



Dear ThrivePoint students and families,

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Welcome to ThrivePoint and to SY27! We are excited to welcome new faces to our ThrivePoint campuses and online programs. We are anticipating a great school year!

We are so excited to see all of our students that attend online in the coming weeks. We look forward to creating a community that improves upon the support and instruction that has characterized the ThrivePoint experience year after year.

ThrivePoint Academy and High School has been providing a unique and personalized educational experience to our students for 20+ years. Our independent learning model allows us to truly get to know our students and support them throughout their high school experience. Your Student Success Coach is trained to support your learning and social emotional needs as you earn credits and plan for your graduation.

Your Student Success Coach is here to assist you in discovering and preparing for your Next Big Step, whether that is going on to college, university, a trade program, pursuing employment, or joining a branch of our armed forces. We are here to help you! We have developed partnerships with local leaders across the state to help you explore the fields that will bring you fulfillment. Now, more than ever, we are prioritizing these connections to help our students have a smooth transition from high school completion to the next exciting step in their lives.

ThrivePoint's diversity is its greatest strength and we hope that you join us in getting to know different aspects of this wonderful school, from your Student Success Coach, teachers and Learning Center Coordinator to our support staff and administration as well. We dare to think that a school can unite students and families through community, and that the time a student spends at ThrivePoint can be transformational.

Our first ask of the year is that you take time with your student to review our *Student Handbook*.

Best wishes to each of our incredible, unique and valued ThrivePoint students for a successful year pursuing your High School Diploma! We are honored to join you on your path this year!

Sincerely,

Shannon Smith

Executive Director, ThrivePoint Academy

After reading and reviewing the handbook, **each student and their parent/guardian must sign their name to the Mandatory Signature Page**, found at the end of this *Handbook*. These signature forms must be signed and returned to your Student Success Coach during your orientation meeting.

Mission Statement:

Our mission is to provide to students a choice in completing their high school education by providing a structured learning environment with personalized education plans including computer-based courses and mastery-based instruction and awarding a diploma upon fulfilling graduation requirements. We serve as an alternative high school providing credit recovery for students with poor academic standing, adjudicated youth, pregnant/parenting students, dropout students, behind in credits, and students with behavioral issues.



Vision Slogan (to address the obstacles):

“No Excuses, Only Solutions”

Vision Slogan (to address the opportunities):

“Your Path, Your Pace, Your Future”

Vision Slogan (to address core values):

“Responsibility: Own It”

“Kindness: Share it”

“Respect: Show It”





Enrollment Policies

Admission

All students are required to complete an enrollment form to begin the admission process.

Tuition

There is no cost to attend ThrivePoint Academy. We are a free public charter school.

Residency

All students must be residents of the state of Oklahoma. The student's Parent or Guardian must provide one (1) piece of documentation indicating place of residency and complete either the Oklahoma Residency Documentation Form or the Affidavit of Shared Residence form. Both are found in the Enrollment packet; or if the student is 18 years of age or older, students must turn in proof of Oklahoma residency for themselves.

Enrollment

A student in official status is defined as one having submitted and completed all required documentation, with all proper parent/guardian signatures, and having completed orientation.

Technology Requirements

Computer/Internet Access

Parent(s)/Guardian(s)/Students are responsible for providing adequate computer equipment and reliable internet access. If that is an issue, Please discuss this with a ThrivePoint Leader about what options are available to you.

Phone/Voice Communication

Parent(s)/Guardian(s)/Students must also have access to a phone or alternate type of voice communication. Examples:

- Landline (house phone, office/work phone, etc.)
- Mobile phone
- VoIP/Communication software (Skype, Google Voice, etc.)

Policy on Use of Cell Phones and wireless communication devices

Student access to cell phones and other wireless communication devices is restricted during the school day, whenever the student is on school premises. Students may only access devices and the internet, particularly social media, to the extent allowed by a teacher for educational purposes.

