



TXOA
TEXAS ONLINE ACADEMY



— STUDENT & FAMILY —
HANDBOOK

— 2026–2027 —

LEARN. ACHIEVE. SUCCEED.

Your Future. Your Way



STUDENT
SUCCESS



SUPPORTIVE
COMMUNITY



COLLEGE &
CAREER READY



SAFE &
RESPECTFUL

Together,

WE EMPOWER EXCELLENCE.



Texas Online Academy partners with families
to provide high-quality, innovative learning
that prepares students for a bright future.

Texas Online Academy

2026–2027 Student & Family Handbook

"Learning Without Limits. Success Without Boundaries."

Texas Online Academy is a tuition-free public online school serving students in Kindergarten through Grade 12. Through virtual instruction, meaningful family partnerships, and highly qualified, state-certified educators, Texas Online Academy empowers every learner to achieve academic excellence while preparing for success in college, career, and life.

This handbook provides families with important information regarding enrollment, attendance, academic expectations, student services, school policies, and student rights. It should be reviewed by every student and parent or legal guardian at the beginning of each school year.

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Welcome

Welcome to Texas Online Academy

Welcome to the Texas Online Academy family!

We are honored that you have chosen Texas Online Academy as your educational partner. Whether your family is beginning its first experience with online learning or returning for another successful year, we are excited to support your student's educational journey.

Texas Online Academy is a full-time public virtual program. Our program combines high-quality instruction, engaging curriculum, innovative technology, and individualized support to create an educational experience that prepares students for future success.

At Texas Online Academy, we believe every student deserves access to an exceptional education regardless of where they live. Our dedicated teachers, counselors, interventionists, and support staff work together with families to provide a learning environment where students feel connected, challenged, and supported.

Virtual learning offers flexibility, but it also requires commitment. Success depends on a strong partnership among students, families, and school staff. Throughout the year, we encourage regular communication, consistent attendance, active participation in live instruction, and daily engagement in learning.

This handbook serves as a guide to our school policies, expectations, and available resources. While it cannot answer every question, it provides families with the information needed to navigate the school year successfully. Additional guidance, forms, and resources are available through the Texas Online Academy website and your student's campus staff.

Thank you for entrusting Texas Online Academy with your child's education. We look forward to partnering with your family during an exciting and successful school year.

About Texas Online Academy

Texas Online Academy is a full-time, tuition-free public virtual school serving students in Kindergarten through Grade 12.

Texas Online Academy partners with Rock Springs ISD and complies with all requirements established by TEA. Students receive instruction aligned to state academic standards, participate in live teacher-led instruction, complete independent learning activities, and engage in interventions and enrichment designed to meet individual academic needs.

Students enrolled in Texas Online Academy are taught by state-certified educators who are committed to providing rigorous, engaging, and student-centered instruction in a supportive virtual environment.

Texas Online Academy recognizes that every learner is unique. Through personalized instruction, data-driven decision making, and strong partnerships with families, students are encouraged to grow academically, socially, and emotionally while developing the skills necessary to become lifelong learners.

Mission

Empower every learner through innovative virtual education that inspires curiosity, promotes academic excellence, and prepares students for success in college, career, and life.

Vision

To be a premier virtual public program where every student is known, challenged, supported, and equipped to achieve their fullest potential.

Core Values

- **Student-Centered:** Every decision begins with what is best for students.
- **Excellence:** We maintain high expectations for learning, teaching, leadership, and service.
- **Integrity:** We act honestly, ethically, and responsibly in every interaction.
- **Innovation:** We embrace new ideas and continuously improve teaching and learning.
- **Collaboration:** Strong partnerships among students, families, educators, and communities lead to greater success.
- **Belonging:** Every student and family deserves to feel welcomed, respected, valued, and included.

Our Commitment

At Texas Online Academy, we are committed to:

- Providing rigorous instruction aligned to state academic standards.
- Supporting every student's academic, behavioral, and social-emotional growth.
- Building meaningful relationships with students and families.
- Maintaining safe, respectful, and inclusive virtual learning environments.
- Preparing students to become responsible digital citizens.
- Using data to personalize instruction and accelerate learning.
- Ensuring equitable access to educational opportunities and support services.
- Promoting continuous improvement through collaboration and innovation.

The Texas Online Academy Difference

Texas Online Academy combines the flexibility of online learning with the accountability and support of a traditional public school.

Students benefit from:

- State-certified teachers
- Live daily instruction
- Personalized learning pathways
- Academic intervention and enrichment
- College and career readiness opportunities
- Counseling and student support services
- Special education and Section 504 services
- Family engagement opportunities
- Safe and supportive virtual classrooms
- Access to extracurricular and enrichment experiences, where available through the partner district

Our goal is not simply to educate students online — it is to create a connected learning community where every student has the opportunity to thrive.

Chapter 1: Enrollment, Eligibility, and Admissions

Welcome to Texas Online Academy

Texas Online Academy welcomes families seeking a flexible, high-quality public education in a virtual environment. We believe every student deserves access to rigorous instruction, meaningful relationships, and personalized support regardless of where they live.

Enrollment at Texas Online Academy represents a partnership among students, families, educators, and the partner school district. By enrolling, families agree to actively participate in their student's educational experience and support the expectations outlined throughout this handbook.

Students enrolled in Texas Online Academy are expected to comply with all applicable federal and state laws, TEA regulations, and local policies of the partner school district.

Eligibility for Enrollment

Texas Online Academy is a full-time public virtual school serving students in Kindergarten through Grade 12.

To enroll, students must meet all applicable state eligibility requirements. Students must:

- Be eligible for enrollment in a public school in Texas.
- Meet applicable residency requirements.
- Meet age requirements established by state law.
- Complete all required enrollment documentation.
- Provide proof of residency and identity as required.
- Meet immunization or exemption requirements established by the TEA.
- Agree to participate in all required instructional activities and state assessments.

Enrollment requirements may change based on legislative action or updates from the TEA.

Kindergarten Eligibility

A child is eligible to enroll in Kindergarten at Texas Online Academy if the child is **five (5) years of age on or before September 1** of the applicable school year, in accordance with the Texas Education Code and Texas Education Agency (TEA) requirements.

Children who are not five years of age by September 1 are not eligible to enroll in Kindergarten for that school year.

Students transferring from another public school, accredited private school, or qualifying educational program may be placed according to applicable state law and district policy.

Parents or legal guardians must provide documentation verifying the student's age at the time of enrollment. Acceptable documentation may include:

- Certified birth certificate
- Passport
- Hospital birth record
- Adoption records
- Military identification
- Other documentation accepted under Texas law and district policy

Texas law does not require enrollment in Kindergarten. However, once a student is enrolled, the student is subject to Texas compulsory attendance laws and Texas Online Academy attendance expectations for the duration of enrollment.

Tip: If your child turns five on or before September 1, they are eligible to begin Kindergarten for the current school year—even if the first day of school occurs before their birthday

Grade Placement

Students enrolling from another public, private, charter, or homeschool setting will be placed based on available academic records and applicable law. Grade placement decisions may consider:

- Previous report cards
- Official transcripts
- State assessment data
- Credit earned
- Academic performance
- Teacher recommendations
- Placement assessments when appropriate

For students transferring into high school, transcript evaluation will determine graduation requirements and credit applicability. Final placement decisions are made by the school in accordance with state law and district policy.

