



Policies

Contents

Mission and Vision	5
Mission Statement	5
Vision Statement	5
General Academic Policies	5
Enrollment	5
Transfer Credits	6
Course Duration	7
Graduation Requirements	7
Repeated Course Policy	7
Total Credits	8
Nationally Norm-referenced Assessment	8
Middle School Courses for High School Credit	8
Grade Point Average (GPA)	9
Course Selection	9
Age	9
Attendance and Pacing	9
Excused/Legal Absences	10
Unexcused/Illegal Absences	10
Extensions	11
Assignment Reset	12
Academic Integrity	12
Course Change/Drop Policy	13
Instruction	14
Course Grading	15
Grading Scale	15
Grade Point Average Calculation	15
Materials	16
Progress Reports	16
Honor Roll	16
Final Grades	16

Grade Appeal	16
Transcripts	17
Transcript Revision Policy	17
Required Health Screening Records	18
<i>Internet Safety & Respect</i>	18
Cyberbullying	18
Netiquette and Online Communication	19
<i>Technology Use Policy</i>	19
Consequences for Violation	20
Supervision and Monitoring	20
<i>Anti-Discrimination Policy</i>	21
<i>Accommodations</i>	22
<i>Code of Ethics</i>	22
Core Principles	22
Interpersonal Relationships	23
Interacting with Students	23
Compliance and Enforcement	23
<i>FERPA</i>	24
Right to Inspect and Review and to Consent to Release	24
When Consent is Not Needed for the Academy to Disclose Information	24
School Officials	24
Other Schools	25
Subpoenas and Court Orders	25
Foster Care	25
Litigation Between Academy and Student/Parent	25
Health or Safety Emergency	25
Studies	26
Audit or Evaluation	26
Accrediting Organizations	26
Parents and Students	26
When Allowed or Required by State Law	26
Audit or Evaluation of Educational Program	26
When Disclosure Is of Directory Information	26
Right to Prevent Disclosure of Directory Information (Opt-Out)	28
Verification of Identity and Right to Access Records	28
Record of Requests for Access	28
Annual Notification of FERPA Rights	28
Education Record Information of Deceased Students	29

Concerns, Questions or Complaints _____	29
<i>Contacts</i> _____	29
Technical Support _____	29
Teacher Support _____	30
Enrollment Support _____	30

Mission and Vision

Mission Statement

At Allcrest Texas Academy (ATA), our mission is to provide all students with an engaging learning experience that reflects each student's uniqueness. Whether a student takes individual classes or enrolls full-time, Allcrest Texas Academy's personalized curriculum aims to ensure each student reaches their academic goals.

Vision Statement

Allcrest Texas Academy will employ research-based instructional strategies that have been demonstrated to foster success across a wide range of student populations. The curriculum and instruction will be relevant and engaging. They will apply active learning principles that can be adapted to meet the learning needs of a diverse student body, including students performing below grade level and advanced students seeking ways to extend their learning. The Academy will provide interactive content that can be adapted to a variety of learning situations, including classroom instruction, self-paced study on home computers, and mobile devices. Learning experiences will be carefully sequenced and scaffolded to help students build on their successes and efficiently grasp new concepts. Allcrest Texas Academy will carefully select and train instructors, who will monitor student progress and intervene as needed to ensure students' success.

General Academic Policies

Enrollment

Two types of enrollment are available at Allcrest Texas Academy: full-time and part-time. Full-time students complete their coursework through the Academy and intend to graduate from the Academy. Part-time students take one or more courses at the Academy but intend to transfer those credits to a home district. The enrollment process varies depending on the type of enrollment selected.

When a student registers with Allcrest Texas Academy as a full-time student, the student completes an application and provides the administration with the following documentation:

- 1. General Information**

- Name, address, birthdate, etc.

- 2. Proof of age, documented using one of the following:**

- a. Original birth certificate
- b. Notarized copy of birth certificate
- c. Valid passport
- d. Original baptismal certificate indicating the date of birth
- e. Copy of the record of baptism – notarized or duly certified and showing the date of birth
- f. Notarized statement from parents or another relative indicating the date of birth
- g. Prior school records indicating the date of birth

- 3. Record of immunization** as required by the Texas Department of State Health Care Services; or an

affidavit or certificate signed by a physician stating the immunization would pose a significant risk to the health and well-being of the student or his family; or an affidavit declining the immunization for reasons of conscience, including a religious belief.