Exceptions to these restrictions may be authorized by a teacher during an emergency or as required by a student's medical condition.

Students and parents/authorized adult family members are able to communicate in the school's administrative offices.

Acceptable Use Policy

The terms and conditions outlined below apply to ThrivePoint Online courses, communication systems, learning management systems, and other technological resources, which include, but are not limited to, learning center computers, Internet access, network resources, printers, scanners, and cameras.

- Use ThrivePoint resources only in order to achieve relevant educational goals.
- Immediately inform staff if inappropriate information is mistakenly accessed.
- Acknowledge and agree that ThrivePoint email and other communication tools and resources are not private and may be read and monitored by school-employees as needed.
- Be responsible for the storage and backup of student data. This includes any assignment or test material that is electronically submitted to the student's instructors.
- ThrivePoint Academy is not responsible for any lost or unsaved work.
- Inappropriate use may result in disciplinary action up to and including expulsion.
- ThrivePoint Academy provides filtered internet access at established learning centers.

While at home, the parent/guardian assumes full responsibility for monitoring student internet activity.

Unacceptable use includes:

- Submitting, displaying, or attempting to retrieve defamatory, inaccurate, abusive, obscene, profane, pornographic, sexually oriented, threatening, racially offensive, or illegal material.
- Posting or revealing student name, home or email address, phone number, photos, or other personal information, unless authorized to do so by staff and with permissions on file.
- Sharing password information with anyone other than parents and staff.
- Disrupting the educational process or negatively affecting students or staff, which includes non-essential use of learning center bandwidth.
- Using resources for financial gain, political lobbying, fraud, or other illegal activities.
- Attempting to harm, modify, add, or destroy information or devices, access confidential information belonging to students or staff, or in any way interfere with system security.
- Downloading or installing any programs, music, videos, or other files to learning center computers without permission or instruction to do so in course materials.
- Connecting or installing external devices to learning center computers without permission.
- Attempting to gain unauthorized access to or vandalizing files of another user.
- Committing plagiarisms including inappropriate use of Artificial Intelligence (AI) or in any way infringing on copyright or trademark laws.
- Harassing, insulting, or attacking others, or using obscene language.



Student Learning Program: Community, Support, and Achievement

Student Learning Program Overview

At ThrivePoint High School, we are committed to student success through strong relationships, personalized learning, and consistent engagement. All students enrolled in ThrivePoint Academy will participate in our enhanced Student Learning Program.

Program Requirements

- All students are required to virtually meet with both their Teacher and Student Success Coach (SSC) twice per week.
- Each session will last approximately two hours.

Support and Flexibility

- ThrivePoint understands that each student's situation is unique.
- If a student cannot meet the weekly session requirements, they must contact their Learning Center Coordinator to request accommodations or additional support.

Academic Policies

Student Achievement Grading

Purpose and Philosophy

ThrivePoint Academy of Oklahoma uses a standards-aligned, mastery-based approach to grading. Grades are intended to communicate the extent to which a student has demonstrated knowledge and skills associated with the Oklahoma Academic Standards and the requirements of an individual course.

Because students learn at different rates, ThrivePoint provides students with multiple opportunities for instruction, practice, feedback, intervention, and, when appropriate, reassessment. Students are expected to demonstrate mastery of essential course standards before receiving course credit.

Grading Scale

Grade	Percentage	Performance Level
A	90–100%	Advanced Mastery
B	80–89%	Proficient Mastery
C	70–79%	Satisfactory Mastery
F/NC	Below 70%	Mastery Not Yet Demonstrated; No Credit
I	Incomplete	Temporary designation during an approved extension

A final grade of **70% or higher** is required to pass a course and earn course credit. ThrivePoint does not award a passing “D” grade because a score below 70% does not demonstrate the minimum level of mastery established by the school.

An Incomplete is a temporary designation and is not a final grade. It may be issued when a student qualifies for an approved course extension.