Residency Requirements

Texas Online Academy serves students who are eligible to attend public schools in Texas. Families must maintain a legal residence within Texas throughout enrollment unless otherwise permitted under applicable law.

Families are responsible for notifying the school immediately if:

- They move to a new residence.
- Their mailing address changes.
- Their legal residency changes.
- Custody arrangements change.
- Guardianship changes.
- Emergency contact information changes.

Failure to maintain accurate enrollment information may impact continued enrollment. The school may request updated residency documentation at any time, which may include a current lease agreement, mortgage statement, utility bill, property tax statement, or other documentation approved by the school.

Enrollment Documentation

Families must submit all required enrollment documents before enrollment is finalized. Required documentation may include:

- Birth certificate or other proof of age
- Proof of residency
- Immunization records or approved exemption
- Previous school records
- Transcript (when applicable)
- Withdrawal documentation from previous school
- Special education or Section 504 documentation, if applicable
- Court or custody documentation, if applicable

Additional documentation may be required depending upon individual circumstances. To maintain accurate enrollment records, families may be asked to verify residency periodically. Knowingly providing false residency information may result in withdrawal from the program and referral to the appropriate district for further review.

Students Experiencing Homelessness

Texas Online Academy complies with the McKinney-Vento Homeless Assistance Act, ensuring that students experiencing homelessness have equal access to a free, appropriate public education. A student experiencing homelessness shall not be denied enrollment due to missing documentation typically required for enrollment.

Students qualifying under McKinney-Vento may receive additional support, including assistance with enrollment, educational continuity, and access to available services. Families who believe they may qualify should contact the school's McKinney-Vento Liaison.

Students in Foster Care

Students in foster care have the right to immediate enrollment under applicable law, even when enrollment documentation is not immediately available. Texas Online Academy partners with child welfare agencies to support educational stability and ensure timely access to instructional services, including assistance with enrollment, academic planning, graduation requirements, and transitions between schools.

Military Families

Texas Online Academy proudly supports military-connected students and their families. In accordance with state and federal law, military families may receive flexibility regarding enrollment timelines, immunization requirements, educational placement, course scheduling, graduation requirements, and records transfers. Students whose parent or legal guardian is called to active military duty or returns from deployment may qualify for excused absences as permitted by law.

Students with Disabilities

Texas Online Academy provides a full continuum of services for eligible students with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and applicable state regulations.

Students transferring from another school district with an existing Individualized Education Program (IEP) or Section 504 Plan will receive services consistent with applicable law while records are reviewed. Families are encouraged to provide current evaluation reports, eligibility documentation, and service plans during enrollment to support a smooth transition.

Immunization Requirements

Students must meet all immunization requirements established by the TEA unless an approved medical or other exemption recognized under state law is provided. Required immunizations may change based on updates issued by state health authorities. Families are responsible for maintaining current immunization records throughout enrollment.

Non-Discrimination Statement

Texas Online Academy is committed to providing an educational environment where every student has equitable access to learning opportunities. The school does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, disability, age, military status, or any other characteristic protected by law in its educational programs, services, admissions, or activities.

Questions regarding non-discrimination, Title IX, Section 504, or the Americans with Disabilities Act should be directed to the appropriate district compliance coordinator.

Enrollment Commitment

Enrollment in Texas Online Academy represents a shared commitment between the school and every family.

Students agree to:

- Participate actively in learning each school day.
- Attend required live instruction.
- Complete coursework with integrity.
- Demonstrate respectful digital citizenship.
- Participate in required assessments.
- Communicate with teachers when assistance is needed.

Parents, legal guardians, and Learning Coaches agree to:

- Support daily student engagement.
- Maintain communication with school staff.
- Ensure timely completion of required documentation.
- Monitor academic progress.
- Provide an appropriate learning environment.
- Encourage regular attendance and participation.

Together, this partnership creates the foundation for a successful and rewarding virtual learning experience.

Chapter 2: Attendance & Student Engagement

Every Day Counts

Consistent attendance and active participation are essential to student success in a virtual learning environment. Texas Online Academy believes that students learn best when they engage in meaningful instruction every school day, participate actively with teachers and peers, and complete assigned learning activities on time.

Unlike a traditional classroom, attendance in a virtual school is demonstrated through a combination of daily instructional engagement, participation in live instruction, and completion of academic work. Students are expected to participate in learning each instructional day according to the Texas Online Academy calendar and the requirements established by the TEA and the partner school district.

Attendance Philosophy

At Texas Online Academy, attendance is more than logging into a computer. Meaningful attendance reflects a student's active engagement in learning through participation, communication, and completion of instructional activities. Students are expected to:

- Engage in learning every instructional day.
- Attend all required live instructional sessions.
- Complete assigned coursework according to teacher expectations.
- Participate in interventions and enrichment when assigned.
- Communicate with teachers regarding absences or academic concerns.
- Participate in all required local and state assessments.

Compulsory Attendance Law

State law requires students within a defined age range to attend school unless otherwise exempt by law. Students enrolled in Texas Online Academy remain subject to all compulsory attendance requirements established under state law. Failure to participate in required instructional activities may result in attendance interventions, truancy prevention measures, or administrative withdrawal from the program.

How Attendance Is Earned

Attendance is based on meaningful participation in instructional activities rather than simply logging into the learning platform. Attendance may include:

- Participation in live virtual instruction
- Completion of online assignments
- Submission of teacher-directed work
- Participation in intervention or enrichment sessions
- Completion of district-required instructional activities
- Communication with teachers regarding assigned learning
- Completion of approved asynchronous learning activities

Live Instruction

Live teacher-led instruction is one of the most valuable components of the Texas Online Academy experience. Students are expected to attend all required live instructional sessions unless excused. Live instruction allows students to receive direct instruction from certified teachers, ask questions in real time, collaborate with classmates, participate in discussions, receive immediate feedback, and build relationships with teachers and peers.

Teachers may also schedule small-group instruction, intervention sessions, office hours, tutorials, conferences, and enrichment opportunities. Attendance at these sessions may be required based on student need.

Daily Student Expectations

Each instructional day, students should:

- Log into the learning platform.
- Review announcements.
- Attend scheduled live classes.
- Complete assigned coursework.
- Check teacher feedback.
- Communicate questions promptly.
- Monitor grades and progress.

Learning Coach Responsibilities

For many students, particularly those in elementary grades, a parent, guardian, or Learning Coach serves as an essential partner in the educational process. Learning Coaches are expected to:

- Establish a consistent daily routine.
- Ensure students are present for learning each day.
- Monitor attendance.
- Encourage participation during live instruction.
- Support organization and time management.
- Communicate with teachers regarding concerns.
- Review grades and progress regularly.

As students mature, families should gradually encourage increased independence while continuing to provide guidance and support.