4. Copy of latest school records

- **Note:** Those entering Kindergarten do not require past school records.

5. Copy of IEP or 504 plan, if applicable

6. English proficiency for non-English-language-based school transfer or concurrent enrollment students is evaluated through oral, reading, and writing proficiency evaluations.

Part-time students must provide the administration with the following information:

1. General Information

- Name, address, birthdate, etc.

2. Proof of age, documented using one of the following:

- h. Original birth certificate
- i. Notarized copy of birth certificate
- j. Valid passport
- k. Original baptismal certificate indicating the date of birth
- l. Copy of the record of baptism – notarized or duly certified and showing the date of birth
- m. Notarized statement from parents or another relative indicating the date of birth
- n. Prior school records indicating the date of birth

Transfer Credits

Allcrest Texas Academy reviews and recognizes transfer credit. Full-time students will work with representatives of Allcrest Texas Academy to determine the best course of study for the student before enrolling in classes.

A student entering from a homeschool environment must provide a formal record of the student's academic performance. Documentation may include standardized test scores, a self-created record of achievement, and activity records or transcripts from other online or private schools. Other documentation deemed suitable by the Principal may be acceptable. All documentation will be verified with the institution or entity providing the information.

A transcript analysis is completed during enrollment to assist in course placement. Full-time students must complete the ATA Records Release form and request that official transcripts be sent to the Registrar. The Guidance Counselor analyzes official transcripts and the student's previous homeschool or independent study work to determine how that work may be accepted as credit. Courses are evaluated for pass or fail based on the school's grading system. Credits are allocated to the appropriate subject area for transfer credit. **Course grades are not transferred; only the credits earned are transferred.** Earned credits are calculated to equate to a 0.5 or 1.0 credit scale. One credit hour is based on Carnegie units: 120 hours in one subject earns the student one unit of high school credit.

Part-time students who intend to transfer the credits earned to their home district should contact their home district to ensure the credits will be accepted before enrolling. Part-time students will choose courses during enrollment and may begin classes once payment is received. Students and parents can visit the Academy's website or speak to a help desk representative for more information on the enrollment process.

Course Duration

Allcrest Texas Academy's program offers great flexibility in start and end dates. These dates are specific to each student and are determined at registration. All coursework must be completed by the end date of enrollment established during registration. Once a final grade report for a course is issued, students may not submit additional work for that course. Furthermore, no course enrollment period can be extended beyond the original end date without an extension request. (See the Extensions section for more information.)

All core curriculum enrollments are equivalent in seat time, with each core semester-long course intended to require 90 hours of class time—not including study or project time.

Students are expected to engage consistently and spend adequate time on their coursework to meet credit eligibility requirements. They are also expected to complete all lessons and all activities within their course. Failure to do so may result in credit not being awarded upon course completion, and the enrollment may be recorded as a Withdraw Fail.

Each Allcrest Texas Academy course includes a pacing guide with target due dates to help students manage their coursework. In addition, weekly reports and communication help ensure that students meet their target dates. If any coursework is not completed by the end of the semester, the student receives a zero for each incomplete item, and those zeroes are included in the student's average when final grades are calculated. Students cannot begin Semester B of a course without successfully completing Semester A.

Graduation Requirements

Each full-time student enrolled at Allcrest Texas Academy and planning to graduate will follow a formal, written Student Learning Plan (SLP) approved by a guidance counselor. The SLP is developed with input from the student and the student's parents, guardians, or a designated mentor.

To earn a diploma from Allcrest Texas Academy, a student must

- attend at least one full academic year at the Academy with a minimum of 5 credits;
- be enrolled as a full-time student;
- meet the Academy's minimum graduation requirements;
- successfully complete all required coursework and assessments; and
- satisfy all financial and records obligations to the school, if applicable.

Part-time students at Allcrest Texas Academy are not diploma-seeking students and are not eligible to receive a diploma unless they are formally reclassified and admitted as full-time students.

Transfer credits may be awarded based on official records, course descriptions, syllabi, prior school documentation, and any other materials requested by the school. Credits earned before enrollment may be accepted toward graduation per school policy, but prior grades are not required to be included in the school-calculated GPA.

Repeated Course Policy

Any student who fails a required course for graduation in a core area must repeat the course at Allcrest Texas Academy before the next course in sequence may be taken. Failure in an elective course will not automatically dictate a make-up course. However, the course must be repeated if

it is a prerequisite for another course the student wishes to take or if the student does not meet the graduation requirements for electives.