Determination of Course Grades

Unless otherwise identified in the course syllabus and approved by school administration, final course grades will be calculated using the following categories:

- Summative assessments, unit assessments, and final demonstrations of mastery: **50%**
- Projects, essays, laboratories, presentations, and performance tasks: **30%**
- Guided practice, assignments, discussions, and formative assessments: **20%**

Teachers will use multiple forms of evidence when determining student achievement. Diagnostic assessments used to determine a student’s initial instructional level will not negatively affect the student’s course grade. Standards-aligned learning activities assigned as part of the course may be included in the appropriate grading category.

Course requirements, grading categories, and assignment expectations will be communicated to students at the beginning of each course.

Requirements for Earning Course Credit

To earn credit for a course, a student must:

1. Earn a final course grade of at least 70%;
2. Complete all required essential assessments and demonstrations of mastery;
3. Meet applicable attendance and engagement requirements;
4. Submit work that can be verified as the student’s own; and
5. Satisfy any additional course requirements identified in the course syllabus.

Academic grades reflect student achievement. Attendance, behavior, participation, work habits, and timeliness will be monitored and reported separately. However, failure to meet attendance or engagement requirements may affect a student’s eligibility to receive course credit as provided in the school’s Attendance and Engagement Policy.

Missing and Late Work

Students are expected to follow the pacing guide established for each six-week learning period. When required work has not been submitted, the assignment may be identified as “Missing” and temporarily calculated as a zero so that students and families have an accurate understanding of the student’s current academic risk.

Missing work may be submitted until the published course completion or course lock date. When the work is submitted and evaluated, the temporary zero will be replaced with the grade earned.

Because the school's focus is mastery, academic grades generally will not be reduced solely because work was submitted late. Teachers may establish alternative make-up requirements for time-sensitive activities such as collaborative projects, live presentations, laboratories, or academic discussions.

Repeated late or missing work may result in additional teacher contact, Success Coach intervention, a revised pacing plan, required instructional meetings, or a student support conference.

Reassessment and Revision

Students who have not demonstrated mastery may be permitted to revise an assignment or reassess an essential standard after completing required remediation, corrections, tutoring, or additional practice.

Students will ordinarily receive at least one reassessment opportunity for essential summative assessments. When reassessment is completed, the higher demonstration-of-mastery score will replace the earlier score unless the course syllabus establishes another administrator-approved method.

Reassessment is intended to provide another opportunity to demonstrate learning. It is not intended to replace regular participation, completion of required coursework, or compliance with academic integrity expectations.

Six-Week Learning Periods and Course Extensions

Students are expected to complete assigned courses during the applicable six-week learning period. A student who has not earned at least 70% by the end of the learning period may be considered for an approved extension when the student:

- Has remained engaged in the course;
- Has demonstrated reasonable academic progress;
- Has completed a substantial portion of the required coursework;
- Has participated in assigned interventions; and
- Can reasonably complete the remaining requirements within the extension period.

An approved extension will ordinarily be limited to **10 instructional days**, unless a longer period is required by an Individualized Education Program, Section 504 Plan, English Learner plan, documented extenuating circumstance, or administrative decision.

During the extension, the student will receive an Incomplete. If the remaining requirements are not completed by the extension deadline, the final grade will be calculated based on the work and assessments completed, and a grade below 70% will result in no course credit.

Academic Progress Monitoring

Students and parents or guardians will have access to current course grades and progress information through the school's designated learning management system or student information system.

Teachers and Success Coaches will monitor student progress throughout each six-week learning period. Progress reporting will include:

- Ongoing access to the online gradebook;
- Regular review of course completion and pacing;
- A formal midpoint progress notice;
- Contact with the student and parent or guardian when the student is below 70%, is significantly behind pace, or is at risk of not completing the course;
- Intervention planning when sufficient progress is not demonstrated; and
- A final grade or progress report at the conclusion of each learning period.

Students and families are encouraged to review the online gradebook regularly and promptly contact the teacher regarding questions, missing work, or grading concerns.