Excused Absences

Texas Online Academy recognizes that circumstances occasionally prevent students from participating in school. Examples of excused absences may include:

- Personal illness
- Medical or dental appointments
- Religious holy days
- Required court appearances
- Bereavement
- Military-related absences permitted by law
- Activities related to obtaining citizenship
- Court-ordered activities
- Foster care or conservatorship appointments
- Other circumstances approved by school administration

Documentation may be required to excuse an absence. Whenever possible, families should notify the school in advance of a planned absence.

Extended Absences

Families anticipating an extended absence should notify school staff as early as possible. School personnel will work collaboratively with the family to develop a plan for maintaining academic progress whenever feasible. Extended absences do not automatically excuse students from required instructional activities or state assessment requirements.

Unexcused Absences

An absence may be considered unexcused when a student does not participate in required instructional activities, misses required live instruction without an approved reason, fails to engage in learning during the instructional day, or does not provide required documentation following an absence. Repeated unexcused absences may result in attendance interventions and additional support.

Attendance Intervention Process

Texas Online Academy is committed to supporting students before attendance concerns become significant. When attendance concerns arise, the school will implement a progressive intervention process.

Level	Focus	Examples
Level 1: Early Outreach	Awareness	Teacher communication, attendance reminders, family contact, review of expectations
Level 2: Attendance Support	Planning	Attendance conference, student success planning, additional academic supports, Learning Coach collaboration
Level 3: Intensive Intervention	Accountability	Administrator meeting, attendance improvement plan, increased progress monitoring, required intervention sessions
Level 4: Administrative Review	Eligibility	Review of continued eligibility for enrollment if concerns persist despite intervention

Families will receive written communication throughout this process and will have opportunities to participate in developing attendance improvement strategies.

Truancy Prevention

Texas Online Academy follows all applicable state laws related to compulsory attendance and truancy prevention. Before referral for truancy, the school will make reasonable efforts to identify barriers to attendance, communicate with families, provide intervention and support, develop attendance improvement plans, and connect families with available resources. The goal of the truancy prevention process is to support student success — not simply enforce compliance.

Students Receiving Special Education or Section 504 Services

If attendance concerns arise for a student receiving services through an Individualized Education Program (IEP) or Section 504 Plan, the appropriate committee may review whether additional supports or accommodations are necessary. Attendance interventions will be implemented in accordance with federal and state law while considering each student's unique educational needs.

State Assessment Attendance

Attendance at all required state assessments is mandatory, including annual state achievement assessments, end-of-course assessments, English language proficiency assessments, and required local benchmark assessments. Families are responsible for ensuring students attend all scheduled testing sessions. Failure to participate in required assessments may affect accountability measures, promotion or graduation requirements, and continued enrollment eligibility as permitted by law.

Administrative Withdrawal

Although Texas Online Academy is committed to helping every student succeed, continued enrollment requires meaningful participation. A student may be considered for administrative withdrawal if they consistently fail to participate in required instructional activities, maintain meaningful academic engagement, attend required live instruction, respond to repeated attendance interventions, participate in required state assessments, or maintain eligibility under applicable law. Prior to administrative withdrawal, families will receive notice and an opportunity to communicate with school administrators regarding the circumstances affecting student participation.

Our Commitment: Attendance is a shared responsibility. When students attend consistently, participate actively, and remain engaged in learning, they are more likely to achieve academic success, build confidence, and develop the skills needed for lifelong learning. Together, students, families, and educators create a culture where every day of learning matters.

Chapter 3: Learning at Texas Online Academy

Our Approach to Learning

Texas Online Academy is committed to providing every student with an engaging, rigorous, and personalized learning experience that prepares them for future success. As a full-time public virtual school, Texas Online Academy combines high-quality curriculum, live teacher instruction, innovative technology, and individualized support to ensure students achieve mastery of the state's academic standards.

Our instructional model recognizes that every learner is unique. Students learn at different rates, possess different strengths, and require varying levels of support. Through a combination of synchronous (live) instruction and asynchronous (independent) learning, students receive both flexibility and structure while remaining connected to their teachers and classmates.

Instructional Model

Live Teacher-Led Instruction

Students participate in scheduled live lessons taught by state-certified teachers. During these sessions, students engage in direct instruction, collaborative learning, guided practice, discussion, and opportunities to receive immediate feedback.

Independent Learning

Students complete assignments, projects, practice activities, and assessments independently through the district-approved learning management system.

Personalized Intervention

Students needing additional support receive targeted instruction through small-group lessons, intervention programs, tutoring, and individualized learning plans.

Enrichment Opportunities

Students demonstrating mastery may participate in enrichment activities, advanced coursework, leadership opportunities, and academic competitions as available.

Curriculum

Texas Online Academy provides curriculum aligned with the state's academic standards and all applicable graduation requirements established by the TEA. Instruction includes:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Fine Arts
- Physical Education
- Health
- Technology Applications
- World Languages
- Career and Technical Education (CTE), where available
- Elective Courses

High school students may also have opportunities to participate in Advanced Placement (AP), Career and Technical Education pathways, industry-based certifications, and college and career readiness experiences offered through the partner district.

Grade-Level Expectations

Kindergarten–Grade 2

Young learners thrive through structured routines, active participation, and strong family support. Students are expected to attend live instruction daily, participate actively during lessons, practice foundational reading and mathematics skills each day, read with an adult regularly, complete independent practice with Learning Coach support, and build positive learning habits and routines.

Grades 3–5

Elementary students begin developing greater independence while continuing to benefit from family involvement. Students are expected to attend required live instruction, complete daily assignments, ask questions when assistance is needed, read independently each day, participate in intervention or enrichment as assigned, and develop organizational and study skills.

Grades 6–8

Middle school students begin preparing for high school by developing independence, responsibility, and self-advocacy. Students are expected to attend all required live instruction, maintain an organized schedule, complete assignments by established deadlines, monitor grades and academic progress, communicate regularly with teachers, and participate in intervention when assigned.

Grades 9–12

High school students prepare for graduation, college, career, military service, and future opportunities through rigorous coursework and increasing independence. Students are expected to attend required live instruction, complete coursework independently, meet all graduation requirements, monitor graduation progress, communicate proactively with teachers, utilize available tutoring and academic supports, and explore college and career opportunities.

Learning Coaches

A Learning Coach is an essential member of every student's educational team. While the level of support varies by grade level, Learning Coaches are encouraged to establish a consistent learning schedule, create a distraction-free learning environment, monitor attendance, encourage active participation, review student progress, communicate regularly with teachers, and celebrate student successes. As students mature, families should gradually transition responsibility to the student while remaining actively engaged in the educational process.

Student Ownership of Learning

Successful virtual learners demonstrate habits that contribute to academic growth. Students are encouraged to set daily goals, stay organized, ask for help when needed, participate respectfully, meet deadlines, reflect on their learning, persevere through challenges, and celebrate progress. Learning is a process, and mistakes are viewed as opportunities for growth.

Academic Support

Texas Online Academy provides multiple layers of academic support to ensure every student has opportunities for success, including small-group instruction, one-on-one conferences, intervention programs, tutoring, office hours, academic coaching, progress monitoring, individual learning plans, and enrichment

opportunities. Students may be assigned additional support based on classroom performance, assessment results, attendance, or teacher recommendation.