The failure is NOT removed from the record, and both grades are used to compute the GPA. Courses in which a grade of 60-69 is earned can also be repeated, but only once. Both the original and new grades are included in the cumulative grade-point average. Courses in which a grade of 70 or higher is earned may NOT be repeated for inclusion in the cumulative grade point average.

When available, a credit recovery course may be taken in place of a full direct instruction course to recover failed credit. For full-time students, this is allowed only if the original credit course was taken through Allcrest Texas Academy.

Total Credits

To earn a diploma, students must complete at least 22 high school credits representing each category listed in the chart below. Each semester-long course represents 0.5 credits. A full-year course (two semesters) is worth 1 credit.

Subject	Minimum Requirements
English	4 credits
Math	4 credits
Science*	3 credits
Social Studies	3 credits
Fine Arts	1 credit
Health and Fitness	2 credits
Foreign Language	2 credits
Character Education	.5 credit
Electives	2.5 credits
Total	22 credits

**Must include one year of lab science.*

Nationally Norm-referenced Assessment

All full-time students are required to participate in a nationally norm-referenced assessment instrument twice annually. Allcrest Texas Academy will establish and publish assessment windows. Students must complete all required testing within the designated window. Failure to complete required assessments may result in:

- Withholding of final grades
- Delay in course completion
- Administrative review of enrollment status.

Assessment results do not serve as the sole determinant of promotion or graduation but are considered as part of a comprehensive evaluation of student performance.

Middle School Courses for High School Credit

The only middle school courses that may be applied toward high school credit are Algebra I and a first-year foreign language course taken in eighth grade.

Grade Point Average (GPA)

To graduate, students must maintain a cumulative Grade Point Average (GPA) of 2.0 or above and 2.3 in core curriculum courses—English Language Arts, Mathematics, Social Studies, and Science.

Course Selection

The recommended number of credits in each subject area for each high school year is shown in the table below. For specific course options in each category, visit our [online course catalog](#).

	FRESHMEN	SOPHOMORES	JUNIORS	SENIORS
	<i>6 credits</i>	<i>6 credits</i>	<i>6 credits</i>	<i>6 credits</i>
ENGLISH	1 credit	1 credit	1 credit	1 credit
MATH	1 credit	1 credit	1 credit	1 credit
SCIENCE	1 credit	1 credit	1 credit	
SOCIAL STUDIES	1 credit	1 credit	1 credit	
HEALTH & FITNESS	1 credit	1 credit		
FINE ARTS			1 credit	1 credit
FOREIGN LANGUAGE	1 credit	1 credit		
ELECTIVES			1 credit	2.5 credits
CHARACTER EDUCATION				0.5 credit

Age

Kindergarten students must be five years old by August 31 to enroll. Students enrolling in grades 9–12 must be no older than 21 years of age as of the first day of their senior year.

Attendance and Pacing

Students are expected to participate regularly and make consistent academic progress in each enrolled course. Because the school operates in an online environment, attendance is demonstrated through meaningful academic engagement, assignment completion, assessment participation, teacher interaction, and measurable progress within the learning management system.

Each student is assigned a pacing structure for each course. The pacing guide, available in the learning management system, requires students to log in and complete work daily. Other tools, such as the Calendar and To-Do List, are provided to assist with pacing. Students are expected to remain reasonably aligned to the assigned pace and to respond promptly to teacher or school communications regarding lack of progress. Teachers can access student activity data and quickly identify which students have not logged in regularly.

Class attendance at Allcrest Texas Academy is a student's obligation and responsibility. Attendance is tracked by monitoring the student's pacing goals and completion. Simply logging into courses does NOT demonstrate acceptable daily attendance. Students must make at least 5% progress in gradable activities in their classes each week to meet attendance requirements. A student who fails to make adequate progress, participate in required instructional activities, or

respond to intervention efforts may be subject to academic warning, schedule adjustment, pacing-plan revision, administrative conference, withdrawal, or other school action.

For full-time students, attendance and progress are reviewed as part of ongoing promotion and graduation monitoring. For part-time students, attendance and progress are reviewed for continued course participation and credit eligibility.

The Allcrest Texas Academy, as well as parents/guardians, are required to ensure that children meet school attendance requirements as evidenced by both:

- Progress is made at a pace of at least 5% in a majority of courses each school week and
- Spend an adequate amount of time in each course based on the duration of the course.
- Attendance of required benchmark assessments as planned between the teacher and student.

