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Student & Parent Handbook

2026–2027 School Year



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Welcome To CTIA

At Central Texas Innovation Academy, we believe students deserve a school model that adapts to their lives, not the other way around. This handbook is designed to provide families with a clear understanding of expectations, supports, and opportunities available at CTIA.

Whether your student needs flexibility, a second chance, acceleration, or additional support, CTIA is structured to provide a rigorous and supportive academic experience. The following sections outline how students can be successful in our program.

☆ Why CTIA

CTIA is built to serve a wide range of learners while maintaining high academic expectations. Families choose CTIA because it provides flexibility without sacrificing structure or accountability.

CTIA is a strong fit for students who need:

- Flexibility with structure
- Personalized learning
- Career and Technical Education opportunities
- Credit recovery or acceleration
- Dual Credit opportunities (no-cost college credit)
- A supportive, smaller learning environment
- Access to counseling and mental health supports



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Attendance

At Central Texas Innovation Academy, attendance is defined by **engagement in learning**, not just physical presence.

Because CTIA operates as a virtual and hybrid instructional model, student attendance is measured through **daily participation, progress, and interaction**, in alignment with Texas Education Code Chapter 30B and Senate Bill 569 guidance.

Students are expected to actively engage in learning **every instructional day**. Students are expected to meet **daily instructional time expectations** through a combination of synchronous and asynchronous learning.



Daily Attendance Window

Attendance may be earned each day between:

12:01 AM – 11:59 PM (Central Time)

Students must demonstrate engagement within this window to be counted present.



How Students Are Marked Present

A student is considered present when they demonstrate **daily academic engagement**, including at least one of the following:

✓ Approved Attendance Measures

- Active progress in the Learning Management System (LMS)
- Participation in synchronous (live) instruction
- Viewing required recorded instruction on the same day
- Meaningful teacher-student interaction (email, chat, conference)
- Submission or completion of assignments
- Participation in required testing or academic activities



Present (Student Will Earn Attendance)

- Logs into LMS and completes work
- Attends live or watches recorded instruction same day
- Submits assignments
- Engages with teacher



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✕ How Students Are Marked Absent

A student will be marked absent if they:

- Do not log into the LMS
- Show no academic progress for the day
- Fail to participate in required instruction
- Do not submit or engage in coursework
- Only log in without meaningful engagement

✕ How Students Are Marked Absent

- A student will be marked absent if they:
- Do not log into the LMS
- Show no academic progress for the day
- Fail to participate in required instruction
- Do not submit or engage in coursework
- Only log in without meaningful engagement

✕ Absent (Student will not earn attendance)

- No login or activity
- Only checks email
- No assignment completion
- Misses required instruction

Attendance Window

12:01 AM – 11:59 PM CT



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Attendance Expectations

Students must:

- Engage **every instructional day**
- Complete coursework **on the assigned day**
- Stay current with pacing expectations
- Participate in required live sessions when scheduled

 **Weekend work cannot be used to recover attendance for missed school days.**

**At CTIA, flexibility is a privilege, not an excuse.
Students are expected to engage daily, stay on pace, and take
ownership of their learning.**

Truancy & Non-Compliance

Attendance is not optional.

**Students who fail to meet attendance expectations will be subject to
intervention and legal compliance measures.**



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CTIA Attendance Intervention Process:

1. Teacher contact and support
2. Parent notification
3. Administrative intervention
4. Attendance improvement plan
5. Referral to **truancy officer**

Continued Non-Compliance May Result In:

- Loss of course credit
- Withdrawal from CTIA
- Truancy filings in accordance with Texas law

Parent Responsibility

Parents/guardians are expected to:

- Monitor daily student attendance and progress
 - Ensure students log in and engage daily
 - Maintain communication with teachers and staff
 - Support compliance with attendance expectations
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Special Programs Attendance

Students enrolled in:

- Special Education (IEP/ARD)
- 504 Services
- Virtual DAEP
- Dropout Recovery Programs

...will have attendance monitored in accordance **with individualized plans and program requirements**, consistent with TEA guidelines.



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Daily Routine Expectation



Start Your Day

- Log in by morning (flexible)
- Check email and announcements



Plan Your Day

- Review assignments and schedule
- Plan work blocks and breaks



Engage in Learning

- Attend live classes
- Complete daily assignments



Finish Strong

- Check email again
- Confirm work completion

Log into school by 8:00 AM (Flexible)

- ✓ Prepare to be actively engaged in learning
- ✓ Plan to work throughout the school day (similar to a traditional school schedule)
- ✓ Check your email
- ✓ Read and respond to teacher communication



Plan Your Day

Check Your Courses & Learning Plan

- ✓ Review your class schedule in the Online Learning System (OLS/LMS)
- ✓ Identify live classes and optional sessions
- ✓ Plan your lunch and breaks
- ✓ Set a plan for completing assignments
- ✓ Identify unfinished work to complete later



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Engage In Learning

Attend Live & Complete Coursework

- ✓ Attend live (synchronous) classes when scheduled
- ✓ Open each course and review daily assignments
- ✓ Follow your class pacing calendar
- ✓ Complete assignments daily
- ✓ Review teacher announcements and updates

End Your Day Strong

Before Logging Off

- ✓ Check your email again
- ✓ Confirm all daily assignments are complete
- ✓ Begin catching up on any overdue work

CTIA Expectation

Students are expected to engage in learning daily, maintain progress, and manage their time effectively. Flexibility requires responsibility.