A Culture of Growth: Texas Online Academy believes every student has the ability to learn, improve, and succeed. Our educators cultivate classrooms where students feel safe to ask questions, learn from mistakes, challenge themselves, respect diverse perspectives, develop resilience, build confidence, and grow academically and personally.

Chapter 4: Technology, Digital Citizenship, and Virtual Learning Expectations

Learning in a Digital Environment

Technology is the classroom at Texas Online Academy. Every lesson, discussion, collaboration, and assessment depends on students using technology responsibly, respectfully, and safely. Students and families are expected to use district-issued devices, approved instructional platforms, and communication tools in ways that support learning and protect the privacy and safety of everyone in the school community.

Technology for Learning

Eligible students may receive district-issued instructional technology to support participation in the virtual instructional program. District-issued technology remains the property of the partner school district and is provided solely for educational purposes. Students and families are responsible for:

- Proper care of district-issued equipment.
- Using technology for educational purposes.
- Protecting equipment from damage or theft.
- Reporting lost, stolen, or damaged equipment immediately.
- Returning all district-issued equipment upon withdrawal or at the end of enrollment when requested.

Failure to return district-issued equipment may result in replacement fees or other actions consistent with district policy.

Technology Requirements

To participate successfully in virtual learning, students should have reliable access to high-speed internet, a quiet learning space, a district-approved learning device, a webcam, a microphone, speakers or headphones, an updated web browser, and required instructional software and applications. Families should notify the school promptly if technology issues interfere with participation in instruction.

Tip: Encourage students to log in 10–15 minutes before their first live class each day. This provides time to install updates, test equipment, and avoid unnecessary interruptions.

Digital Citizenship

Digital citizenship means using technology safely, responsibly, ethically, and respectfully while interacting with others online. Students are expected to demonstrate digital citizenship by treating others with kindness and respect, protecting personal information, communicating professionally, respecting intellectual property, thinking critically before sharing information, reporting unsafe or inappropriate online behavior, and using technology to support learning. Digital citizenship extends beyond school hours whenever student behavior substantially impacts the educational environment.

Camera and Microphone Expectations

Unless otherwise directed by the teacher or provided as an accommodation through an Individualized Education Program (IEP), Section 504 Plan, or other approved support, students are encouraged to have cameras available during live instruction to foster engagement and strengthen classroom relationships. Students should be appropriately dressed for school, participate from a distraction-free environment whenever possible, and position the camera to show only the learning space. The school recognizes that individual circumstances vary and will work collaboratively with families to address unique situations.

Students should keep microphones muted unless answering a question, participating in discussion, presenting information, or directed by the teacher. Background conversations, television, music, gaming, and other distractions should be minimized during instructional time.

Chat and Online Etiquette

The classroom chat feature is an instructional tool and should be used to ask academic questions, participate in teacher-directed discussions, respond to instructional prompts, and encourage classmates respectfully. Chat should never be used to bully or harass others, share inappropriate content, exchange answers during assessments, advertise products or services, share personal contact information, or engage in private conversations unrelated to instruction.

Student Privacy

Students should never share passwords, home addresses, phone numbers, personal email addresses, student identification numbers, medical information, financial information, or information belonging to another student. Families are encouraged to review internet safety practices regularly with their students.

Recording of Instruction

Live instructional sessions may be recorded for educational purposes consistent with district policy and applicable law. Students and families may not independently record, photograph, livestream, reproduce, or distribute live instructional sessions without prior written authorization from the school. Unauthorized recording or distribution of classroom instruction or student information may result in disciplinary action and legal consequences.

Cyberbullying

Texas Online Academy has zero tolerance for bullying, including cyberbullying. Cyberbullying includes the use of electronic communication to threaten, harass, intimidate, humiliate, impersonate, exclude, spread rumors, or share embarrassing content. Students experiencing cyberbullying should immediately report concerns to a teacher, counselor, or administrator. Reports will be investigated promptly in accordance with district policy.

Responsible Use of School Accounts

School-issued accounts are intended solely for educational purposes. Students may not share account credentials, access another user's account, attempt to bypass security measures, download unauthorized software, access inappropriate websites, use school technology for unlawful purposes, or interfere with instructional technology systems. Students are responsible for all activity occurring under their assigned accounts.

Artificial Intelligence and Emerging Technologies

Texas Online Academy recognizes that artificial intelligence (AI) is transforming education and the workplace. Students are encouraged to develop responsible AI literacy while maintaining academic integrity.

AI tools may be used when permitted by the teacher to support brainstorming, organization, research, writing feedback, and skill practice. AI may not be used to complete assignments without authorization, generate work submitted as entirely original, complete quizzes or tests, circumvent learning expectations, or misrepresent authorship. Students should always acknowledge significant AI assistance when required by the teacher.

Family Partnership: Parents and Learning Coaches can support responsible technology use by discussing digital safety, setting healthy screen-time routines, encouraging breaks throughout the day, and modeling respectful online communication.

Chapter 5: Academic Integrity, Responsible Use of Artificial Intelligence, and Student Scholarship

Learning with Integrity

At Texas Online Academy, integrity is the foundation of academic excellence. We believe learning is most meaningful when students complete work honestly, demonstrate their own understanding, and take pride in their accomplishments. Academic integrity means more than avoiding cheating — it reflects a student's commitment to honesty, responsibility, perseverance, and ethical decision-making.

What Is Academic Integrity?

Academic integrity includes completing your own work, giving credit to others, using resources responsibly, following teacher directions, demonstrating your own understanding, and being truthful about your work, whether in homework, projects, discussions, assessments, presentations, research assignments, laboratory activities, or online learning.

What Constitutes Academic Misconduct?

Cheating

Examples include copying another student's work, allowing another student to copy your work, using unauthorized materials during assessments, sharing answers before, during, or after assessments, and receiving unauthorized assistance.

Plagiarism

Plagiarism occurs when a student presents another person's ideas, words, images, or creative work as their own, including copying from a website, another student, or a book or article without citation; using AI-generated writing without authorization; paraphrasing another author's work without attribution; purchasing assignments online; or having another person complete assignments.

Unauthorized Collaboration

Collaboration is encouraged when specifically permitted by the teacher. Unauthorized collaboration includes completing individual assignments as a group, sharing assessment questions, working together on independent assignments, or providing completed work to another student.

Falsification

Students may not alter grades, submit fraudulent documentation, misrepresent attendance, falsify research, fabricate data, or create false excuses.

Responsible Use of Artificial Intelligence

Texas Online Academy believes students should learn how to use AI responsibly, ethically, and thoughtfully. AI should enhance learning — not replace learning. Students should view AI as a learning partner rather than a shortcut.

Appropriate Uses of AI

When approved by the teacher, AI may be used to brainstorm ideas, generate outlines, review grammar, improve organization, practice vocabulary, receive feedback, explore different perspectives, support research, and practice problem-solving. Students remain responsible for evaluating all AI-generated information for accuracy and completeness.

