



TEXAS TECH UNIVERSITY

TTU K-12™

**Advisory Board Agenda &  
Meeting Materials**

July 19, 2021

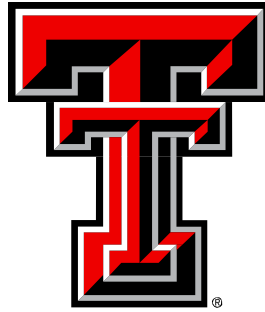
# Contents

Meeting Agenda	3
TTU K-12 Student Code of Conduct 2021-2022	4
TTU K-12 Policies 2021-2022	16
TTU K-12 Attendance and Truancy Policy	37
TTU K-12 Grievance Policy FNG (LEGAL)	40
TTU K-12 Grievance Policy FNG (LOCAL)	45
TAC Chapter 61 - Subchapter B. - Special Purpose School Districts	51

# **TTU K-12 Advisory Board Meeting Agenda**

**July 19, 2021**  
10:00 a.m. - 2:00 p.m.

- |    |                           |       |
|----|---------------------------|-------|
| 1. | Welcome and Introductions | 10:00 |
| 2. | Call to Order             | 10:15 |
| 3. | Public Comments           | 10:15 |
| 4. | TTU K-12 Overview         | 10:30 |
| 5. | Advisory Board            | 12:45 |
| 6. | Legal Requirements        | 1:00  |
| 7. | Action Items              | 1:30  |
| 8. | Adjourn                   | 2:00  |



TEXAS TECH UNIVERSITY

TTU K-12™



Student Code of Conduct

2021-2022

## Table of Contents

Student Code of Conduct .....	1
Accessibility .....	1
Purpose.....	1
School District Authority and Jurisdiction .....	2
Campus Behavior Coordinator .....	2
Threat Assessment and Safe and Supportive School Team .....	2
Reporting Crimes.....	2
<b>“Parent” Defined</b> .....	2
Participating in Graduation Activities .....	2
Unauthorized Persons .....	3
Standards for Student Conduct .....	3
General Conduct Violations .....	3
Disregard for Authority .....	3
Mistreatment of Others .....	3
Misuse of Technology Resources and the Internet .....	4
Safety Transgressions.....	5
Miscellaneous Offenses .....	5
Discipline Management Techniques .....	5
Students with Disabilities.....	5
Techniques .....	6
Prohibited Aversive Techniques.....	6
Notification.....	6
Appeals.....	6
Newly Enrolled Students .....	7
Expulsion .....	7
Discretionary Expulsion: Misconduct That May Result in Expulsion .....	7
Process .....	7
Hearing.....	7
Board Review of Expulsion.....	8
Expulsion Order.....	8
Length of Expulsion .....	8

Withdrawal During Process..... 9

Restrictions During Expulsion..... 9

Newly Enrolled Students ..... 9

## Student Code of Conduct

### Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the district office at 806.742.2174.

### Purpose

The Student Code of Conduct (“COC”) is the district’s response to the requirements of Chapter 37 of the Texas Education Code.

The Code of Conduct provides methods and options for managing students in the online classroom and school environment, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from an online class or expulsion from school.

This Student Code of Conduct has been adopted by the TTU K-12 Advisory Board and the Texas Tech University Board of Regents. The COC provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect at all times until an updated version adopted by the board becomes effective.

In accordance with state law, the COC shall be posted online and shall be available for review. Parents shall be notified of any conduct violation that may result in a student being suspended, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

**Because the Student Code of Conduct is adopted by the district’s governing board, it has the force of policy; therefore, in case of conflict between the COC and the Student Handbook, the COC shall prevail.**

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

## School District Authority and Jurisdiction

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. For any school-related misconduct, regardless of time or location.
2. When retaliation or threat is committed against a school employee, or any person affiliated with the school, regardless of time or location.
3. When a student engages in cyberbullying, as provided by Education Code 37.0832.
4. For certain offenses committed while attending a school-sponsored or school-related activity of another district in Texas.
5. When the student commits a felony, as provided by Education Code 37.006 or 37.0081.
6. When the student is required to register as a sex offender.

## Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook the email address and telephone number of the person serving as campus behavior coordinator. Contact information may be found in the Student Handbook or on the [district's website](#).

## Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus Threat Assessment Safe and Supportive School Team **to implement the district's threat assessment policy and procedures**, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

## Reporting Crimes

The principal and other school administrators, as appropriate, shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed.

## **"Parent" Defined**

**Throughout the Code of Conduct and related discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.**

## Participating in Graduation Activities

**The district has the right to limit a student's participation in graduation activities for violating the district's COC.**



## Unauthorized Persons

In accordance with Education Code 37.105, a school administrator shall have the authority to refuse online access to a person who behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in loss of access.

## Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

## General Conduct Violations

The categories of conduct below are prohibited in all school online systems, but the list does not include the most severe offenses. The following do not apply to an all-online school: Out-of-School Suspension, DAEP Placement, Placement and/or Expulsion for Certain Offenses, Expulsion. Any offense, however, may be severe enough to result in Removal from the Regular Educational Setting.

### Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Refuse to accept discipline decisions assigned by a teacher or administrator.

### Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures in multimedia assignments.
- Threaten a district student or employee.
- Cause a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists.
- Release or threaten to release intimate visual material of a minor or of a student who is 18 years of age or older without the **student's consent**.

- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student or employee.
- Engage in inappropriate or indecent exposure of private body parts.
- Cause an individual to act through the use or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal or written conduct directed toward another person, including a district student or employee.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

### Student Conduct and Academic Integrity

TTU K-12 fosters a spirit of complete honesty and a high standard of integrity. An attempt to present any work you have not honestly performed as your own is regarded by TTU K-12 as a serious offense leading to serious consequences.

As a part of Texas Tech University, the TTU K-12 student conduct policy aligns with the **university's student policy regarding academic integrity:**

**"Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give an unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses)."**

For a full description of each of the examples above, please read Section I, Part B.1, Academic Dishonesty in the [Texas Tech University Student Code of Conduct](#).

### Misuse of Technology Resources and the Internet

Students shall not:

- **Violate policies, rules, or agreements signed by the student or the student's parent** regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees, or upload or create computer viruses.
- Attempt to alter, destroy, or disable district technology resources.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting."
- Use the Internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety.

## Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student or school employee.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.

## Miscellaneous Offenses

Students shall not:

- Cheat or copy the work of another.
- Falsify records, passes, or other school-related documents.
- Engage in actions that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose rules in addition to those found in the COC.

## Discipline Management Techniques

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the **offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.**

## Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists until an ARD committee meeting has been held to review the conduct.

In deciding disciplinary action, regardless of whether the action is mandatory or discretionary, **the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.**

## Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by district rules:

- Verbal correction, oral or written.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher or parent-administrator conferences.
- Behavior coaching.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Withdrawal of privileges, such as participation in school-sponsored clubs and organizations.
- **Penalties identified in individual student organizations' extracurricular standards of behavior.**
- Removal from class for a specified period of time.
- Expulsion.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

## Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant emotional discomfort or pain. Aversive techniques include:

- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals.

## Notification

**The campus behavior coordinator shall promptly notify a student's parent by phone or electronic communication of any violation that may result in a disciplinary decision.**

## Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy. **A copy of the policy may be obtained from the principal's office or the campus behavior coordinator's office.**

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance.

### Newly Enrolled Students

A student who enrolls in the district before completing a disciplinary action from another school district must complete the term of the discipline if directed to do so by a school administrator.

### Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Intent or lack of intent at the time the student engaged in the conduct.
2. **The student's disciplinary history.**
3. **A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.**
4. **A student's status in the conservatorship of the Department of Family and Protective Services (foster care).**
5. **A student's status as homeless.**

### Discretionary Expulsion: Misconduct That May Result in Expulsion

A student may be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student **who is 18 years of age or older without the student's consent.**
- Threat or retaliation against another student or a school employee.
- Breach of computer security.

### Process

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. **The student's parent shall be invited in writing to attend the hearing.**

### Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. **Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district.**
2. **An opportunity to testify and to present evidence and witnesses in the student's defense, and an opportunity to question the witnesses called by the district at the hearing.**

3. After providing notice to the student and parent of the hearing, the district may hold **the hearing regardless of whether the student or the student's parent attends.**

The governing body of the district delegates to the superintendent authority to conduct hearings and expel students.

#### *Board Review of Expulsion*

After the due process hearing, the expelled student may request that the governing board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear **a statement from the student or parent and from the board's designee.**

The board shall hear statements made by the parties at the review and shall base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation.

Consequences shall not be deferred pending the outcome of the hearing.

#### *Expulsion Order*

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

1. Intent or lack of intent at the time the student engaged in the conduct.
2. **The student's disciplinary history.**
3. **A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.**
4. **A student's status in the conservatorship of the Department of Family and Protective Services (foster care).**
5. **A student's status as homeless.**

If the student is expelled, the board or its designee shall deliver to the student and the **student's parent a copy of the order expelling the student.**

Not later than the second business day after the hearing, the superintendent shall deliver to the juvenile court a copy of the expulsion order.

#### *Length of Expulsion*

**The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.**

**The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.**

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

### Withdrawal During Process

**When a student has violated the district's COC** in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus behavior coordinator fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

### Restrictions During Expulsion

No district academic credit shall be earned for work missed during the period of expulsion.

### Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.



TEXAS TECH UNIVERSITY

TTU K-12™



Policies

2021-2022



## Table of Contents

---

INTRODUCTION .....	3
Non-Discrimination .....	3
CHANGES AND UPDATES .....	3
Change in Student Contact Information.....	4
STUDENT IDENTIFICATION .....	4
AUTHORIZED USERS .....	4
STUDENT CONDUCT AND ACADEMIC INTEGRITY.....	4
COURSE CREDIT OR CREDIT BY EXAM (CBE) .....	4
Course Credit .....	5
Lesson Resubmission.....	6
Course Extensions .....	Error! Bookmark not defined.
Credit by Exam: CBEs.....	6
Texas Administrative Code Provisions.....	6
GRIEVANCE / COMPLAINTS POLICY .....	15
Informal Administrative Process .....	16
Formal Process .....	17
General Provisions .....	17
Formal Process: Level One .....	18
Formal Process: Level Two .....	19
Formal Process: Level Three .....	19
EXAM PROCTORING.....	20
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	20
ACCOMMODATIONS.....	20
FEE INFORMATION .....	21
REFUND POLICY .....	21
Nonrefundable Items .....	21

# Introduction

As members of the Texas Tech University (TTU) community, TTU K-12 students and parents are required to abide by and follow the policies outlined in this handbook.

TTU K-12 policies align with those followed by Texas Tech University:

- [Texas Tech University Student Affairs Handbook](#)
- [Texas Tech Student Disability Services](#)
- [The Family Educational Rights and Privacy Act \(FERPA\)](#)
- [The American Disabilities Act \(ADA\)](#)
- [Section 504 of the Rehabilitation Act](#)

## TTU K-12 Mission and Vision Statements

**Mission:** To provide an excellent academic program that engages, challenges, and prepares students for their futures.

**Vision:** To create a strong online academic community that provides students an excellent education: anytime, anywhere.

## Non-Discrimination

TTU K-12 values and respects all students and staff as part of its academic and social community. TTU K-12 recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential.

TTU K-12 prohibits discrimination against any member of our community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. Any such discrimination will not be tolerated.

If you experience any issue or situation in which you feel excluded, intimidated, or bullied, please contact any of our administrators or advisors. TTU K-12 will promptly investigate such conduct in accordance with applicable federal and state laws. TTU K-12 will address your concerns in a respectful manner and will maintain your confidentiality to the greatest extent possible permitted by applicable law.

## Changes and Updates

TTU K-12 reserves the right to change or update these policies at any time.

## Change in Student Contact Information

Students must notify TTU K-12 of any changes in their contact information while they are enrolled in a course: [TTUK12@ttu.edu](mailto:TTUK12@ttu.edu)

## Student Identification

Students must complete all required demographic information requested during admission or registration.

Students are required to provide picture identification for proctoring and examinations. Acceptable forms of identification are:

- an ID card from school,
- a Texas driver's license, or
- a Texas ID card for non-drivers.
- For elementary students, TTU K-12 staff will work with you to determine an appropriate identification as needed.

## Authorized Users

For student privacy, only students or authorized users with legitimate educational interest concerning the student's account may discuss student records. Students may add authorized users to their account through the [Student Portal](#).

## Student Conduct and Academic Integrity

TTU K-12 fosters a spirit of complete honesty and a high standard of integrity. As a part of Texas Tech University, the TTU K-12 Student Code of Conduct is aligned with the university student policy regarding academic integrity. Academic misconduct may be handled according to the policy established in Texas Tech University's Student Affairs Handbook, Code of Student Conduct Part I, Section B.1, Academic Misconduct. When appropriate, instances of abusive student behavior will be reported to the TTU K-12 administration and may result in the student being removed from the TTU K-12 Program.

TTU K-12 reserves the right to cancel an enrollment at any time for reasons including, but not limited to, plagiarism, dishonesty, falsifying documents, cheating, or other acts deemed as a lack of academic integrity.

For a complete description or expectations and consequences, see [TTU K-12 Student Code of Conduct](#).

## Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly.
- Obey all school rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the [Student Code of Conduct](#).

## Disciplinary Authority

The district has disciplinary authority over a student:

1. For any school-related misconduct, regardless of time or location.
2. When retaliation or threat is committed against a school employee, or any person affiliated with the school, regardless of time or location.
3. When a student engages in cyberbullying, as provided by Education Code 37.0832.
4. For certain offenses committed while attending a school-sponsored or school-related activity of another district in Texas.
5. When the student commits a felony, as provided by Education Code 37.006 or 37.0081.
6. When the student is required to register as a sex offender.

For more information please see the [Student Code of Conduct](#).

## Course Credit or Credit by Exam (CBE)

Students must receive prior approval from their school counselor before enrolling in any course or CBE. Failure to obtain approval may result in unawarded credit for a course or CBE.

### Course Credit

The course grade will be calculated as follows:

- 50% coursework average
- 50% summative assessment average, including the final exam
  - (Designated summative assessments will be defined in the course syllabus.)
- A passing course grade is 70% or higher.
- Students must attempt all assignments in the course. The final exam will not be available until all assignments have been accepted and graded by the teacher.
- Students who score below 70% for the course grade will be eligible to retake the final one time.

## Lesson Resubmission

A student may, at the teacher's discretion, resubmit all or a portion of an assignment that earns a score below 70%. Students may also initiate the resubmission process by contacting the teacher using the course messaging in the Learning Management System (LMS).

- Only one resubmission per assignment is allowed.
- Resubmission is not allowed after the final exam has been completed.

## Credit by Exam: CBEs

- are available for six months after purchase.
- are non-refundable and no extensions are allowed.
- will be assigned a final numerical grade.
- will not receive any feedback from TTU K-12.

## Texas Administrative Code Provisions

According to the [Texas Administrative Code \(TAC\)](#):

TAC §74.24(b)(2)	Students in grades K-5 may take a CBE for grade acceleration. They must meet an 80% passing standard to be accelerated a grade.
TAC §74.24(c)(8)(C)	Students in grades 6-12 may take a CBE for course credit. They must meet an 80% passing standard if they have received no prior instruction.
TAC §74.24(c)(12)	Students in grades 6-12 may take a CBE for course credit. They must meet a 70% passing standard if they have received prior instruction.
TAC §74.24(c)(9)	Students are allowed a maximum of two attempts per CBE for a specific high school course.

