quotation in quotation marks and presenting it as one's own idea

Acting in a manner that is academically dishonest weakens the student's integrity and diminishes the learning process. Thrival Indy has a zero tolerance policy for academic honesty violations. If a student dishonestly acquires information and/or provides information, plagiarizes, conspires to participate in an act of academic dishonesty or fabricates information, the following sanctions will be levied:

- 1st offense
  - \* A grade of zero given to assigned work
  - \* A conference with the student, teacher, parent and administrator may be held
- 2nd offense
  - \* Academic/conduct referral
  - \* A grade of zero given to assigned work
  - \* A conference with the student, teacher, parent and administrator will be held
  - \* Student will redo work at school for no credit
- 3rd offense
  - \* In school suspension
  - \* Formal letter for student file
- Important Notes:
  - \* Repeated offenses will lead to more severe sanctions, including expulsion.
  - \* All students who are knowingly involved in an act of academic dishonesty are subject to sanctions.



## Expectations Of Privacy

The computer system, including e-mail and Internet, is the property of Thrival Indy Academy and Indianapolis Public Schools. Thrival Indy relies on a combination of self-hosted, externally hosted, and cloud-based services. These services are primarily intended for educational and business use and are subject to monitoring at any time. Although Thrival Indy does not routinely check communications or files, it has the right to review, audit, and disclose all matters sent over or stored on the system. As a result, members of the Thrival Indy Academy community should recognize that there is no reasonable expectation of privacy when using the computer system and cloud-based drives.

This Acceptable Use Policy (AUP) outlines the appropriate use of technology resources and services provided by Thrival Indy and Indianapolis Public Schools during and after school. By signing the Handbook Acknowledgment form, every student is indicating that he or she understands and agrees to abide by the guidelines written below.

Thrival Indy Academy network, technology resources and Internet access are school resources and use of them is considered a privilege. Therefore, violation of this AUP will result in the loss of this privilege and/or other appropriate discipline actions. These actions may include written warnings, withdrawal of access privileges, and in extreme cases, suspension or expulsion.

Applicable to all Thrival Indy Academy students:

I realize that my behavior when using the Thrival Academy: Indy network and technology resources should abide by the Thrival Indy Academy Code of Conduct.

### **SAFETY AND SECURITY**

- \* I understand that passwords are private and should not be shared with others. I will not allow others to use my account name or password, or try to use that of others.
- \* I will not bypass security settings or interfere with the operation of the Thrival Indy Academy and Indianapolis Public Schools network in any way.
- \* I will use Thrival Indy Academy and Indianapolis Public Schools network and technology resources productively and responsibly for school-related purposes; if I want to use the network or technology for a purpose other than education, I will do so after securing permission from my teacher or administrator.
- \* I will record or share image or audio files only when I have obtained permission from my teacher, media specialist, or administrator. I will not use cameras in restrooms or locker rooms, regardless of intent.
- \* I am responsible for not pursuing or sending material that could be considered objectionable or hurtful to myself or others.

### **DIGITAL CITIZENSHIP**

- \* I will use technology in such a way that does not disrupt the attention of the class. This includes setting all of my devices on "mute" or "vibrate" unless permission is obtained from the teacher, librarian or administrator and configuring Do Not Disturb settings.
- \* I will be thoughtful and polite and use appropriate language in my digital communication, as determined by school administrators.
- \* I will follow all guidelines set forth by my teachers when publishing schoolwork online (e.g. to a website,

blog, wiki, discussion board, podcasting or video server).

\* I will respect the intellectual property rights of others. I will obey copyright guidelines and avoid plagiarizing others' work or ideas.

\* I understand that I am an ambassador for the school in all of my online activities, which should not reflect negatively on my school, fellow students or teachers. I will not post personal or embarrassing information about other students, employees, or members of the Thrival Academy: Indy community.

\* I will not masquerade, spoof, or pretend to be someone else. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

\* All confidential school information must be protected and may be disclosed only according to school policy or as required by law. I will not disclose or repeat any confidential information in my online communications.

\* When registering or sharing my work on the Internet I will not share identifying personal information, including but not limited to my last name, age, address and telephone number.

## Acknowledgment Of Family/Student Handbook

Go to <https://thrivalindy.org/student-%26-family-handbook> to submit your Acknowledgement Form.