Inappropriate Uses of AI

Students may not use AI to complete assignments without teacher approval, write essays submitted as original work, complete quizzes or tests, generate discussion responses submitted as personal thinking, circumvent learning expectations, or produce work they cannot explain or defend. Submitting AI-generated work as one’s own constitutes academic misconduct.

When teacher-approved AI tools contribute meaningfully to an assignment, students may be asked to acknowledge the use of those tools according to teacher expectations.

Assessment Integrity

Students must complete assessments independently unless accommodations are documented through an Individualized Education Program (IEP), Section 504 Plan, or other approved educational support. During assessments, students may not receive assistance from another person, use unauthorized websites or notes, share questions or answers, record assessment materials, access AI tools unless specifically authorized, or communicate with other students regarding assessment content. Violation of assessment security may result in disciplinary action and invalidation of assessment results.

Parent and Learning Coach Support

Families are encouraged to provide encouragement, clarify directions, help students organize materials, support study habits, and celebrate effort. Families should not complete assignments, rewrite student work, provide answers, complete assessments, or submit work on behalf of students. The goal is to develop confident, independent learners.

Family Tip: One of the greatest gifts a parent can give a child is the opportunity to struggle productively. Learning happens when students think, revise, ask questions, and persevere — not when adults solve the work for them.

Progressive Response to Academic Misconduct

Level	Response
Level 1: Learning Opportunity	Student conference, review of academic integrity expectations, assignment revision or resubmission, parent communication
Level 2: Formal Intervention	Academic Integrity Conference, reduced or no credit for the assignment, required academic integrity reflection, parent meeting
Level 3: Administrative Review	Administrative conference, behavioral intervention, loss of assessment privileges, disciplinary action consistent with the Student Code of Conduct, additional consequences permitted under district policy

Consequences will consider the student’s age, developmental level, intent, and prior history.

Building Scholars of Character: True scholarship is measured not only by grades, but by character. Students who demonstrate integrity become trusted classmates, successful professionals, responsible leaders, and engaged citizens.

Chapter 6: Grading, Progress Monitoring, Promotion, and Graduation

Grading Policy

Texas Online Academy uses a standards-aligned grading system designed to accurately reflect student learning and mastery of the state’s academic standards. Teachers evaluate student learning using a variety of instructional activities, including assignments, discussions, projects, performance tasks, quizzes, tests, and teacher observations.

Grade Categories

For most courses, grades are calculated using one of the following example weighting formulas (districts should adjust to reflect local grading policy):

Formula 1	Formula 2
Daily Work: 60%	Daily Work: 75%
Tests and Major Projects: 40%	Tests and Major Projects: 25%

Formula 1 is generally used for core content areas such as English Language Arts and Reading, Mathematics, Science, and Social Studies. Formula 2 is generally used for Fine Arts, Music, Physical Education, and other elective courses, as determined by the campus or partner district. Course-specific grading practices will be communicated by the classroom teacher at the beginning of each course.

Gradebook Access

Teachers update student grades in the online gradebook on a regular basis, with grades posted at least weekly whenever possible. Students, parents, legal guardians, and Learning Coaches have continuous access to the online gradebook and are encouraged to review academic progress frequently. Assignments not submitted by the assigned due date may appear in the gradebook as Missing and will temporarily calculate as a zero (0) until the assignment is submitted or otherwise addressed in accordance with the Late Work Policy.

Family Tip: Reviewing your student’s gradebook once each week is one of the best ways to support academic success. Early communication with teachers can often prevent small concerns from becoming larger challenges.

Grading Scale

Unless otherwise specified, Texas Online Academy uses the following example grading scale (adjust to reflect district policy):

Letter Grade	Percentage
A	90–100
B	80–89
C	70–79
F	Below 70

Because early childhood instruction emphasizes foundational skill development, Kindergarten may utilize a standards-based or mastery-based reporting system rather than traditional letter grades. Families should refer to their student's classroom teacher and report card for additional information regarding Kindergarten progress reporting.

Progress Reports and Report Cards

Progress reports and report cards are issued according to the Texas Online Academy academic calendar. In addition to formal reporting periods, families are encouraged to review student progress through the online gradebook on a regular basis and communicate with teachers whenever questions or concerns arise. Students experiencing academic difficulty may receive additional support through the school's Multi-Tiered System of Supports (MTSS), intervention services, tutoring, or individualized academic plans.

Late Work Policy

Students are expected to submit all assignments by the established due date. Texas Online Academy recognizes that circumstances may occasionally affect a student's ability to complete work on time and encourages families to communicate with teachers promptly when challenges arise. Assignments submitted after the due date may be accepted in accordance with campus guidelines, teacher expectations, and the nature of the assignment. Repeated late or missing assignments may result in academic intervention, parent conferences, or the development of an individualized student success plan.

Reassessment and Revision

Texas Online Academy believes learning is an ongoing process, and students benefit from opportunities to learn from mistakes and demonstrate improved understanding. When appropriate and consistent with district grading guidelines, teachers may provide opportunities for students to revise assignments after receiving feedback, correct errors and resubmit work, participate in reassessment opportunities, and demonstrate mastery of previously assessed standards. The purpose of reassessment is to promote learning and mastery — not simply to improve a grade.

Promotion and Graduation

Promotion to the next grade level is based on a comprehensive review of each student's academic performance and demonstrated mastery of grade-level standards, which may include course grades, mastery of state academic standards, classroom performance, assessment data, attendance and engagement, teacher recommendations, completion of required instructional activities, and state assessment requirements, where applicable.

Students in Grades 9–12 must also successfully earn the credits required by the TEA and the partner district in order to graduate. School counselors work closely with students and families to ensure students remain on track toward graduation and are prepared for college, career, military service, or other postsecondary opportunities.

Chapter 7: Student Services and Supports

Supporting the Whole Child

At Texas Online Academy, we believe every student deserves the opportunity to thrive academically, socially, emotionally, and personally. Texas Online Academy provides a continuum of academic, behavioral, social-emotional, and specialized services designed to ensure all students have equitable access to a high-quality education, delivered in accordance with applicable federal and state laws, TEA guidance, and the policies of the partner school district.

Multi-Tiered System of Supports (MTSS)

Tier	Description
Tier 1 – Core Instruction	High-quality, standards-aligned instruction; differentiated classroom supports; universal academic and behavioral expectations; regular progress monitoring; access to teacher office hours and instructional resources
Tier 2 – Targeted Support	Small-group intervention; targeted skill instruction; supplemental instructional resources; increased progress monitoring; individualized support plans
Tier 3 – Intensive Support	Intensive individualized intervention; frequent progress monitoring; collaborative problem-solving teams; specialized instructional supports; family conferences and individualized planning

Movement between intervention tiers is based on student performance data and is reviewed regularly to ensure students receive the appropriate level of support.

Counseling Services

School counselors are available to support students' academic, social-emotional, and college and career development, providing individual student planning, academic advising, graduation planning, college and career exploration, social-emotional support, crisis response, referrals to community resources, and conflict resolution support.

Social-Emotional Learning and Mental Health

Social-emotional learning (SEL) is integrated throughout the educational experience and focuses on helping students develop self-awareness, self-management, responsible decision-making, relationship skills, social awareness, resilience, empathy, and leadership.