Excused/Legal Absences

Excused or legal absences that result in a lag in student pacing of more than 10% should be reported to the Attendance Secretary via the Attendance Email: attendance@allcrest.org within three (3) days of the absence. Absences will be excused for the following reasons (all but illness or death must be reported BEFORE the absence) and at the discretion of the Administration:

1. Illness: A doctor's excuse note must be sent to the Attendance Secretary and the child's School Counselor.
2. Extreme illness or death of a family member
3. Participation in approved school/co-op activities with prior approval by the school administration
4. Medical appointments (with submission of doctor's note upon school request)
5. Legal appointments, such as court appearances, appointments with legal counsel and/or probation officer, probation hearings, etc.
6. Visits to college or technical institutes by juniors or seniors
7. Educational travel with approval of the Principal or other school administrator, submitted one week before departure
8. Maternity leave: New mothers are expected to submit work in at least half of their classes by the third week after birth and in all classes by the fourth week. A doctor's release is required for the student. The student is still responsible for completing all assigned work.
9. Religious holidays observed by bona fide religious groups

Unexcused/Illegal Absences

Any absence that produces a lag in student pacing of more than 10% that is not deemed legal or excused will be documented as unexcused/illegal. A valid excuse must be provided to the school upon the date of return from an absence. Failure to do so will result in specific consequences, as outlined below and at the discretion of the Administration:

1. Should a student fail to log in to their course within their first week of enrollment, the

Allcrest Texas Teacher will email the student and designated mentor to notify them of the absence. If the student continues not to log in after one week, the Principal will be notified, and an email will be sent to the parent and student regarding the absence. Students who have not logged in by their third week will be withdrawn from the course. No refund will be granted, and the course will be designated WF (withdraw fail) for the final grade.

2. After the first login, if a student fails to log in for 5 consecutive days, the Allcrest Texas Teacher will email the student to request a login. If no login is made within 5 days of communication, the Allcrest Texas Teacher will email the student and the designated mentor to ensure the student logs in. After another five days, the Principal will be notified, and an email will be sent to the parent/guardian and student regarding absence. The student will receive a written warning. If the student has not logged in by their third week, they will be withdrawn from the course. No refund will be granted, and the course will be designated WF (withdraw fail) for the final grade.
3. If a student falls more than 10% behind their pacing goal, the Allcrest Texas Teacher will email the student and their designated mentor to warn of the lack of progress and absence. If no progress is made within five days of communication, the Teacher will notify the student and the designated mentor. After another five days, the Allcrest Teacher will notify the Principal. An email will be sent to the parent and the student regarding the absence, and the student will receive a written warning. If the student continues to make no progress after three consecutive weeks, they may be withdrawn from the course. No refund will be granted, and the course will be designated WF (withdraw fail) for the final grade.

After three weeks of attempts by Allcrest Texas staff to communicate with a student and/or parent/guardian regarding enrollment, with no response, the student will be withdrawn from the course. No refund will be granted, and the course will be designated WF (withdraw fail) for the final grade.

Extensions

A course extension—a change to the student’s end-of-enrollment date—may be granted after a request from the student’s parent or designated mentor. Such extensions are granted for extenuating circumstances only and at the discretion of Allcrest Texas ’Academy’s administration.

Extenuating circumstances include personal issues or events that prevent a student from completing schoolwork. The Academy’s definition of extenuating circumstances is strictly limited to the following:

- Bereavement (due to the death of a close relative or significant other)
- Serious short-term illness or accident
- Worsening of a long-term chronic health problem
- Other exceptional circumstances (such as a natural disaster, severe weather, military service of

a family member, or civil unrest).

The following situations are NOT considered extenuating circumstances that qualify for an extension:

- A student claims to have a medical problem, but has no evidence or documentation, such as a doctor's note.
- The Academy has already adjusted a student's deadlines once in response to a short- or long-term medical problem.
- A student provides documentation of a medical issue but does not include a timeframe for resolving it.
- Events or circumstances that a reasonable person would have been able to foresee and plan to avoid or work around.
- Minor illnesses for which someone would not usually take sick leave.
- Holidays, festivals, or private celebrations (including weddings).
- Problems with computers, printers, or network facilities.
- Family travels to locations without internet access.