## Texas Tech Elementary School Program Requirements

**Texas Tech Elementary School:** As a full-time TTU K-12 elementary student, you must maintain academic progress in a minimum of four courses concurrently.

After you complete both first (A) and second (B) semesters of all four core subject areas in your grade level, you will receive a report card. Upon successful completion of these four core subject areas, you will be promoted to the next grade level.

## Course Assessment and Grading

Each elementary course requires that you take a proctored final exam. Refer to the section on Online [Proctoring Requirements](#). For more information on how course grades are assessed, please refer to the section titled [Grading Procedures](#).

## State and National Assessments

### Elementary School Program: Grade Level Assessments for Full-Time Students

Students enrolled in the full-time elementary school program will take the appropriate grade level State of Texas Assessment of Academic Readiness (STAAR) assessments in the Spring at a local Texas public or charter school. Please contact the TTU K-12 testing coordinator at [TTUK12@ttu.edu](mailto:TTUK12@ttu.edu) for student specific requirements and more information. Parents/students should receive information via email in January for the Spring STAAR administration for grades 3-5. Additional information may be found at [STAAR Testing](#).

*Residents outside of Texas: contact [TTU K-12](#) to assist in testing arrangements.*

### STAAR Tests - Elementary

The following table lists the STAAR assessments for grades 3 through 5:

STAAR Grade Level Assessments	
Grade 3	Reading, Math
Grade 4	Reading, Math, Writing
Grade 5	Reading, Math, Science

## Texas Tech Middle School Program Requirements

**Texas Tech Middle School:** As a full-time TTU K-12 middle school student, you must maintain academic progress in a minimum of four courses concurrently.

Students enrolled in Texas Tech Middle School should complete four to five subject areas (eight to ten TTU K-12 courses) per calendar year. Table 1 outlines courses required in each grade:

*Table 1: Courses required for Middle School*

Grade	Subjects
6	Language Arts, Math, Science, Social Studies
7	Language Arts, Math, Science, Social Studies, Career Explorations*, Fine Art**
8	Language Arts, Math, Science, Social Studies, Career Explorations*, Fine Art**

\* Students must complete a semester course in Career Exploration (CE) between the seventh and eighth grades.

\*\*Students must complete one fine art subject in either seventh or eighth grade per [Texas Administrative Code §74.3](#).

## Grade Level Placement for Transfer Students

If you transfer to Texas Tech Middle School from an accredited public or private school, you will be placed using the grade level indicated by your previous school. You must provide an official transcript or report card for placement.

## STAAR Assessments

Students enrolled in Texas Tech Middle School will take the appropriate grade level STAAR assessments in the Spring at a local Texas public or charter school. Please contact the TTU K-12 testing coordinator at [TTUK12@ttu.edu](mailto:TTUK12@ttu.edu) for student specific requirements or more information. Parents/students should receive information via email in January for Spring STAAR 6-8 administration. Additional information may be found at [STAAR Testing](#).

Table 2 lists the STAAR assessments for grades six through eight:

Table 2: STAAR assessments required for grades 6 through 8

STAAR Grade Level Assessments	
Grade 6	Reading, Math
Grade 7	Reading, Math, Writing
Grade 8	Reading, Math, Science, Social Studies

## High School Credit Courses

Students who receive approval to earn high school credits in Texas Tech High School must successfully complete the corresponding STAAR End of Course (EOC) exams for Algebra I, Biology, English I, English II, and U.S. History. Students in Texas will test in a local public or charter school. Additional information may be found at [STAAR Testing](#). Residents outside of Texas: contact [TTUK12@ttu.edu](mailto:TTUK12@ttu.edu) to assist in testing arrangements.

## Texas Tech High School Program Requirements

**Texas Tech High School:** As a full-time TTU K-12 high school student, you must maintain academic progress in a minimum of four courses concurrently. Note: you will need to take more than the minimum number of courses to stay on grade level and graduate at your desired time.

To complete and retain admission as a student in Texas Tech High School, you must work with an academic advisor and be enrolled in a minimum of four TTU K-12 courses (dual-credit and CBEs excluded). Generally, you will complete a total of six to seven credits per year (12-14 courses) and must also pass five STAAR EOC (End of Course) exams to meet graduation requirements.

In addition to working towards a high school diploma, you may request a [VOE](#) and [Student ID cards](#). You may also participate in PSAT, ACT, AND SAT exams. For more information on Texas Tech High School, click on the following links:

- [State and National Assessments](#)
- [Graduation Requirements](#)

## Dual Credit

You must contact your advisor for approval of dual credit enrollment.

## Final Grade Point Calculation for Graduation

TTU K-12 uses the guidelines below to compute your final Grade Point Average (GPA) in Texas Tech High School:

1. TTU K-12 computes the GPA for graduation using all accredited TTU K-12 courses that apply to graduation.
2. TTU K-12 awards honors credits to all students who successfully complete Pre-Calculus, Spanish 3, Chemistry, and Physics through TTU K-12 courses.
3. Each numerical grade will be assigned the following points:

*Table 1: Point Assignments for Numerical Grades*

Numerical Grade	Alphabetic Grade	Points for Regular Courses	Points for Honors, AP, and Dual-Credit Courses
90-100	A	4.0	5.0
80-89	B	3.0	4.0
75-79	C	2.0	3.0
70-74	D	1.0	2.0
0-69	F	0.0	0.0

4. All course grades while you are enrolled in TTU K-12 will be recorded on your transcript and used in computing your final GPA. However, you may replace a failing grade you received on a TTU K-12 course or CBE by repeating the course or CBE.

## Transfer Grades for the High School Program

All grades transferred to Texas Tech High School from another accredited school will be used in computing your final GPA except for local credit courses and courses scored on a pass/fail scale.

Grades on homeschool transcripts and transcripts from non-accredited schools are not transferable. To receive credit for non-accredited courses, you must take Credit by Exams (CBEs) or enroll in the courses.

If you have failed a previous transfer course, you may repeat the course for credit with Texas Tech High School.

The following designations will receive weighted credits:



- AP or P
- Honors
- IB
- Dual Credit/Concurrent Credit

All accredited TTU K-12 courses taken by a student that apply to graduation will be used to compute the GPA, excluding any approved PE Substitution (SUBPRO) credits and local credit courses.

TTU K-12 academic advisors will make every effort to assist students in transferring grades and credits from accredited public or private schools as allowed by Texas Education Agency (TEA) policies and Texas Essential Knowledge and Skills (TEKS). An official transcript or report card will be required for credit transfer.

*Table 2: Conversions for Transfer Grades*

<b>Public or Private School Transfer Grades Conversion to TTU K-12</b>	
<b><i>Public/Private School Grade</i></b>	<b><i>TTU K-12 High School Grade</i></b>
A+	100
A	95
A-	90
B+	89
B	85
B-	80
C+	79
C	77
C-	75
D+	74
D-	72
D	70
F	69

## Class Rank

Beginning with 9<sup>th</sup> grade students enrolling in TTU K-12 after August 1, 2021, class rank will not be calculated or reported except of students in the Top 10% of a given class as required by state law. Please see [Class Rank FAQ](#) for more information.

# State and National Assessments for High School Students

If you enrolled in ninth grade before the 2014-15 school year, you must complete the 26-credit Recommended High School Program (RHSP) or the 22-credit Minimum High School Program (MHSP), and you must meet the **state testing requirements** for your graduation plan.