Students and families have access to school-based supports and referrals to community resources when additional assistance is needed for concerns such as anxiety, depression, stress, grief, trauma, emotional regulation, or behavioral concerns. Students experiencing emotional distress are encouraged to speak with a trusted adult, counselor, teacher, or administrator as soon as possible. In an emergency, families should immediately contact 911 or the 988 Suicide & Crisis Lifeline.

Special Education Services

Texas Online Academy provides special education services to eligible students in accordance with the Individuals with Disabilities Education Act (IDEA) and all applicable state and federal regulations. Eligible students receive specially designed instruction and related services through an Individualized Education Program (IEP) developed by the student's ARD/IEP Committee, which may include specialized instruction, related services, accommodations, modifications, assistive technology, transition planning, and behavioral supports. Families are valued members of this committee and are encouraged to actively participate in educational planning and decision-making.

Section 504 Services

Students with disabilities who do not qualify for special education services may be eligible for accommodations under Section 504 of the Rehabilitation Act of 1973, which ensure students have equal access to educational opportunities. Examples of accommodations may include extended time, preferential seating in virtual classrooms, assistive technology, modified instructional supports, health accommodations, and organizational supports. Eligibility is determined through the district's Section 504 process.

Dyslexia Services

Texas Online Academy identifies and supports students with characteristics of dyslexia in accordance with applicable state law and guidance. Students identified with dyslexia may receive targeted reading intervention, structured literacy instruction, accommodations, progress monitoring, and family support resources.

Emergent Bilingual (English Learner) Services

Texas Online Academy provides language instruction educational programs designed to support students identified as Emergent Bilingual/English Learners, developing English language proficiency, supporting academic achievement, promoting biliteracy when appropriate, and ensuring equitable access to grade-level curriculum. Student progress is monitored through classroom performance and state-required language proficiency assessments.

Gifted and Talented Services

Texas Online Academy recognizes the unique educational needs of students who demonstrate exceptional academic potential. Students identified for Gifted and Talented (GT) services receive differentiated learning opportunities designed to promote advanced thinking, creativity, problem-solving, and intellectual growth. Families interested in GT services should contact the school for information regarding identification procedures and available programming.

College, Career, and Military Readiness

Beginning in middle school, students are encouraged to explore future educational and career opportunities through graduation planning, career exploration, college admissions guidance, financial aid resources, military career information, Career and Technical Education (CTE), industry-based certifications, and postsecondary planning.

Family Tip: Never wait until a report card to ask for help. If your child begins struggling academically, behaviorally, or emotionally, reach out to the teacher or counselor early. The sooner support begins, the greater the opportunity for success.

Chapter 8: Student Code of Conduct

Building a Positive Virtual Learning Community

At Texas Online Academy, we believe every student deserves a learning environment that is safe, respectful, inclusive, and academically focused. Because learning occurs in a virtual environment, students are expected to demonstrate the same level of respect, responsibility, and integrity online as they would in a traditional classroom.

The Student Code of Conduct applies during live virtual instruction, small-group instruction, intervention sessions, school-sponsored activities and field trips, school communication platforms, school-issued technology, and any behavior that substantially disrupts the educational environment. The Code of Conduct is intended to teach, support, and restore whenever possible while maintaining a safe and productive learning environment.

Our Expectations

Be Respectful

Treating classmates and staff with kindness, using appropriate language, listening while others are speaking, valuing different perspectives, demonstrating good sportsmanship, and respecting school property and technology.

Be Responsible

Attending school daily, completing assignments on time, participating in live instruction, communicating honestly, following teacher directions, caring for district-issued technology, and using digital resources appropriately.

Be Ready to Learn

Logging in on time, bringing required materials, participating actively, asking questions, remaining engaged throughout instruction, and completing independent learning.

Be Safe

Reporting safety concerns, protecting personal information, using technology responsibly, following internet safety guidelines, and respecting the privacy of others.

Bullying and Cyberbullying

Texas Online Academy is committed to maintaining a learning environment free from bullying, harassment, intimidation, and retaliation. Bullying is behavior that intentionally harms, threatens, humiliates, or intimidates another student and interferes with the student's educational opportunities. Cyberbullying includes bullying through text messages, email, social media, online gaming, messaging platforms, videos, images, or other digital communications.

Students who experience or witness bullying should immediately report concerns to a teacher, counselor, or administrator. Reports will be investigated promptly and confidentially to the extent permitted by law. Retaliation against individuals who report bullying is strictly prohibited.

Harassment and Discrimination

Texas Online Academy prohibits harassment or discrimination based on any characteristic protected by federal or state law, including race, color, national origin, religion, sex, disability, age, military status, or any other legally protected status. Students who experience harassment should notify a trusted adult immediately.

Threats and School Safety

Any threat involving violence toward students, staff, schools, or school property will be taken seriously and investigated immediately. Threats made verbally, electronically, through social media, or in writing may result in disciplinary action and referral to law enforcement when appropriate. Student safety is always the school's highest priority.

Prohibited Conduct

Examples of prohibited conduct include, but are not limited to: bullying or cyberbullying; harassment or intimidation; fighting or threats of violence; academic dishonesty; vandalism of district property; theft; possession of weapons prohibited by law; possession or use of illegal drugs, alcohol, tobacco, or vaping products during school activities; misuse of school technology; recording or distributing classroom sessions without permission; sharing confidential student information; repeated disruption of instruction; and inappropriate online behavior that substantially disrupts the school environment.

Progressive Discipline

Texas Online Academy believes discipline should teach positive behaviors while maintaining accountability. Whenever appropriate, school staff will use restorative and instructional approaches before assigning more serious consequences.

Level	Response
Level 1 – Classroom Intervention	Teacher conference, verbal reminder, redirection, parent communication, behavior reflection
Level 2 – Administrative Intervention	Student conference, parent conference, behavior improvement plan, loss of classroom privileges, required counseling or intervention
Level 3 – Administrative Consequences	Removal from a virtual class session, temporary restriction of technology privileges, assignment to an alternative instructional setting when permitted by law, suspension, expulsion, referral to law enforcement when required

Disciplinary decisions will consider the student's age and developmental level, severity of the incident, intent, prior disciplinary history, safety of the school community, and applicable state and federal laws.

Restorative Practices

Texas Online Academy believes that students grow when they understand the impact of their actions and are given opportunities to repair harm. Whenever appropriate, restorative practices may include guided reflection, restorative conversations, mediation, problem-solving conferences, apologies, community-building activities, goal setting, and behavior coaching.

Student Rights and Responsibilities

Every student has the right to learn in a safe environment; be treated with dignity and respect; receive a high-quality education; be heard respectfully; report concerns without fear of retaliation; receive support when facing challenges; and participate in school activities free from discrimination.

Every student is responsible for attending school regularly, completing assignments honestly, respecting others, following school expectations, protecting school technology, maintaining academic integrity, and contributing to a positive learning environment.

Family Tip: Positive behavior begins with partnership. Families can support student success by establishing consistent routines, discussing digital citizenship, modeling respectful communication, and reinforcing school expectations at home.