Students with Disabilities and English Learners

Students with disabilities and English Learners will receive all accommodations, modifications, alternate achievement expectations, and language supports required by their Individualized Education Program, Section 504 Plan, Individual Language Learning Plan, or other applicable educational plan.

Accommodations provide students with equitable access to instruction and assessment and do not, by themselves, reduce academic expectations. When a student's educational plan requires modified standards or alternate achievement expectations, the student will be graded according to those documented requirements.

Academic Integrity and Verification of Learning

All submitted work must reflect the student's own knowledge and effort. Teachers may use oral conferences, live demonstrations, proctored assessments, writing comparisons, technology-based verification tools, or other reasonable methods to confirm student mastery.

Work that cannot be verified may be marked as pending until the student completes an academic verification activity. Violations involving plagiarism, unauthorized assistance, impersonation, artificial intelligence, or other forms of academic dishonesty will be addressed under the school's Academic Integrity Policy. Students will ordinarily be provided an appropriate opportunity to demonstrate their own learning after required instruction or intervention.

Grade Review and Appeal

Questions about an assignment grade should first be directed to the teacher. A student or parent who believes a final course grade was calculated incorrectly or was inconsistent with the published grading

policy may submit a written request for review to the school administrator within 10 school days after the final grade is issued.

The administrator will review the gradebook, course requirements, relevant student work, accommodations, and communications before issuing a decision. A grade may not be changed solely to provide athletic eligibility, improve class rank, satisfy enrollment requirements, or avoid the consequences of incomplete work.

Academic Integrity

Thrive Point has determined that the use of AI Large Language Models (LLMs), such as ChatGPT, is prohibited unless clearly specified by your teacher. Specific guidelines will be provided in the assignment details. If you are unsure if the tool or website you are using is an LLM or if it is permitted on a specific assignment, please contact your teacher before submitting your work.

Plagiarism is defined as “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source.”

Merriam Webster.com 2013

Some examples might include but are not limited to:

- Use of chatbot like ChatGPT without teacher permission
- Cutting and pasting information from the internet without citing it
- Submitting another student’s work as your own
- Copying a portion of another’s work without citing it
- Paraphrasing ideas without citation
- Completing another student’s work for them

In order to deter and detect plagiarism, students may be requested to submit assignments to a plagiarism detection website, or the teacher may conduct an internet search relevant to the work submitted.

Evidence of student cheating or committing plagiarism will result in the following actions:

1st offense:

- Teacher will contact students to remind them of the seriousness of their actions
- Teacher will note the action in the student’s file and save all documentation

- Teacher will use discretion to determine if a resubmission is allowed

2nd offense:

- Teacher will contact student and guardian
- Teacher will contact principal and provide documentation
- Principal will contact parent and set up conference
- Student will receive a zero for the assignment

3rd offense:

- Teacher will contact principal
- Principal will set up guardian conference to discuss possible withdrawal/transfer of student
- Student will receive a zero for the assignment and may be dropped from the class
- Student study team will meet to determine actions to be taken, which could include withdrawal/transfer/no credit/dropped course.

Communication

At ThrivePoint Academy, maintaining regular and responsive communication is essential to academic success and program compliance.

- Students and instructors are required to maintain contact at least once per week throughout each course.
- All students must attend two scheduled virtual sessions per week, including Mini-Lessons conducted by their Teacher and Student Success Coach (SSC), which provide additional support and enrichment.
- Students are required to respond promptly to any communication from ThrivePoint administration, instructors, or support staff.
- Communication may include emails, phone calls, text messages, or written letters.
- If repeated attempts to reach a student or parent/guardian go unanswered, this may result in withdrawal from the program due to non-engagement. **Withdrawal follows the stipulations of Oklahoma statute.**
- It is the responsibility of both parents and students to keep contact information up to date and notify staff immediately of any changes.

Effective, timely communication ensures that students stay on track, receive the support they need, and fully benefit from the ThrivePoint experience.