## STAAR End of Course (EOC) Exams

Students enrolled in Texas Tech High School must pass five STAAR EOC Exams to meet graduation requirements in the following subjects (exceptions may apply):

- Algebra I
- English I (Reading/Writing)
- English II (Reading/Writing)
- Biology
- U.S. History

Released test questions can be found on the TEA web site at this link: [Test Questions](#).

### Registration for STAAR EOC Exams:

Register online at [Texas Assessment](#):

- Scroll down to the Helpful Links.
- Select STAAR Out of School/Out of District Examinee Registration Form.
- Choose Texas Tech University K-12 High School (152504) as your District.
- Choose Texas Tech High School as your Campus.

## PSAT

Students classified in the 10th and 11th grades may take the PSAT. If you have earned 6.0 high school credits, you may take the PSAT National Merit Qualifying Test for practice each October. To qualify as a National Merit Finalist with a possible scholarship, you must be classified as a junior with a minimum of 13 high school credits.

To participate in this test, contact the TTU K-12 testing coordinator at [TTUK12@ttu.edu](mailto:TTUK12@ttu.edu) for more information. It is recommended that you make contact in June, well in advance of the mid-October test date. More information regarding this process can be found at [PSAT for Homeschool Students](#).

## SAT and ACT

Students classified as juniors in the Texas Tech High School should prepare to take the SAT and/or ACT. Contact the TTU K-12 testing coordinator at [TTUK12@ttu.edu](mailto:TTUK12@ttu.edu) for more information.

### SAT and ACT Registration Codes:

- SAT Registration: [College Board](#)
  - Use Texas Tech University High School code 444357
- ACT Registration: [ACT](#)

- Use Texas Tech University High School code 444357

SAT and ACT scores sent to Texas Tech University are not automatically sent to the offices of TTU K-12. You should notify your TTU K-12 academic advisor and testing coordinator of your intent to take the exam and have an official score report sent to the TTU K-12 registrar's office.

## Graduation Requirements for Texas Tech High School Students

As a student enrolled in Texas Tech High School, you have several options for earning a high school diploma, depending on the date of your enrollment in ninth grade:

- Students enrolled in ninth grade before the 2014-15 school year must complete the Recommended High School Program (RHSP) or the Minimum High School Program (MHSP) and meet state testing requirements for your graduation plan. In some cases, you may be permitted to graduate on the Foundation Graduation Plan or the Foundation with Endorsement Graduation Plan and earn a Distinguished Level of Achievement.
- Students enrolled in ninth grade during or after the 2014-15 school year must complete the Foundation Graduation Plan plus Endorsement.
- For complete information regarding Texas graduation requirements, refer to the [graduation section of the TEA website](#).

### Foundation Graduation Plan plus Endorsements

If you enrolled in ninth grade during or after the 2014-15 school year, you will graduate under the rules of House Bill 5 (HB 5). HB 5 graduation plans consist of a Foundation Graduation Plan plus one of five endorsements from which students may choose.

#### ***Endorsements***

Endorsements consist of a related series of courses that provide students with in-depth knowledge of a subject area. Read more information about endorsement choices at the [Texas Education Agency Graduation Toolkit](#).

- In addition to the 22 credits earned on the Foundation Plan, college-bound students in Texas Tech High School will complete one advanced course credit in math and science and two credits of targeted electives.
- Each endorsement option offered by TTU K-12 has one to four required electives to meet the endorsement. Currently, TTU K-12 offers the endorsements in STEM, business and industry, arts and humanities, and multidisciplinary studies. TTU K-12 academic advisors will guide you through the endorsement selection process and help you choose an endorsement that best fits your interests and existing credits. You may change your endorsement at any time prior to graduation; however, you should be aware that changes to your endorsement could result in additional required courses. See the [Personal Graduation Plan Checklist](#) for specific courses required for each endorsement.
- All ninth and 10th graders must select an endorsement. After 10th grade, you may opt for the Foundation Plan only with parental consent.

Please contact a TTU K-12 senior academic advisor at [TTUK12@ttu.edu](mailto:TTUK12@ttu.edu) for information on graduation plans. For additional graduation requirements, refer to the section on [State and National Assessments](#).

## Distinguished Level of Achievement

All students graduating from Texas Tech High School on the Foundation with Endorsement Graduation Plan will also earn the Distinguished Level of Achievement. This achievement allows you to compete for the top ten percent admissions at any Texas public university and positions you to be among those first in line for a [TEXAS Grant](#), should you qualify financially.

- Students admitted to Texas Tech High School as ninth graders will automatically be scheduled in courses to meet the Distinguished Level of Achievement.

More information on current Texas graduation requirements can be found on the [Texas Education Agency \(TEA\) website](#).

## Attendance and Truancy

### Compulsory Attendance

Good attendance is critical for academic success. This is true in both traditional and online schools. In an online school environment, attendance is defined by regular progress in a course, so it is critical to establish a consistent routine every day.

In 2015, the Texas Legislature removed the criminal offense of failure to attend school from the Texas Education Code. Instead, districts are required to address student truancy by implementing prevention measures, identifying circumstances contributing to a student's unexcused absences, and taking specific actions. Although truancy is no longer a criminal offense, districts may still refer a student to truancy court as an action of last resort.

For complete information, please see [TTU K-12 Attendance and Truancy](#).

### Required Attendance at TTU K-12

The following attendance requirement applies to all full-time students who are Texas residents and who are enrolled in the tuition-free program, unless a specific exemption has been granted by a school administrator.

**Minimum Lesson/Unit Completion Requirements.** Students demonstrate attendance in TTU K-12 online school by regularly completing assignments. Attendance is directly tied to what the student accomplishes and/or produces over a given period. The assignments completed are the evidence that a student has been in attendance, and if no work is produced, then a student is not considered to be in attendance.

- Unless specifically stated otherwise, attendance is required a minimum of three days per week. A student must complete at least 5% of course assignments in a seven-day period and in every subsequent seven-day period until the course is completed. For example, if a course has 20 assignments, you must complete at least one per week. If a course has 60 assignments, you must complete at least three per week.
- Course completion is required to earn course credit. No partial course credit will be granted. Course credit is earned when the student has successfully demonstrated mastery of the Texas Essential Knowledge and Skills for the course.
- Students have six months from the date of enrollment to complete each course.
- To remain in the program, students must be concurrently enrolled in a minimum of four courses.
- Failure to meet minimum progress requirements may cause TTU K-12 to implement truancy processes and may result in your removal from the program.
- Note: A student in good standing may request vacation days by contacting [TTUk12@ttu.edu](mailto:TTUk12@ttu.edu). Requests must be submitted and approved in advance.
  -
- Truancy Under the Texas Education Code

Texas law requires students ages 6-19 to attend school regularly. Compulsory attendance also applies to students who are younger than six who have previously been enrolled in first grade and to students below the age of six who are voluntarily enrolled in prekindergarten or kindergarten. For students over the age of 19, student truancy may result in revocation of enrollment.

School districts are required to notify parents of attendance requirements upon enrollment and at the beginning of the school year.

If a student has unexcused absences exceeding the maximum allowed, the district must send a warning to inform the parent that the student is subject to truancy prevention measures. See [Attendance and Truancy](#) for more information.

### **District Actions**

Districts must have a designated school attendance officer. The attendance officer has the authority to conduct investigations, home visits, and court referrals.

Districts must have a truancy prevention facilitator to implement the district's truancy prevention measures.

Districts must identify truancy prevention measures that promote consistent school attendance while addressing the underlying risk factors that may lead to truancy. At a

minimum, Texas Education Code requires a district to take at least one of the following actions:

- Impose a behavior improvement plan. This plan must be signed by the student, parent, and administrator.
- Impose school-based community service.
- Refer the student to counseling, mediation, mentoring, teen court, or other service aimed at addressing the truant behavior.