A student's failure to back up work or manage their time effectively. When an extension is granted, the following rules apply:

- At least 50% of a student's work must be completed before requesting an extension. Students are expected to work consistently and to make adequate progress with regular logins during enrollment.
- Extension requests must be made BEFORE the student's original end date.
- If the course requirements are not met by the end of the extension, a final grade will be issued based on the work completed, with zeroes entered for incomplete work.
- Fees may be charged for approved extensions.

To request an extension, a student should complete the [ExtensionRequest Form](#).

Assignment Reset

To ensure academic integrity, course assignments are set to allow each student one attempt. Students can request an assignment reset if technical glitches or exceptional circumstances occur. These kinds of requests must be submitted by email to the course teacher.

If a student cannot complete a lesson successfully (by earning a score of 70% or higher), a highly qualified online teacher will provide intervention. Resets for reasons other than technical issues will be allowed at the teacher's discretion. Resets will NOT be granted to allow the student to receive a higher grade.

Academic Integrity

Allcrest Texas Academy takes academic integrity very seriously; we believe that any form of cheating defeats the purpose of learning and harms students. The goal of the Academy's academic integrity policy is to ensure that enrolled students learn the material presented and earn a grade that accurately reflects their knowledge and academic progress.

The International Center for Academic Integrity defines *academic integrity* as “a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage.” Based on these core values, Allcrest Texas Academy believes that academic dishonesty includes, but is not limited to, the following:

- Misrepresenting one's knowledge through acts of cheating.
- Plagiarism—using words, ideas, or work products attributable to another person or source without attributing those elements to the source.
- Obtaining information about assessment questions (including quizzes and exams) before completing the assessments.
- Submitting blank assignments purposefully to gain additional time for completion.
- Using unauthorized notes or outside materials during quizzes and exams.
- Turning in previously submitted work in response to projects or writing assignments, including those created by the student in other classes or previous attempts at the same course.
- More examples can be found in our [Academic Infractions](#) document.

Teachers at Allcrest Texas Academy use several anti-cheating tools to verify the authenticity of student work. Any student caught violating the Academy's academic integrity policies will be subject to disciplinary action. Repeated infractions may result in the student failing the course.

Consequences for academic infractions, including inappropriate AI use and plagiarism, will increase if and as the behavior escalates:

- For a first offense within an assignment, the student will receive a zero with one opportunity to retry.
 - **For Assignments:** An alternative assignment must be completed and submitted in audio or video format.
 - **For Assessments:** Assessments must be retaken with all short-answer responses submitted in audio or video format.
- For the second offense within the same assignment, the student will receive a zero on the assignment with no option to redo the work.

Course Change/Drop Policy

Students may change their course enrollment (drop classes, change courses, etc.) up to fourteen days after the scheduled student start date. Allcrest Texas Academy will refund 100% of any course fees if a course is dropped within this time frame. If a course is changed, no refund will be issued. A withdrawal notification must be received in writing by Allcrest before the 14-day grace period ends.

After 14 days, the student will be considered enrolled in the course for the semester; the student will be assigned a grade, and the enrollment fee is non-refundable. If a student withdraws after the 14-day period, they will receive a WF (withdraw fail), and it will be reflected on their transcript as a WF.

Note: *If both semesters (A and B) of a course have been purchased simultaneously using the reduced cost, Semester B of that course will NOT be refunded unless the student withdraws from Semester A within the 14-day period.*

Instruction

Allcrest Texas Academy Instructors meet the United States Department of Education's Highly Qualified Teacher requirements.

All Allcrest Texas Academy teachers must have:

- a bachelor's degree
- full state certification or licensure
- experience teaching in the subject area assigned.

A student enrolled in Allcrest Texas Academy has access to frequent instructor-initiated interaction. As a student completes course assignments, the teacher provides individualized feedback on the student's performance and suggestions for future success. This feedback happens asynchronously within the learning management system (LMS).

Students are also encouraged to interact with their instructors in real time during the course. Real-time interaction between the student and the teacher may occur for several reasons. One-on-one sessions conducted by phone, video chat, text chat, or email occur on an as-needed basis for individual tutoring and remediation. Teachers also offer synchronous sessions to students to cover specific content. Students connect with their instructor daily through asynchronous and synchronous feedback and interaction. Teachers track engagement via analytics and progress reports, with defined interventions for non-engagement.

Assessment Feedback

Course assessments are graded by a highly qualified teacher, by Allcrest's computer system, or through a combination of computerized scoring and manual grading by a teacher. Thirty to fifty percent of the assessments in a course are graded manually by the teacher—the exact percentage varies by course. Computer-scored assessments are graded as soon as the student completes them; students may use tools in the learning management system (LMS) to check their progress immediately and at any time.