Weekly Engagement Requirements

- Students **are expected to** attend two scheduled sessions weekly: one with their Teacher and one with their Student Success Coach.
- Failure to attend scheduled sessions may be considered a violation of attendance policies.
- Students are also encouraged to participate in weekly Mini-Lessons and enrichment opportunities.

Student Work Credits

Students are eligible to receive credit for their legitimate work experience. In order for a student to receive up to one full elective credit, 125 hours of verifiable work has to be submitted to your Student Success Coach. In addition, the student must submit the entirety of the paperwork set forth in the Work Credit form (available upon request).

College Credit

Students may elect to participate in dual college enrollment classes that can be used for both high school and college credit. Please check with your Student Success Coach for information regarding these programs.

Attendance

All students are required to meet a weekly time requirement for hours spent on coursework. Failure to meet these requirements will affect the student's enrollment status in ThrivePoint Online High School.

A daily log recording student activity is required, and must be turned in weekly. This log is submitted electronically.

25 hours (or 1500 minutes) of weekly attendance is required to be completed between Sunday and Saturday of each week.

Attendance hours not only include time spent on working within the electronic curriculum but can also be combined with education time spent by:

- Reading and researching assigned material
- Writing activities associated with assignments
- Time spent studying

According to Oklahoma state law, student absences may be considered excessive when the number of absent days/minutes exceeds ten percent of the number required attendance days/minutes.

- The student does not log instructional time for more than 10 consecutive days



- The student logs 10% less time than mandated by state requirements
- The student fails to post their attendance for more than 10 consecutive days

Productivity in the student's classes within the 25 hours of attendance is also required. The student will be identified as "excessively absent."

Students who are excessively absent may be subject to immediate withdrawal from ThrivePoint and receive a "Withdrawn (No score)" for all of their active classes. Students will not be allowed to re-enroll in ThrivePoint until meeting the requirements of the ThrivePoint re-enrollment policy, including the signing of a re-enrollment contract.

If a student re-enrolls under a contract and is withdrawn again for absences, the student will be ineligible for re-enrollment the remainder of the school year.

There are times when prolonged absences are unavoidable. In such cases it is the responsibility of the student to inform ThrivePoint staff of the situation, so that ThrivePoint can ensure the student's active status is not jeopardized.

Enrollment Verification

Requests for enrollment verification must be submitted in writing. Send any required forms (DES; birth certificates or other reliable proof of the student's identity, including a baptismal certificate; or original school registration records, etc.) to the ThrivePoint office via email or in person. The minimum attendance requirement of 25 hours per week for a period of at least two consecutive weeks, including the submission of gradable lessons, is required for any student requesting enrollment verification for any purpose. ThrivePoint staff shall abide by all state and federal regulations regarding attendance and enrollment verification. Fraudulent requests will be reported as required by law.

Withdrawal

Parent(s)/Guardian(s) or students over the age of 18 requesting to withdraw must contact the ThrivePoint registrar. Students must be 18 years or older to withdraw without a parent/guardian. Requests to withdraw may be done at:

ThrivePoint Academy
101 Park Avenue, Suite 1300
Oklahoma City, OK 73102

Re-enrollment

Students who have withdrawn from ThrivePoint Academy in order to attend another school can re-enroll at a later date by filling out a new application and sending it to an enrollment counselor.



Students who have been dropped from ThrivePoint Academy due to excessive absences, failure to log sufficient attendance hours, or other disciplinary reasons, may be asked to set up an interview with ThrivePoint Administration to discuss conditions for the student's re-enrollment.

Conditions for return will include, but not be limited to, updating an enrollment package and having an education contract signed by the student, parent or guardian and a ThrivePoint Administrator. Violation of the education contract will result in immediate withdrawal from ThrivePoint Academy without further notice.