## Best Practices for Truancy Prevention

The Texas Administrative Code lists several best practices that schools should consider while implementing Truancy Prevention Measures (TPMs),

- Relationships with community organizations such as Big Brothers Big Sisters of America.
- Consider special circumstance, such as pregnancy, being in the state foster program, homelessness, or being the principal income earner for the student's family. Such circumstances prevent a district from filing truancy on the student.

## Parent Liability

Districts have the option of filing a complaint for criminal prosecution of a parent for contributing to a student's failure to attend school if the parent fails to require the student to attend school according to the attendance requirements set by the district. A complaint against the students' parent can be made in the county, justice, or municipal court if the district provides evidence and meets the statute's other requirements.

*Adapted from Compulsory Attendance and Truancy, [Texas Association of School Boards](#)*

## Grievance / Complaints Policy

Parents and students are encouraged to address their concerns with the appropriate teacher, principal, or other campus administrator who had the authority to address the concerns. Concerns should be expressed as soon as possible to allow resolution at the lowest possible administrative level. To file a formal grievance process, [TTU K-12 Grievance Policies](#) outline the specific steps that a parent or student must take.

## Grade Appeals

Students and their parents may have their grade appeals addressed by TTU K-12. The appeal must be in writing and follow the policies for student and parent grievances.

In this policy, the terms *grievance* and *complaint* shall have the same meaning. TTU K-12 shall inform students and parents of this policy through appropriate District publications.

## Informal Administrative Process

TTU K-12 encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address their concerns. Students and parents should express their concerns as soon as possible to allow an early resolution at the lowest possible administrative level. Informal resolution will be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

A concern at the informal level is an email or letter in hardcopy, addressed to the corresponding teacher, principal, or appropriate administrator. See Table 1 below for individual administrator contact information and the concerns each has the authority to address.

<b>Administrative Complaint Process</b>	<b>Corresponding Administrative Office</b>	<b>Administrator Name</b>	<b>Administrator Email and Physical Mailing Address</b>
Dispute at the course level	TTU K-12	Course Instructor	<a href="mailto:TTUK12@ttu.edu">TTUK12@ttu.edu</a> Drane Hall Texas Tech University PO Box 42191 2515 15th Street Lubbock, Texas 79409
Grading Disputes and Other Academic Issues	Principal	Cari Moye	<a href="mailto:cari.moye@ttu.edu">cari.moye@ttu.edu</a> 2515 15th MS 2191 Lubbock, Texas 79409
	Assistant Principal	Natasha Newman	<a href="mailto:natasha.newman@ttu.edu">natasha.newman@ttu.edu</a> 2515 15th MS 2191 Lubbock, Texas 79409
Curriculum Concerns	Director of Curriculum	Chyrel Mayfield	<a href="mailto:chyrel.mayfield@ttu.edu">chyrel.mayfield@ttu.edu</a> P.O. Box 45095 MS 5095 Lubbock, Texas 79409

<b>Administrative Complaint Process</b>	<b>Corresponding Administrative Office</b>	<b>Administrator Name</b>	<b>Administrator Email and Physical Mailing Address</b>
Technology Concerns	Sr. Director of Operations	Cary Sallee	<a href="mailto:cary.sallee@ttu.edu">cary.sallee@ttu.edu</a> P.O. Box 45095 MS 5095 Lubbock, Texas 79409

Table 1: Administrator Contact Information

## Formal Process

### General Provisions

A student or parent may initiate the formal process described below by filing a [complaint form](#) within the prescribed time period of 30 days from the date that a decision or action gave rise to the complaint or grievance.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. If the concerns are resolved, a student or parent may withdraw a formal complaint at any time.

Should the parent or student not be satisfied with the remedy to the complaint from the informal administrative process, they are encouraged to begin the formal complaint/grievance outlined below as soon as possible.

### Grade Appeals

Only the final grade for the term may be appealed using this process. Other term grades contributing to the final grade should be addressed through an informal discussion with the instructor.

### Filing

[Grade appeal forms](#) may be filed by hand delivery, email, or by U.S. mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date and time shown on the electronic communication. Level One electronic filings need to include the appropriate email address for the administrator who corresponds with the area of concern. Mail filings shall be timely filed if they are postmarked by U.S. mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

### Response

At Levels One and Two, “response” shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand delivered, sent by electronic



communication to the student's or parent's e-mail address of record, or sent by U.S. mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. mail on or before the deadline.

### *Days*

"Days" shall mean District business days. By way of example, in calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

### *Untimely Filings*

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

### *Costs Incurred*

Each party shall pay its own costs incurred in the course of the complaint.

### *Complaints and Appeal Forms*

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District. These forms can be obtained by emailing the Principal at [cari.moye@ttu.edu](mailto:cari.moye@ttu.edu)

Copies of any documents that support the complaint should be attached to the complaint form.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

### **Formal Process: Level One**

Complaint forms must be filed:

1. within 30 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. with the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the appropriate administrator. See [Table 1](#), above, for contact information.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or the Superintendent's designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the receipt of the complaint. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider

information provided in relevant documents or information the administrator believes will help resolve the complaint.

### **Formal Process: Level Two**

If the student or parent does not receive the relief requested at Level One or the time for a response has expired, the student or parent may file a Level Two appeal document with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing on a form provided by the District within ten days of the date of the written Level One response. If the student or parent has not received a response, the appeal notice must be filed within ten days of the Level One response deadline. Submissions should be emailed to Dr. Justin Louder, Superintendent, at [justin.louder@ttu.edu](mailto:justin.louder@ttu.edu) or sent via U.S. mail to Dr. Justin Louder, P.O. Box 45095, Lubbock, Texas 79409-5095.

After receiving notice of the appeal, the Level One administrator shall, within 5 business days, prepare and forward a record of the Level One complaint to the Level Two administrator and the parent or student.

The Level One record shall include:

1. the original complaint form and any attachments;
2. all other documents submitted by the student or parent at Level One;
3. the written response issued at Level One and any attachments; and
4. all other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall provide the student or parent a written response within ten days following the receipt of the Level Two Appeal. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

### **Formal Process: Level Three**

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Texas Tech University Provost's Office. Submissions should be emailed to Dr. Melanie Hart, Vice Provost, at [melanie.hart@ttu.edu](mailto:melanie.hart@ttu.edu) or sent via U.S. mail to P.O. Box 42008, Lubbock, Texas 79409-2008.

The appeal notice must be filed in writing on a form provided by TTU K-12 within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall provide the Provost, designee, and the parent or student the record of the Level Two appeal.

The Level Two record shall include:

1. the Level One record;
2. the notice of appeal from Level One to Level Two;
3. the written response issued at Level Two and any attachments; and

4. all other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two.

The Provost or designee shall consider the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

The Provost or designee may give notice of a decision in writing at any time. If the Provost or designee does not make a decision regarding the complaint within ten days, the lack of a response by the Provost or designee shall be deemed an affirmation of the administrative decision at Level Two, or at Level One if no response was received at Level Two.

## Exam Proctoring

All final exams and Credit by Exams (CBEs) will be proctored through TTU K-12's online proctoring service, which offers live-authentication and active monitoring of the test-taker's surroundings and entire desktop throughout the exam. Students may take these tests at any time they choose. For course final exams, students must complete all course assignments before they take the exam.

## Family Educational Rights and Privacy Act (FERPA)

TTU K-12 respects the privacy of students' academic records. FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the U.S. Department of Education. To learn more, access the [FAQ](#) on the Texas Tech web site or visit [student privacy](#).