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Program Spotlights



Dual Credit - Grades 9-12

- Earn FREE college credit
- Graduate ahead of schedule
- Save thousands in tuition
- Earn your associates degree prior to high school graduation



CTE Pathways

- Industry certifications
- Career-ready skills
- Internships and practicum opportunities



Virtual DAEP

- Second Chances. Strong Futures.



Whole Child Support

- Counseling services
- TCHATT mental health support (parent permission required)
- Social Emotional Learning



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Withdrawal Policy

Students may be withdrawn for:

- Non-attendance
- Lack of progress
- Parent request

Academic Integrity

Students must not:

- Cheat
- Plagiarize
- Misuse AI tools

Violations result in disciplinary consequences.

Technology Agreement

- Devices are monitored and filtered
- AI tools may be used under supervision
- Misuse results in loss of privileges

DISCIPLINE FRAMEWORK

- Level 1: Warning
- Level 2: Parent contact
- Level 3: DAEP
- Level 4: Removal



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📋 State Assessments

- STAAR / STAAR EOC / STAAR ALT
- AP Exams
- SAT / TSI

As a tuition-free public virtual academy, CTIA adheres to all state-mandated testing schedules. While our learning happens anywhere, **STAAR and EOC testing takes place in person on state-designated dates**, which will require your student to travel to in-person locations. We value your time and convenience; therefore, we coordinate local testing sites to ensure no student has to travel more than 150 miles to complete their assessments on the designated state dates.

These assessments allow us to measure growth and ensure our students remain competitive on a statewide level. Satisfactory performance on the applicable assessments will **be required for graduation** and will also affect the plan under which the student may graduate. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

STAAR

We track student progress through routine assessments and performance measures integrated into our daily curriculum. Those in designated grade levels also participate in state-mandated STAAR testing for the following subjects:

- Mathematics annually in grades 3–8
- Reading annually in grades 3-8
- Science in grades 5 and 8
- Social studies in grade 8

End-of-Course Exams

Students must demonstrate mastery in specific subjects to earn their Texas high school diploma. These End-of-Course (EOC) exams serve as the final benchmark for the following subjects:

- Algebra I
- English I, English II
- Biology
- United States History (Post 1877) which will require your student to travel to in-person locations.



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CCISD Technology Student/Parent Agreement (2026–2027)

Central Texas Innovation Academy operates under the CTIA Acceptable Use Policy.

Overview

CTIA uses educational technology to enhance and support learning. Students will access digital tools using district-issued devices and will have the ability to communicate globally and access a wide range of educational resources.

With this opportunity comes responsibility.

Internet Safety & Monitoring

- All district issued devices and Wi-Fi access are **filtered and monitored** in compliance with the **Children’s Internet Protection Act (CIPA)**
- Systems are in place to block:
- Obscene or inappropriate content
- Harmful material for minors

 However, no system is perfect. Students are responsible for appropriate use at all times.

- The district may use **third-party monitoring tools** to detect:
 - Threats of violence
 - Cyberbullying
 - Inappropriate behavior

Use of Educational Technology & AI

- Students may use digital tools such as Google-based educational platforms
- Some tools may require **parental consent**
- Students may interact with **AI-based educational tools** under staff supervision

All technology use must follow:

- District safety guidelines
- Privacy expectations
- Academic integrity standards

Device Assignment

- Students will be issued or assigned a device for learning



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Device Insurance (Grades 9–12)

Optional insurance is available: \$25 per year



Device Insurance Covers:

Damage or malfunction (one claim per device)



Does NOT cover:

- Lost devices
- Stolen devices

Lost or stolen devices must be reported immediately to:

- Campus administration
- Law enforcement



Misuse of Technology

Inappropriate use may result in:

- Loss of device privileges
- Disciplinary action
- Additional consequences as determined by the district



Agreement Acknowledgment

Parents and students acknowledge:

- Receipt of the Technology Agreement
- Understanding of expectations and responsibilities
- Agreement to follow all guidelines for appropriate use



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FERPA & Student Records

Student records are protected under federal law (FERPA). Parents and eligible students have the right to access records and request corrections.



Concerns/Complaints Process

Student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. Our goal at CTIA is to handle complaints and concerns as quickly and efficiently as possible. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual.

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG (LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

Concerns should follow this path:

1. Teacher
 2. Administrator
 3. District Office
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Final Message

CTIA is a pathway to success for students who need flexibility without sacrificing accountability.

Where Flexibility Meets Opportunity.