When teachers grade assessments, they provide feedback using commenting features and/or PDF markup tools. The assessment with feedback included is then returned to the student through the

LMS. For synchronous assessments, such as benchmark tests or oral assessments, the student receives feedback in real time, and the teacher records it in the LMS gradebook. The student may then refer to the feedback as needed. Teachers may also use the LMS gradebook to provide more general feedback, using each assignment's "comments" section. All feedback is captured and stored in Allcrest Texas Academy's LMS, and this information remains accessible to the student even after the enrollment period ends.

Course Grading

Teachers at Allcrest Texas Academy are expected to assign a grade within 72 business hours of receiving an assignment. If a student submits multiple assignments at once, the time allowed for grading increases by the number of additional assignments times 72. (Teachers need adequate time to provide rich, thoughtful, and thorough feedback that helps students grow academically.) A Manager of Instruction ensures prompt assessment turnaround times by monitoring the course gradebooks.

Grading Scale

All grades are reported numerically, and students will receive a percentage score in their final grade report. The grading scale used at Allcrest Texas Academy for GPA calculation, is shown in the table below.

Percentage	Grade Point	Honors Grade Point	AP Grade Point
94 - 100	4	4.5	5
90 - 93	3.7	4.2	4.7
87 - 89	3.3	3.8	4.3
83 - 86	3	3.5	4
80 - 82	2.7	3.2	3.7
77 - 79	2.3	2.8	3.3
73 - 76	2	2.5	3
70 - 72	1.7	2.2	2.7
67 - 69	1.3	1.8	2.3
60 - 66	1	1.5	2
0 - 59	0	0	0

Grade Point Average Calculation

The method for calculating a student's grade point average (GPA) depends on the academic rigor of the course. AP courses count more toward GPA. Allcrest Texas Academy uses the following GPA calculation: $GPA = (\text{weighted grade point} * \text{credit value}) / \text{credits earned}$. The following items are NOT included in the calculation of a student's GPA:

- WF (Withdraw Fail)

- Grades transferred from another school.

Materials

For a list of required materials for our courses, please see the [online course catalog](#). Each course description includes a list of required materials.

Progress Reports

Each week, the student and their parent or guardian will receive an email detailing the student's recent progress within the course(s). At any time, students, parents, or guardians may seek clarification from a teacher regarding their student's progress or ask for help addressing questions or concerns.

Honor Roll

The designation of *First Honors* is awarded to any full-time student who earns a semester average of 93, with no grade below 90. *Second Honors* is awarded to full-time students who earn an average of 88, with no grade below 85. A WF within that marking period in any subject eliminates a student from either honor roll.

Final Grades

Final grades are available 72 hours after a student completes 100% of a course unless multiple assignments are submitted at the end of a semester. In that case, because teachers need adequate time to grade and provide thorough feedback, final grade reports will be delayed.

Grade Appeal

A student may appeal the final grade for a course if:

- The student believes the final grade does not accurately reflect their work in a course.
- The student can demonstrate that an inappropriate grade was assigned due to a clerical or technical error.

Students may NOT appeal grades for individual assignments or assessments—only the final grade in a course. To submit an appeal, the student must be able to substantiate a claim that their final grade represents unfair treatment due to arbitrary grading practices, prejudice, and/or error. (These are the only legitimate grounds for appealing a grade.) Without compelling reasons such as these, the instructor's grade is considered final.

Students should take these steps to appeal a final grade:

1. Review the final grade with the instructor.
2. Send a written grade appeal to studentservices@allcrest.org within 30 days of completing the course.
3. Within 30 days of receiving the student's appeal, the Principal will notify the student by email of the appeal's outcome.

Transcripts

Allcrest Texas Academy sends transcripts by mail or email to any institution requesting them. Transcripts can be requested through our online [Transcript Request Form](#). It is Allcrest Texas Academy's policy NOT to send any transcripts if the student's tuition or fees are not paid in full.

Please note that official transcripts can be sent only to educational institutions and personnel. We cannot send official transcripts, other than final graduate transcripts, directly to students or families.

Transcript Revision Policy

A student may request a revision of an official transcript if:

- The student has received notification of a grade change based on an appeal.*
- A documented discrepancy exists between the electronic records of final grades in the learning management system and the official transcript.
- Evidence of an error in GPA calculation exists.