State Testing

ThrivePoint Academy strictly follow all Oklahoma laws and regulations regarding standardized testing. In alignment with district policies, the following guidelines apply to student attendance during testing windows:

****Students who are absent for 10 consecutive school days without a valid excuse are subject to may be withdrawn under state law.**

Graduation Requirements

ThrivePoint Online's graduation requirements are the Oklahoma State Board of Education's requirements. They are:

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
ThrivePoint Vibe & CTE/Fine Arts	1 credits
Electives	7 credits
Total	22 credits

ThrivePoint has created a course designed just for your needs. It is called the Next Big Step course. By taking the Next Big Step course, you learn about yourself, make future plans, how to communicate and interact with others, and build community. In that class, you fulfill your Educational and Career Action Plan (ECAP) graduation requirement.

Parent/Guardian (Student 18+) Responsibilities Checklist

- ✓ Complete registration and enrollment application (within reasonable time frame)

- ✓ Produce required student documentation – Birth Certificate or other reliable proof of student’s identity, Immunizations, etc. (Your student can begin school. Get this submitted within a reasonable timeframe. If your student has an IEP, please inform us immediately, so we can provide the student appropriate education.)
- ✓ Provide necessary technology for the student – Internet connection, computer, etc.
- ✓ Report any circumstances of prolonged student absence
- ✓ State required testing – Participate
- ✓ Notify administration of any changes in contact information
- ✓ Support the student’s consistent participation in required weekly sessions.
- ✓ Ensure access to appropriate technology and internet (for virtual model).

Student Responsibilities Checklist

- ✓ Complete student orientation
- ✓ Attendance
 - Attend two scheduled sessions per week (Teacher and SSC).
 - Submit required attendance minutes
 - Log weekly attendance
- ✓ Academic responsibilities
 - Uphold academic integrity best practices
 - Participate in all required classes and activities
- ✓ Communicate with staff and instructors in a timely manner
- ✓ Notify administration of any changes in contact information
- ✓ Communicate with LCC if scheduling conflicts arise

Online School Calendar

ThrivePoint Academy is available 24/7. Upon registration, you will be given a calendar for the current school year to remind you of holidays, etc. Thank you in advance for your understanding and respect when staff and teachers are celebrating a holiday with their families and loved ones, thus temporarily not available for school work.

Instructional Staff Educational Background and Experience

Documentation describing educational background and experience for all instructional staff are maintained in the school’s administration office. If a ThrivePoint parent/adult family member



wishes to view documentation, he or she should contact the school's administration office directly.

Substance Abuse Policies

ThrivePoint High Schools and Learning Matters Educational Group are committed to maintaining a drug-free educational environment. All students are expected to remain free from the unlawful or inappropriate use of controlled or illegal substances.

We acknowledge that substance misuse poses serious legal, physical, and social risks—not only to the student, but also to the school community and the student's family. Our goal is to prevent substance abuse through education, awareness, and timely intervention.

If school administration has reasonable cause to believe that a student is under the influence of drugs or alcohol, we will follow established procedures, which include notifying the parent or guardian and/or contacting local law enforcement as appropriate.

School Rules and Student Expectations

The following rules and procedures are enforced at ThrivePoint Academy for the purpose of maintaining a safe, drug-free learning environment:

- 1. Student Engagement:** Students must be engaged in school and participate in schoolwork. ThrivePoint Charter High School operates on a Block Schedule and with a Master Agreement for each student. In order to be eligible for credit in a course, the student must complete all work associated with that course.
- 2. Respect:** Teachers, staff members, other adults, and students are required to respect one another at all times. This includes the use of respectful language, gestures, actions, and attitude. If a student anticipates a potential problem of any type, the student is expected to seek advice or counseling from school personnel.
- 3. Closed Campus Policy:** For the safety of the students, ThrivePoint High School has a closed campus. Students must remain on school grounds. Students who become ill or have an emergency must report to the office and check out before leaving the campus. Once a student leaves campus for the day, the student may not return until the next school day.
- 4. Zero-Tolerance for Gang Association/Gang Activity:** ThrivePoint Charter High School strictly enforces a zero-tolerance policy on any type of gang association or gang activity. This includes hand gestures/signs, language, clothing, belt buckles, writing, numbers, distinctive behavior, etc.
- 5. Zero-Tolerance for Tobacco Products:** Possession of tobacco products on campus is prohibited! Be aware of campus boundaries as students caught possessing or using tobacco products on campus will face appropriate consequences.
- 6. Zero-Tolerance for Illegal Substances and Weapons:** Any involvement with the possession, use, or sale of any type of drug, alcohol, or other controlled substance will result in notification to the authorities