Chapter 9: Health, Safety, Student Wellness, and Emergency Procedures

A Safe and Supportive Learning Environment

At Texas Online Academy, student safety and well-being are essential to academic success. Although instruction occurs primarily in a virtual setting, student health, safety, and wellness remain shared responsibilities among students, families, school staff, and the partner school district. Texas Online Academy complies with all applicable federal and state laws governing student health, safety, emergency response, and student welfare.

Student Wellness

Student wellness includes physical health, emotional well-being, healthy relationships, and responsible decision-making. Students are encouraged to maintain regular sleep schedules, eat nutritious meals, stay physically active, take breaks from screens throughout the day, practice healthy stress management, build positive relationships, and ask for help when needed.

Mental Health and Social-Emotional Wellness

Mental health is an important part of overall student success. Students may experience challenges such as anxiety, stress, depression, grief, family transitions, social concerns, trauma, or emotional regulation difficulties. School counselors and other support staff are available to assist students and families in accessing appropriate resources and supports.

Suicide Awareness and Crisis Response

Texas Online Academy is committed to promoting suicide awareness and prevention through education, early intervention, and access to resources. Students who express thoughts of self-harm, suicide, or harm to others will receive immediate attention in accordance with district crisis response procedures.

Emergency Resources: If a student is experiencing a mental health crisis: call 911 if there is immediate danger; contact the 988 Suicide & Crisis Lifeline by calling or texting 988; and notify the school as soon as possible so appropriate support can be provided.

Medical Information and Medication

Parents and legal guardians are responsible for providing accurate and current medical information during enrollment and should promptly notify the school regarding significant medical conditions, allergies, changes in emergency contacts, changes in health status, hospitalizations affecting school participation, or medical accommodations that may impact instruction.

Because students participate in instruction from home, parents and legal guardians are responsible for administering medications during the school day. School personnel do not supervise or administer medications while students are participating remotely.

Immunizations

Students must meet all immunization requirements established by the TEA unless an approved exemption has been provided in accordance with state law. Families are responsible for maintaining current immunization records throughout enrollment.

Communicable Illness

Students who are ill should prioritize their health while maintaining communication with teachers regarding missed instructional activities. Families should follow current guidance from healthcare providers and public health authorities regarding contagious illnesses.

Child Abuse, Neglect, and Human Trafficking

State law requires all school employees to report suspected child abuse, neglect, or human trafficking. School personnel are mandatory reporters and must immediately report concerns to the appropriate authorities when there is reason to believe a child may be experiencing abuse, neglect, or exploitation.

Internet Safety and School Safety Reporting

Students are expected to protect passwords, avoid sharing personal information, report suspicious online activity, visit only teacher-approved websites during instruction, communicate respectfully online, and immediately report cyberbullying or inappropriate online behavior. Students should immediately report any concerns involving threats of violence, weapons, bullying, harassment, self-harm, unsafe online behavior, criminal activity, or suspicious communications to any teacher, counselor, administrator, or trusted school employee.

Emergency School Closures and Technology Interruptions

In the event of severe weather, utility outages, public health emergencies, or other unforeseen circumstances, Texas Online Academy may modify instructional schedules or temporarily suspend instruction. Families will receive timely communication through official school communication channels regarding closures, delayed schedules, changes to instructional delivery, and technology interruptions. Students experiencing individual technology issues should notify their teacher as soon as possible.

Student Privacy and Confidentiality

Texas Online Academy is committed to protecting student privacy in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable state and federal laws. Families should also help protect privacy by supervising younger students during online learning, avoiding the sharing of passwords, limiting access to student accounts, protecting confidential educational information, and respecting the privacy of classmates during live instruction.

Family Tip: Student success begins with healthy routines. Consistent sleep schedules, regular physical activity, nutritious meals, dedicated learning spaces, and open family communication all contribute to stronger academic performance and emotional well-being.

Chapter 10: Family Rights, Communication, and School Partnerships

Strong Schools Begin with Strong Partnerships

At Texas Online Academy, we believe student success is built through a strong partnership among students, families, educators, and the school community. Our goal is to establish collaborative relationships based on open communication, mutual respect, shared responsibility, and a commitment to helping every student achieve success.

Communication

Texas Online Academy is committed to providing timely, professional communication with students and families through email, phone calls, text messaging when applicable, virtual conferences, school newsletters, learning management system announcements, parent information sessions, and school website updates. Teachers and staff strive to respond to family communications within one business day whenever possible; response times may vary during holidays, weekends, or school breaks.

Parent-Teacher Conferences

Parent-teacher conferences provide opportunities to review student progress, discuss strengths and areas for growth, develop academic goals, review assessment data, plan interventions or enrichment, and strengthen home-school partnerships. Families may request conferences at any time during the school year.

Parent Rights

Parents and legal guardians have important rights under federal and state law regarding their child's education, including the opportunity to review educational records, participate in educational planning, request conferences with school staff, receive information regarding student progress, request language assistance when needed, participate in IEP/ARD or Section 504 meetings when applicable, receive notice regarding significant educational decisions, and file concerns or complaints through established district procedures.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records. Parents and eligible students have the right to inspect and review educational records, request correction of inaccurate records, consent to disclosures of personally identifiable information except where permitted by law, and file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA requirements.

Directory Information

Certain student information may be designated as Directory Information as permitted by law and district policy. Parents and eligible students may request that directory information not be released by following district procedures during the annual notification process.

Language Assistance and Accessibility

Translation and interpretation services are available for families who prefer to communicate in a language other than English. Families needing language assistance or accommodations because of a disability are encouraged to contact school administration to discuss available supports.

Title IX

Texas Online Academy is committed to maintaining an educational environment free from discrimination based on sex, including sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation, and complies with Title IX of the Education Amendments of 1972 and all applicable federal and state laws. Students or families wishing to report concerns or request information regarding Title IX should contact the district's Title IX Coordinator.

Concerns and Complaint Resolution

Families are encouraged to follow the steps below when questions or concerns arise:

1. Contact the classroom teacher or appropriate staff member directly to discuss the concern.
2. If the concern is not resolved, contact the campus administrator.
3. If additional assistance is needed, the concern may be referred to district administration in accordance with the partner district's complaint procedures.

Volunteers and Family Engagement

Texas Online Academy encourages families to participate in school activities whenever opportunities are available, including virtual family events, parent education sessions, student celebrations, school advisory committees, college and career events, and campus activities coordinated through the partner district.

Annual Handbook Acknowledgement

Each family is responsible for reviewing the Student & Family Handbook annually. Parents, legal guardians, and students will be asked to acknowledge that they have received the handbook, reviewed school expectations, and understand student and family responsibilities. Acknowledgement of the handbook does not waive any legal rights or responsibilities established by federal law, state law, or district policy.

Family Tip: The strongest predictor of student success is an engaged partnership between home and school. Stay connected, ask questions, celebrate progress, and remember that every member of the school team is committed to helping your student succeed.

Appendix A: Glossary of Terms and Acronyms

Understanding educational terminology helps families actively participate in their child’s educational experience. The following terms are commonly used throughout this handbook and by public schools generally; districts should replace state-specific acronyms (e.g., assessment program names) with their own.