Parents and guardians of students under the age of 18, and appropriate school administrative officials, have legitimate rights of access to student educational records. School officials who approve course enrollments can access students' progress online through the [Counselor's Portal](#). Students over the age of 18 must provide written authorization for the release of information.

## Accommodations

TTU K-12's curriculum is developed to meet the standards of the State of Texas and the Texas Education Agency. Accommodations will be implemented based on the student's current Individual Education Plan (IEP) or 504 documentation. The student's IEP or 504 should reflect that TTU K-12 is an appropriate placement and is the student's least restrictive environment.

A student should obtain information regarding available disability accommodations **before** enrolling in a course or CBE. To request accommodations, a student must submit a current signed Individualized Education Plan (IEP) or a 504 Accommodation Form

## Fee Information

Pricing and Fee information is posted online at [Tuition and Fees](#).

Within 30 days of enrollment, a student may transfer from one course to another course for a fee by contacting us: [TTUK12@ttu.edu](mailto:TTUK12@ttu.edu)

## Refund Policy

- No refunds are allowed after the first 30 days of enrollment.
- Courses are eligible for a partial refund within the first 30 days of enrollment. An administrative fee will be applied for processing the refund. All refund requests must be in writing at [TTUK12@ttu.edu](mailto:TTUK12@ttu.edu)
- CBEs are non-refundable and non-transferable.
- Admission fees are non-refundable.
- To withdraw from our full-time program, students must complete the [ttuK12@ttu.edu](mailto:ttuK12@ttu.edu)
- Proctoring fees are non-refundable.
- Course extension fees are non-refundable.

## Nonrefundable Items

- admission fee
- shipping fees
- CBEs
- exam retake fee
- print surcharge fee
- administrative processing fee
- print supplement fee
- proctor change fee
- diploma replacement fee
- transcript request fee
- material replacement fee
- withdrawal fee
- returned check fee

A returned check fee will be assessed for each check returned. TTU K-12 reserves the right to assign a returned check to the Lubbock County District Attorney for collection processing.

## TTU K-12

### Attendance Requirements and Truancy Prevention

#### Compulsory Attendance

Good attendance is critical for academic success. This is true in both traditional and online schools. In an online school environment, establishing a consistent routine every day yields the maximum academic benefit.

In 2015, the Texas legislature removed the criminal offense of failure to attend school from the Texas Education Code. Instead, districts are required to address student truancy by implementing prevention measures, identifying circumstances contributing to a student's unexcused absences, and taking specific actions. Although truancy is no longer a criminal offense, districts may still refer a student to truancy court as an action of last resort.

#### Required Attendance at TTU K-12

The following attendance requirement applies to all full-time students who are Texas residents and who are enrolled in the tuition-free program, unless a specific exemption has been granted by a school administrator.

**Minimum Lesson/Unit Completion Requirements.** Students demonstrate attendance in TTU K-12 online school by regularly completing assignments. Attendance is directly tied to what the student accomplishes and/or produces over a given period. The assignments completed are the evidence that a student has been in attendance, and if no work is produced, then a student is not considered to be in attendance.

Unless specifically stated otherwise, attendance is required a minimum of 3 days per week. A student must complete at least 5% of course assignments in a seven-day period and in every subsequent seven-day period until the course is completed.

Course completion is required to earn course credit. No partial course credit will be granted. Course credit is earned when the student has successfully demonstrated mastery of the Texas Essential Knowledge and Skills for the course.

Students have six months from the date of enrollment to complete each course. To remain in the program, students must be concurrently enrolled in a minimum of four courses.

Failure to meet minimum progress requirements may cause TTU K-12 to implement truancy processes and may result in your removal from the program.

### Truancy Under the Texas Education Code

Texas law requires students age 6-19 to attend school regularly. Compulsory attendance also applies to students who are younger than six who have previously been enrolled in first grade and to students below the age of six who are voluntarily enrolled in prekindergarten or kindergarten. For students over the age of 19, student truancy may result in revocation of enrollment.

School districts are required to notify parents of attendance requirements upon enrollment and at the beginning of the school year.

If a student has unexcused absences exceeding the maximum allowed, the district must send a warning to inform the parent that the student is subject to truancy prevention measures.

### District Actions

Districts must have a designated school attendance officer. The attendance officer has the authority to conduct investigations, home visits, and court referrals.

Districts must have a truancy prevention facilitator to implement the district's truancy prevention measures.

Districts must identify truancy prevention measures that promote consistent school attendance while addressing the underlying risk factors that may lead to truancy. At a minimum, Texas Education Code requires a district to take at least one of the following actions:

- Impose a behavior improvement plan. This plan must be signed by the student, parent, and administrator.
- Impose school-based community service.
- Refer the student to counseling, mediation, mentoring, teen court, or other service aimed at addressing the truant behavior.

### Best Practices for Truancy Prevention

The Texas Administrative Code lists several best practices that schools should consider while implementing Truancy Prevention Measures (TPMs),

- Relationships with community organizations such as Big Brothers Big Sisters of America.
- Consider special circumstance, such as pregnancy, being in the state foster program, homelessness, or being the principal income earner for the student's family. Such circumstances prevent a district from filing truancy on the student.

### Parent Liability

Districts have the option of filing a complaint for criminal prosecution of a parent for contributing to a student's failure to attend school if the parent fails to require the student to attend school according to the attendance requirements set by the district. A complaint against the students' parent can be made in the county, justice, or municipal court if the district provides evidence and meets the statute's other requirements.

Adapted from Compulsory Attendance and Truancy, [Texas Association of School Boards](#)

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LEGAL)

**United States  
Constitution**

A district shall take no action abridging the freedom of speech or the right of the people to petition the board for redress of grievances. *U.S. Const. Amend. I, XIV* [See FNA]

A board may confine its meetings to specified subject matter and may hold nonpublic sessions to transact business. But when a board sits in public meetings to conduct public business and hear the views of citizens, it may not discriminate between speakers on the basis of the content of their speech or the message it conveys. *Rosenberger v. Rector & Visitors of Univ. of Virginia*, 515 U.S. 819, 828 (1995); *City of Madison v. Wis. Emp. Rel. Comm'n*, 429 U.S. 167, 174 (1976); *Pickering v. Bd. of Educ.*, 391 U.S. 563, 568 (1968)

**Texas Constitution**

Citizens shall have the right, in a peaceable manner, to assemble together for their common good and to apply to those invested with the powers of government for redress of grievances or other purposes, by petition, address, or remonstrance. *Tex. Const. Art. I, Sec. 27*

There is no requirement that a board negotiate or even respond to complaints. However, a board must stop, look, and listen and must consider the petition, address, or remonstrance. *Prof'l Ass'n of College Educators v. El Paso County Cmty. [College] Dist.*, 678 S.W.2d 94 (Tex. App.—El Paso 1984, writ ref'd n.r.e.)

**Federal Laws**

Section 504

A district that receives federal financial assistance, directly or indirectly, and that employs 15 or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973. *34 C.F.R. 104.7(b)*

Americans with  
Disabilities Act

A district that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the Code of Federal Regulations, Title 28, Part 35 (Americans with Disabilities Act regulations). *28 C.F.R. 35.107*

Title IX

A district that receives federal financial assistance, directly or indirectly, must adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972. *34 C.F.R. 106.8(b)* [See FB and FFH]

**Education Code  
Chapter 26**

Parents are partners with educators, administrators, and the board in their children's education. Parents shall be encouraged to actively participate in creating and implementing educational programs for their children. *Education Code 26.001(a)*



STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LEGAL)

Unless otherwise provided by law, a board, an administrator, an educator, or other person may not limit parental rights. *Education Code 26.001(c)*

“Parent” Defined

For purposes of Education Code Chapter 26 (Parental Rights), “parent” includes a person standing in parental relation, but does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order. Except as provided by federal law, all rights of a parent under Education Code Title 2 and all educational rights under Family Code 151.001(a)(10) shall be exercised by a student who is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Family Code Chapter 31, unless the student has been determined to be incompetent or the student’s rights have been otherwise restricted by a court order. *Education Code 26.002*

Complaint  
Procedures

A board shall provide for procedures to consider complaints that a parent’s right has been denied. *Education Code 26.001(d)*

A board shall adopt a grievance procedure under which the board shall address each complaint that it receives concerning a violation of a right guaranteed by Education Code Chapter 26 (Parental Rights).