and probable suspension/expulsion. Weapons or any other dangerous items are not allowed on campus and will result in probable suspension/expulsion.

7. Zero-Tolerance for Fighting: Any student found to be engaging in or provoking any physical altercation will be subject to severe consequences. Fighting of any kind will result in probable suspension/expulsion.

8. Electronic Devices: For items not in possession of ThrivePoint, ThrivePoint is NOT responsible for items stolen, damaged or lost on campus. The owner assumes all risks for cell phones and personal property brought to school.

9. Backpacks/Automobiles: ThrivePoint enforces a strict no-backpack policy with no exceptions. Any bag brought must be small or completely clear/see-through.

Please refer to the “Behavior Consequence Chart” contained within this student handbook for specific discipline issues and the consequences/outcomes that correlate with that behavior.

Infraction	Definition	1st Referral	2nd Referral	3rd Referral
Cheating / Plagiarism / Academic Integrity Violation	Copying notes, lessons, or exams; logging into another student's account	Parent conference, redo of materials	Redo of materials, possible short-term suspension	Short-term suspension
Cyberbullying / Online Harassment	Aggressive behavior including on social media directed at another student	Parent conference, behavior contract	Possible suspension	Long-term suspension
Profanity (Online)	Use of offensive language or gestures in virtual meetings or chats	Official warning, parent conference	Parent conference	Parent conference

Infraction	Definition	1st Referral	2nd Referral	3rd Referral
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Disrespectful Behavior Toward Adults (Virtual)	Degrading or insulting comments in digital spaces	Parent/student conference	Behavioral contract	Contract and possible transfer
Disruptions in Virtual Classes	Excessive chatting, background noise, or behavior disrupting virtual learning	Student/parent conference	Behavior contract	Possible transfer
Sexual Harassment – Verbal/Written (Online)	Inappropriate comments or messages of a sexual nature	Behavior contract	Transfer, police report	Long-term suspension
Exploitation of Staff (Screenshots, Video, etc.)	Taking/posting staff videos or images without consent	Removal of content, parent conference	Possible limited computer access	Possible loss of privileges/transfer
False Accusation of Staff	Making knowingly false claims	Parent conference, possible transfer	—	—
Threats Toward Students (Online)	Statements intending harm via digital communication	Suspension, parent conference, possible police report	Suspension, police report	Expulsion
Defamation of Staff Character (Online)	Damaging a staff member's reputation online	Parent conference, possible transfer	Possible suspension	Possible transfer/suspension

Infraction	Definition	1st Referral	2nd Referral	3rd Referral
Use of AI (if unauthorized)	Using ChatGPT or similar tools without teacher approval	Re-do of assignment, parent conference	Redo + behavioral contract	Academic consequence + possible suspension
Plugging In Unauthorized Devices (if using school-issued tech at home)	Charging or accessing unauthorized external devices	Warning	Loss of privilege	Loss of device access
Disrespectful Use of Tech / Misuse of School Equipment	Harming device integrity, attempting to bypass restrictions, etc.	Warning, parent contact	Loss of privileges	Device restriction
Attendance Non-Compliance (Master Agreement)	Repeated absence or no engagement in online sessions or coursework	Intervention meeting	Attendance contract	Possible withdrawal process

Notification of Parent Rights for ThrivePoint Academy

The Family Educational Rights and Privacy Act (FERPA) grants parents and students over the age of 18 ("eligible students") certain rights regarding access to and privacy of student education records. These rights include:

1. The Right to Inspect and Review Education Records

Parents or eligible students have the right to inspect and review the student's education records within 45 days of the date ThrivePoint receives a written request. To request access, submit a written request to the appropriate school official, clearly identifying the records you wish to review. ThrivePoint will arrange access and notify you of the time and place the records may be inspected.