Term	Definition
ARD/IEP Committee	The committee responsible for developing Individualized Education Programs (IEPs) for eligible students receiving special education services.
Assessment	A tool used to measure student learning and academic progress.
Asynchronous Learning	Learning activities completed independently by students outside of live instructional sessions.
Attendance	Student participation in required instructional activities as defined by state law and district policy.
Behavior Intervention Plan (BIP)	A plan developed to support positive student behavior.
CTE	Career and Technical Education courses designed to prepare students for careers and industry certifications.
Emergent Bilingual (EB) / English Learner (EL)	Students identified as needing specialized language support while developing English proficiency.
FERPA	Family Educational Rights and Privacy Act, protecting the privacy of student education records.
IEP	Individualized Education Program developed for eligible special education students.
Intervention	Additional instructional support provided when students need assistance mastering grade-level standards.
Learning Coach (LC)	Parent, guardian, or other designated adult who supports student learning, particularly in elementary grades.
Learning Management System (LMS)	The online platform where students access courses, assignments, grades, and instructional resources.
MTSS	Multi-Tiered System of Supports, a framework for providing academic and behavioral interventions.
Section 504	Federal law providing accommodations for eligible students with disabilities.
SEL	Social-Emotional Learning focused on developing self-awareness, self-management, relationship skills, and responsible decision-making.
State Assessment Program	The state’s required annual achievement and end-of-course assessments (insert state-specific program name).
State Education Agency	The state-level agency that regulates public education (insert state-specific name).

Appendix B: Student & Family Resources

Academic Resources

- Classroom teachers
- Office hours
- Intervention and tutoring
- School counselors
- Academic success plans
- Small-group instruction
- Progress monitoring
- College and career advising

Family Resources

- Attend family information sessions.
- Participate in parent-teacher conferences.
- Monitor grades weekly.
- Review school newsletters.
- Read school announcements.
- Contact teachers with questions.
- Attend school events when available.

Technology Support

Technology assistance is available for device issues, password resets, learning platform access, software support, and connectivity questions. Families should contact the Technology Help Desk or campus support staff for assistance.

Mental Health Resources

- School Counselor
- Campus Administration
- Local Mental Health Authority
- Community Counseling Providers

Emergency Resources

- 911 — Emergency Services
- 988 — Suicide & Crisis Lifeline
- Local law enforcement or emergency medical services

State Education Resources

Families may find additional information through the TEA, TEA, and other state agencies relevant to education, workforce development, and higher education.

Appendix C: Student & Family Handbook Acknowledgement

Texas Online Academy — 2026–2027 Student & Family Handbook

By signing below, I acknowledge that I have received access to the Texas Online Academy Student & Family Handbook for the 2026–2027 school year.

I understand that the handbook contains important information regarding school expectations, attendance, academic integrity, student conduct, technology use, student rights, family responsibilities, and school procedures. I understand it is my responsibility to review the handbook and become familiar with its contents.

I further understand that school policies may be revised during the school year to comply with changes in federal law, state law, TEA guidance, or partner district policies. Acknowledgement of this handbook does not create a contractual relationship and does not limit the authority of the school or partner district to implement policies in accordance with applicable law.

Student Information

Student Name: _____ Grade: _____

Campus: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Signature: _____ Date: _____

Grades 6-12 Student Signature

Student Signature: _____ Date: _____

The official Texas Online Academy 2026–2027 Academic Calendar is incorporated into this handbook by reference and should include the first and last day of school, holidays, teacher work days, professional learning days, parent conference days, state assessment windows, semester dates, report card dates, graduation information, and school closures.

Texas Online Academy	
Holidays	
Labor Day	7-Sep
Thanksgiving	Nov 23-27
Winter Break	Dec 21- Jan 1
MLK Jr Day	18-Jan
President's Day	15-Feb
Spring Break	Mar 15-19
Staff/Student Holiday	26-Mar
Memorial Day	31-May
Teacher Summer PTO	July 1-July 24
State Testing - Blackout Days	
STAAR EOC	Dec 7-11
TLPAS	Feb 22-26
TLPAS	March 1-5
TLPAS	Mar 22-25
STAAR	Apr 5-30
STAAR EOC Retest	Jun 14-16
Student Holiday/Staff Development	
July 27-August 11	
###	
January 4-5	
###	
	Summer Holiday
	Professional Development
	Staff/Student Holiday
	State Testing
	First/Last Day of Semester

January 2027						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Appendix E: Annual Notices

Texas Online Academy complies with all applicable federal and state laws governing student rights, health, safety, privacy, and educational services. Annual notices may include, but are not limited to, the items below. Districts should confirm current requirements with legal counsel before publication.

Notice	Summary
Student Records (FERPA)	Information regarding parent and eligible student rights under the Family Educational Rights and Privacy Act.
Directory Information	Notice regarding directory information and procedures for requesting non-disclosure.
Protection of Pupil Rights Amendment (PPRA)	Information regarding surveys, instructional materials, and inspection rights.
Title IX	Notice of nondiscrimination and information regarding reporting sex discrimination or harassment.
Section 504	Notice regarding accommodation and procedural safeguards.
Americans with Disabilities Act (ADA)	Information regarding accessibility and accommodations.
McKinney-Vento Homeless Assistance Act	Information regarding educational rights for students experiencing homelessness.
Military Families	Information regarding educational protections and enrollment rights for military-connected students.
Child Find	Notice regarding the identification, location, and evaluation of children who may need special education services.
Facilities Notices	Information regarding facility-related notices required by federal or state law (e.g., asbestos management, integrated pest management), where applicable to district-owned buildings.
School Safety	Information regarding emergency operations, school safety reporting, and crisis response.
Technology Acceptable Use	Notice regarding acceptable use of district technology resources and digital systems.
Artificial Intelligence	Guidance regarding responsible and ethical use of artificial intelligence in accordance with district policy.

Nondiscrimination Statement

Texas Online Academy does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, disability, age, military status, or any other characteristic protected by federal or state law in its educational programs, services, or activities. Questions regarding nondiscrimination, Title IX, Section 504, or ADA compliance should be directed to the appropriate district coordinator.

Quick Reference Guide

Place this guide immediately after the Table of Contents for easy family access.

Need Help? Start Here.

Question	Who to Contact
Attendance	Attendance Office or Homeroom Teacher
Grades	Classroom Teacher
Technology	Technology Help Desk
Schedule	Homeroom Teacher
Counseling	School Counselor
Special Education	Special Programs Department
Section 504	TXSS 504 Coordinator
Enrollment	Registrar
General Questions	Campus Office

Important Family Reminders

- Check the online gradebook weekly.
- Read school announcements regularly.
- Encourage daily attendance and participation.
- Maintain updated contact information.
- Communicate with teachers early if concerns arise.
- Ensure participation in all required state assessments.
- Review the school calendar frequently.

Success Tips

- Create a consistent daily routine.
- Designate a quiet learning space.
- Log in early for live instruction.
- Stay organized using a planner or digital calendar.
- Ask for help before falling behind.
- Celebrate progress, not just grades.
- Stay connected with your teachers and school community.