To request a revision of an official transcript, the student emails Allcrest Texas Academy at studentservices@allcrest.org, including "Request for Transcript Revision: Student Name" in the subject line. The email should include the student's name, mailing address, phone number, and email address. Also included should be the reason for the revision request, evidence of the error or discrepancy, or documentation of a successful grade appeal.

Upon receipt of a request to revise the transcript, the Allcrest Texas Academy Principal and the Director will review the request and notify the student of the outcome within 30 days. If the revision request is approved, an updated transcript can be requested via the online [Transcript Request Form](#).

**Students may NOT request a revision of an official transcript for a grade dispute without first filing a grade appeal. Only when a student receives notification of a grade change will a transcript revision request be accepted for that purpose.*

Required Health Screening Records

In accordance with Texas Health and Safety Code §36.004 and Texas Health and Safety Code §37.001, Allcrest ensures that required student health screenings are completed. The school maintains documentation of screening completion, including dates, type of screening, and results. When a screening indicates the need for follow-up, parents or guardians are notified. The school maintains screening records to demonstrate compliance with applicable state requirements.

Texas Health and Safety Code requires that all students be screened for the following:

1. Vision, hearing, and other special senses or communication disorders specified by the executive commissioner of the Texas Health and Human Services Commission.
2. Abnormal spinal curvature (grades 6 and 9 only).

Internet Safety & Respect

Cyberbullying

Allcrest Texas Academy prohibits harassment, intimidation, and bullying by any means.

Prohibited behavior includes, but is not limited to, electronic, written, verbal, or physical acts, either direct or indirect, when such intentional electronic, verbal, written, or physical acts physically harm, substantially interfere with a student's education, threaten the overall educational environment, and/or substantially disrupt the operation of the school.

Allcrest Texas Academy also prohibits harassment, intimidation, and bullying based on race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical, or sensory disability.

Examples of behaviors include, but are not limited to, the following:

- Sending mean, threatening, or sexual messages or images to a classmate via email, IM (instant messaging), or text messages.
- Spreading rumors about classmates through email, IM, or text messages.
- Creating a website or social networking page that targets another student.
- Sharing fake or embarrassing photos or videos of classmates with others via a cell phone or the Web.
- Stealing a classmate's login and password to send mean or embarrassing messages from their account.

Allcrest Texas Academy reserves the right to discipline any student for actions intended to harm another student or any other individual, or actions that adversely affect the safety and well-being of a student or any other individual associated with the school.

Students are expected to:

- Treat each other respectfully, in person and online.
- Refuse to cyberbully or let others be cyberbullied.
- Refuse to participate in or encourage any form of cyberbullying.
- Report cyberbullying to a parent, teacher, or administrator as soon as they become aware of it.

Netiquette and Online Communication

Netiquette is network etiquette and includes the guidelines of appropriate online communication and good cyberspace behavior. Communication online may occur through discussions, blogs, texts, chats, emails, or online synchronous sessions. Communication helps build relationships between teachers and students and among students and is therefore essential to the success of all students.

In communications with teachers and other students, students are expected to:

- Be concise and to the point.
- Use proper spelling, grammar, and punctuation.
- Avoid attaching unnecessary files.
- Avoid sending messages using ALL CAPS (ALL CAPS is like shouting).
- Review (reread) messages before sending them and make any necessary corrections.
- Include meaningful language to describe the topic of the message in subject lines.
- Include all required details so the message recipient understands what the student is trying to communicate.
- Avoid abbreviations and emoticons.
- Avoid profanities or obscenities in any communication.
- Respond to teacher communications promptly (within 24 hours).

Violations of these rules will result in a reprimand from the administrator or teacher. Once cautioned about email netiquette, a student must correct email messages and resend them. Further violations of these rules may result in disciplinary action, including the loss of a student's privileges to use Allcrest Texas Academy's information technology resources.

Technology Use Policy

Allcrest Texas Academy provides its information technology resources, including the learning management system, for educational purposes. Adherence to the Technology Use Policy outlined below is necessary for continued access to the school's resources. For a complete list of current technical requirements for Allcrest Texas Academy coursework, please visit our website at:

[Technical Requirements](#).