2. The Right to Request an Amendment of Records

If a parent or eligible student believes a record is inaccurate or misleading, they may request an amendment. Submit a written request to the appropriate school official that clearly identifies the part of the record you want changed and why you believe it is inaccurate or misleading. If ThrivePoint denies the request, you will be notified and informed of your right to a formal hearing. Additional details about hearing procedures will be provided at that time.

3. The Right to Consent to Disclosures of Personally Identifiable Information (PII)

FERPA requires written consent before ThrivePoint discloses PII from student records, except in cases where disclosure without consent is permitted by law. One such exception is disclosure to school officials with legitimate educational interests, including employees, board members, contractors, and parents or students serving on official committees. ThrivePoint may also disclose records to officials of another school where the student intends to enroll. FERPA requires reasonable attempts to notify the parent or eligible student of such disclosures, unless the school's annual FERPA notice states that records will be forwarded upon request.

4. The Right to File a Complaint

Parents or eligible students may file a complaint with the U.S. Department of Education if they believe ThrivePoint has violated FERPA requirements.

Contact Information:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Instructional Staff Educational Background and Experience

Documentation of the educational background and experience of all instructional staff is maintained in the school's administrative office. Parents or adult family members who wish to review this information may contact the office directly to request access.

Non-Discrimination Policy and Notice

ThrivePoint Academy does not discriminate on the basis of gender, sex, sexual orientation, gender identity or expression, national origin, physical or mental disability, pregnancy, race, religion, or ethnic origin, color or disability and prohibits discrimination on these same bases in any education program or activity that it operates, in compliance with state and federal law, including Title IX.

Title IX

ThrivePoint High School's Title IX policy and grievance procedures can be found by contacting our Title IX coordinator or the School Director.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the school's Title IX Coordinator, contact information directly above. Inquiries about Title IX may also be referred to the school's Title IX coordinator or to the U.S. Department of Education's Office for Civil Rights.

By signing the final page of this *Student Handbook*, you agree that you have accepted the *Student Handbook* into your possession. This conveys the full understanding that both you and your student



accept full responsibility for being knowledgeable and aware of the information contained within all sections.



Acknowledgement of Student Handbook

ThrivePoint High Schools would like to service and help students and their families to the absolute best of our ability. We appreciate all family support in doing so. We would also like to thank you for choosing ThrivePoint and empowering us with the great responsibility of educating your student's high school education.

It is important to be knowledgeable and aware of the policies, procedures, guidelines, rules, and consequences contained within the *ThrivePoint Student Handbook*. All students and parents have access to a replacement student handbook at any time from the Learning Center. All students and parents will be given a student handbook during orientation, and all returning students will be issued a student handbook at the beginning of the school year. Students and parents are expected to be aware of all the information contained within this student handbook at all times and are subject to the rules and policies contained within. If there is any concern regarding any information within this handbook, please bring this concern to the attention of the Learning Center Coordinator (LCC) and School Director. If you seek information not contained within this handbook, please contact the school's Learning Center Coordinator with your questions. An LCC may refer you to ThrivePoint's Director of Schools.

By signing below, you acknowledge receipt of the *ThrivePoint Student Handbook*. Additionally, your signature acknowledges that you have accepted the student handbook into your possession. This conveys the full understanding that you and your student accept full responsibility for being knowledgeable and aware of all information contained in it is your responsibility to assure you receive a handbook each year.

Date

Student's Signature

Parent/Guardian Signature (if student is not 18 years old when enrolled)