The board is not required by the provision above or Education Code 11.1511(b)(13) (requiring adoption of a process to hear complaints) to address a complaint concerning a student’s participation in an extracurricular activity that does not involve a violation of a right guaranteed by Education Code Chapter 26. This provision does not affect a claim brought by a parent under the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.) or a successor federal statute addressing special education services for a child with a disability.

*Education Code 26.011*

Parental Rights

Parental rights listed in Education Code Chapter 26 are:

1. Rights concerning academic programs. *Education Code 26.003* [See EHA, EIF, FDB, and FMH]
2. Access to student records. *Education Code 26.004* [See FL]
3. Access to state assessments. *Education Code 26.005* [See EKB]
4. Access to teaching materials. *Education Code 26.006* [See EF and EKB]

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LEGAL)

5. Access to board meetings, other than a closed meeting under the Open Meetings Act. *Education Code 26.007* [See BE and BEC]
6. Right to full information concerning a student. *Education Code 26.008* [See DF, FFE, and FM]
7. Right to information concerning special education and education of students with learning disabilities. *Education Code 26.0081* [See FB]
8. Requests for public information. *Education Code 26.0085* [See GBA]
9. Consent required for certain activities. *Education Code 26.009* [See EHA, FFE, FL, FM, and FO]
10. Refusal of psychiatric or psychological treatment of child as basis for report of neglect. *Education Code 26.0091* [See FFG]
11. Exemption from instruction. *Education Code 26.010* [See EMB]

**Right to Attend  
School Activities**

Unless limited by court order, a parent appointed as a conservator of a child has at all times the right to attend school activities, including school lunches, performances, and field trips. *Family Code 153.073(a)(6)*

**Objection to School  
Assignment**

The parent or person standing in parental relation to any student may object to the student's school assignment. Upon receiving a written petition to request or object to a student's assignment, a board shall follow the procedures set forth at Education Code 25.034. *Education Code 25.033(2), .034* [See FDB]

**Challenge to  
Education Records**

A district shall give a parent or eligible student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the records is inaccurate, misleading, or in violation of the privacy rights of the student. *34 C.F.R. 99.21* [See FL]

**Denial of Class  
Credit or Final Grade**

If a student is denied credit or a final grade for a class by an attendance committee, the student may appeal the decision to the board. *Education Code 25.092(d)* [See FEC]

**Complaints Against  
Professional  
Employees**

A person may not file suit against a professional employee of a district unless the person has exhausted the district's remedies for resolving the complaint. *Education Code 22.0514*

"Professional employee of a district" includes:

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LEGAL)

1. A superintendent, principal, teacher, including a substitute teacher, supervisor, social worker, school counselor, nurse, and teacher's aide employed by a district;
2. A teacher employed by a company that contracts with a district to provide the teacher's services to the district;
3. A student in an education preparation program participating in a field experience or internship;
4. A DPS-certified school bus driver;
5. A member of the board; and
6. Any other person whose employment by a district requires certification and the exercise of discretion.

*Education Code 22.051(a)*

**Finality of Grades**

An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with a district's grading policy applicable to the grade, as determined by the board.

A board's determination is not subject to appeal. This provision does not prohibit an appeal related to a student's eligibility to participate in extracurricular activities under Education Code 33.081. [See FM]

*Education Code 28.0214*

**Public Information Requests**

A district that receives a request from a parent for public information relating to the parent's child shall comply with Government Code Chapter 552 (Public Information Act). A district shall also comply with the deadlines and provisions set forth at Education Code 26.0085. *Gov't Code Ch. 552; Education Code 26.0085*

**Closed Meeting**

A board may conduct a closed meeting on a parent or student complaint to the extent required or provided by law. *Gov't Code Ch. 551, Subch. D* [See BEC]

**Record of Proceedings**

An appeal of a board's decision to the Commissioner of Education shall be decided based on a review of the record developed at the district level. "Record" includes, at a minimum, an audible electronic recording or written transcript of all oral testimony or argument. *Education Code 7.057(c), (f)*

It is a district's responsibility to make and preserve the records of the proceedings before the board. If a district fails to create and preserve the record without good cause, all substantial evidence issues that require missing portions of the record for resolution shall be deemed against the district. The record shall include:

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LEGAL)

1. A tape recording or a transcript of the hearing at the local level. If a tape recording is used:
  - a. The tape recording must be complete, audible, and clear; and
  - b. Each speaker must be clearly identified.
2. All evidence admitted;
3. All offers of proof;
4. All written pleadings, motions, and intermediate rulings;
5. A description of matters officially noticed;
6. If applicable, the decision of the hearing examiner;
7. A tape recording or transcript of the oral argument before the board; and
8. The decision of the board.

*19 TAC 157.1073(d)*

**Disruption**

It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance and thereby curtail the exercise of others' First Amendment rights. *Penal Code 42.05; Morehead v. State, 807 S.W. 2d 577 (Tex. Crim. App. 1991)*

---

**Note:** See EHBAB for provisions concerning students with disabilities; see the FO series for provisions concerning student discipline; see FL for provisions concerning student records.

---

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

<b>Complaints</b>	<p>In this policy, the terms “complaint” and “grievance” shall have the same meaning.</p> <p>The District shall inform students and parents of this policy through appropriate District publications.</p>
<b>Guiding Principles</b>	<p>The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.</p> <p>Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.</p>
Informal Process	
Formal Process	<p>A student or parent may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
<b>Freedom from Retaliation</b>	<p>Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.</p>
<b>General Provisions</b>	
Filing	<p>Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
Scheduling Conferences	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student’s or parent’s absence.</p>
Response	

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

At Levels One and Two, “response” shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student’s or parent’s email address of record, or sent by U.S. Mail to the student’s or parent’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

**Days** “Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

**Representative** “Representative” shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.

**Consolidating Complaints** Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

**Untimely Filings** All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**Costs Incurred** Each party shall pay its own costs incurred in the course of the complaint.

**Complaint and Appeal Forms** Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

**Level Two**

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

**Level Three**

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.



STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next

regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

ATTACHMENT  
Text of Proposed New 19 TAC

**Chapter 61. School Districts**

**Subchapter B. Special Purpose School Districts**

**§61.101. Applicability of State Law for Special Purpose School Districts.**

- (a) This section applies only to the special purpose school districts operated by the University of Texas at Austin and Texas Tech University.
- (b) The special purpose school districts operated by the University of Texas at Austin and Texas Tech University are public schools of this state fulfilling the mission of the Texas public education system to ensure that Texas students receive a quality education that enables them to achieve their potential and fully participate now and in the future in the social, economic, and educational opportunities of our state and nation.
- (c) Each special purpose school district shall be governed by the board of regents of the parent university, which has the authority and responsibilities of a school district board of trustees with respect to the operation of the special purpose school district but has no authority to levy a tax. The board of regents may delegate authority and responsibilities.
- (d) Each special purpose school district shall have an advisory board consisting of at least five members that, along with the superintendent, reports to the board of regents regarding the operation of the district. The president of the university may designate a person to report on the management, operations, and accountability of the special purpose school district to the board of regents. The following requirements apply to each special purpose school district.
  - (1) The advisory board shall hold public meetings that comply with appropriate notice requirements for governmental bodies.
  - (2) The president of the university shall appoint the superintendent of the special purpose school district.
  - (3) The university shall submit nominees for approval by the State Board of Education (SBOE) to serve as special purpose school district advisory board members. The superintendent may not participate in the nomination process for the advisory board.
  - (4) The superintendent and advisory board shall ensure information required to be made available to the public is made available on the special purpose school district's website.
  - (5) The university shall develop an advisory board training program that provides the relevant board training required under Texas Education Code (TEC), §11.159, and shall submit to the SBOE the training requirements by September 1 of each odd-numbered year.
- (e) Students who are eligible to enroll in a Texas independent or common school district are eligible to enroll in a special purpose school district, and each special purpose school district:
  - (1) shall establish an initial enrollment window for each academic semester that uses a lottery to fill open spots not filled by previously enrolled students. After the initial enrollment window closes, enrollment may be based on a first come first served basis;
  - (2) shall develop an outreach program targeted at underserved student populations;
  - (3) may admit students at least 21 years of age and under 26 years of age for the purpose of completing the requirements for a high school diploma in accordance with TEC, §25.001. For purposes of TEC, §25.001(b-2), the term "classroom setting" does not include a virtual classroom that has no physical proximity; and
  - (4) is neither required nor prohibited from providing a student with home computer equipment or internet access.

- (f) Except as provided elsewhere in this section, each special purpose school district operates as a public school of Texas, and the laws applicable to Texas public schools, per TEC, §11.352(c), apply, including:
- (1) providing for equal education opportunity, in accordance with the TEC and constitutions of Texas and the United States;
  - (2) charging fees, holding funding in trust for the education of students, and spending funding to achieve the educational purposes listed in this section;
  - (3) complying with student records retention, transmission, and other related requirements;
  - (4) having access to other school resources such as regional education service centers under TEC, Chapter 8 and §11.003; commissioner of education waiver authority under TEC, §7.056; school immunity under TEC, Chapter 22, Subchapter B; and relevant grant programs;
  - (5) certification requirements under TEC, §§21.003, 21.055, and 21.057, and continuing education requirements under TEC, §21.054, with employment practices to include provisions substantially similar to TEC, §21.0031 and §21.058;
  - (6) complying with the health, safety, and welfare provisions such as reporting of misconduct under TEC, §§21.006, 21.0061, 21.009, 21.057, 21.058, 21.0581, and 21.062, and background checks under TEC, Chapter 22, Subchapters C and C-1;
  - (7) parental and student rights such as those provided for in TEC, Chapter 26.
    - (A) The special purpose school district shall establish a grievance process for complaints.
    - (B) If the special purpose school district determines that releasing a copy of an assessment would jeopardize the security of the assessment because it has not been published and is not publicly available, in place of releasing a copy of the assessment, the special purpose school district shall provide information regarding the standards and concepts for which the student failed to demonstrate proficiency or, using appropriate security protocols, make the assessment available for personal review by the student and parent without releasing a copy;
  - (8) creditable years of service;
  - (9) curriculum and graduation requirements under TEC, Chapter 28;
  - (10) the instructional materials allotment and the provisions of TEC, Chapter 31; and
  - (11) accreditation, assessment of academic skills, academic accountability, and interventions and sanctions under TEC, §11.001 and Chapters 39 and 39A.
- (g) Each special purpose school district shall develop a policy regarding when a student is deemed absent and has excessive absences under its program.
- (1) If the student has excessive absences under the policy, the special purpose school district shall notify both the student and the school district the student would otherwise be entitled to attend that the student has been disenrolled from the special purpose school district.
  - (2) By September 1 of each odd-numbered school year, the special purpose school district shall submit its absence policy to the SBOE, including any modifications made since the previous submission.
- (h) If a special purpose school district seeks a waiver under commissioner authority for more than three consecutive years, the special purpose school district shall submit the issue to the SBOE for consideration as a possible permanent exemption.
- (i) As a special purpose school district is designed to provide education statewide through digital learning methodologies, the following special requirements and modifications are in effect.
- (1) TEC, Chapter 12A, does not apply.
  - (2) TEC, Chapter 22, Subchapter A, does not apply.

- (3) The superintendent shall make personnel decisions for the special purpose school district.

  - (A) Employee grievances shall be covered by the parent university's human resources practices.
  - (B) The parent university's human resources requirements and practices shall apply to employees, unless otherwise indicated by law or rule.
- (4) The special purpose school district shall operate in the time and accounting manner necessary to comply with the funding model established by the commissioner for access to Foundation School Program (FSP) funds.
- (5) The special purpose school district shall adopt a student code of conduct that aligns with the provisions of TEC, Chapter 37, but is not required to include the use of disciplinary alternative education programs or juvenile justice alternative education programs.
- (6) The special purpose school district shall annually submit to the SBOE a report on disciplinary actions made to the district and a report on complaints made to the special purpose school district.
- (7) TEC, §§11.1542, 11.1543, and 11.155, do not apply.
- (8) The special purpose school district is not required to have the membership compositions for committees under TEC, §§11.251, 11.252, 11.253, or 11.255, but must develop plans and policies that comply with those provisions.
- (9) Educator contract requirements under TEC, Chapter 21, Subchapters C, D, E, F, and G; appraisal system requirements under TEC, Chapter 21, Subchapter H; duties and benefits requirements under TEC, Chapter 21, Subchapter I; and staff development requirements under TEC, Chapter 21, Subchapter J, do not apply, and the special purpose school district shall develop an appraisal system that contains the items in TEC, §21.351(a).
- (10) TEC, §§25.08111 and 25.111-25.114, do not apply.
- (11) The requirements of TEC, §28.004, to have a school health advisory council do not apply, but the special purpose school district shall:

  - (A) comply with the provisions of TEC, §28.004, with regard to the parameters of health education and curriculum materials; posting, notice, and grievance provisions; and consideration of related issues; and
  - (B) require that the advisory board solicit community and parental input and develop recommendations regarding the subject matter of TEC, §28.004(c)(1), (2)(A) and (D)-(H), and (3)-(6).
- (12) Financial accountability and fiscal management under TEC, Chapters 39 and 44, shall apply as if the special purpose school district were a university charter school, and the special purpose school district's public funds must be maintained in a manner that allows auditing of the public funds separate from other funds.
- (j) The provisions of this section apply to each special purpose school district's operation for educating students eligible for enrollment in Texas public schools who enroll in the state-funded special purpose school district. This section does not apply to a tuition-based program operated in tandem with the state-funded program. However, the school operations that include Texas students are subject to subsection (l) of this section.

  - (1) A parent of a Texas student may voluntarily decide to enroll a student in the tuition-based program.
  - (2) The special purpose school district shall biannually report student attendance in its state-funded school and Texas student attendance in its tuition-supported school. Information shall be provided to ensure that student participation does not disadvantage any student group from access to the state-funded school.

- (k) Each special purpose school district shall submit to the SBOE by September 1 of each odd-numbered year an updated list by section of the TEC, Title I and Title II, with recommendations regarding which sections of the code should apply or not apply to the operations of its schools. The submission must compare the recommendations to the list last provided to the SBOE.
- (l) If the special purpose school district declines FSP payment, the special purpose school district is authorized to charge tuition and is subject to:
  - (1) accreditation, academic assessment, academic and financial accountability, and interventions under TEC, Chapters 39 and 39A; and
  - (2) reporting requirements imposed by the Texas Education Agency.
- (m) The parent university of each special purpose school district shall submit nominations for and establish an advisory board as soon as practicable, and the provisions of this section that require the special purpose school district to develop a policy apply beginning with the 2021-2022 school year.