Students are expected to:

- Respect and protect others' privacy.
 - Use only assigned accounts.
 - Refrain from using or copying passwords, data, or networks to which they are not authorized.
 - Refrain from distributing private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Refrain from destroying or damaging data, networks, or other resources that do not belong to you without the explicit permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
 - Respect and protect others' intellectual property.
 - Avoid infringing on copyright (including making illegal copies of music, games, or movies).
 - Avoid plagiarism.
- Respect and practice the principles of community.
 - Communicate only in kind and respectful ways.
 - Report threatening or discomforting materials to a teacher or mentor.
 - Refrain from accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Refrain from accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Avoid using any Academy resources to further any criminal or violation of the school's code of conduct.
 - Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - Refrain from buying, selling, advertising, or otherwise conducting business using school resources unless approved as a school project.

Consequences for Violation

Violation of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators, along with their authorized employees, monitor the use of information technology resources to help ensure that users are secure and comply with the school's IT policies. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks to further the health, safety, discipline, or security of any

student or other person or to protect property. They may also use this information in disciplinary actions and will furnish evidence of any crime to law enforcement.

Anti-Discrimination Policy

Allcrest Texas Academy provides equal opportunities for all students and does not unlawfully discriminate in its programs on the basis of race, color, national origin, sex, disability, or age, as protected under applicable federal civil rights laws, including:

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975

Discrimination includes unequal treatment, denial of access, harassment, or exclusion from participation in school programs or activities based on a protected characteristic.

Reporting and School-Level Resolution

Any student or parent who believes they have experienced discrimination should report the concern as soon as possible to the school principal, who is responsible for reviewing and addressing the matter.

A report should include, to the extent possible:

- A description of the concern
- The individuals involved
- The date and location of the incident

The school will review the matter, take appropriate action as necessary, and maintain confidentiality to the extent permitted by law.

No retaliation is permitted against any individual who reports discrimination or participates in a review.

Right to Escalate

If the concern is not resolved at the school level, or if the individual prefers, a complaint may be filed directly with the U.S. Department of Education's Office for Civil Rights (OCR). Complaints may be submitted online, by mail, or by email. Information is available at:
<https://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

Federal complaints generally must be filed within 180 days of the alleged discrimination.

Accommodations

Special education law, or the *Individuals with Disabilities Education Act (IDEA)*, defines the legal rights of private school students to publicly funded special education services. Specifically, it states that students enrolled in private schools do not have the same individual entitlement to publicly funded special education services as students enrolled full-time in public schools.

For any student at Allcrest Texas Academy with an Instructional Education Plan (IEP) or Section 504 plan, the school will make reasonable, good-faith efforts to provide appropriate instructional accommodations within the general education program, to the extent feasible in an online learning environment, and to the best of the Academy's ability. Copies of a student's IEP or 504 plan will be collected upon enrollment and maintained in accordance with student privacy requirements.

Parents or guardians seeking special education evaluation or services must coordinate directly with their local public school district of residence, which is responsible for conducting evaluations and determining eligibility under applicable law.

Public school districts are required to consult with private schools regarding the provision of services to eligible students with disabilities enrolled by their parents in private schools. Services that may be provided are determined by the district and are subject to federal funding allocations and district-level decisions. The type, amount, and availability of services may vary.

Parents or guardians are encouraged to:

- Advocate for their child's educational needs
- Request evaluations or reevaluations through their local public school district as appropriate
- Ensure that students are reevaluated at least every three years, or as otherwise required, to maintain current eligibility and support documentation.

For more information regarding how Allcrest Texas Academy can support students with documented needs within the general education environment, please contact:

studentservices@allcrest.org.

Code of Ethics

Allcrest Texas Academy Education expects a high standard of ethics from all members of its educational community. This learning community includes faculty, staff, parents, learning coaches, students, and others participating in the education of our students.

Core Principles

Allcrest Texas Academy employees must acknowledge and accept all responsibilities stated in the Code of Ethics, applying them to foster an environment of trust, integrity, competence, and accountability. Therefore, all members of the Allcrest Texas Academy learning community are expected to:

1. Be truthful and honest.
2. Treat all people with respect.
3. Be accountable for their actions.
4. Appreciate the worth and rights of others.
5. Show kindness and consideration to everyone.
6. Embrace with understanding the differences in all cultures.
7. Obey all laws and regulations.
8. Work in cooperation with others to protect and improve the Allcrest Online community.

Interpersonal Relationships

Allcrest Texas Academy requires that all employees interact with other staff members, students, and the adults who support student learning with the following traits:

1. **Honesty** – All staff must conduct all school matters honestly, avoiding any form of misrepresentation, falsification, deception, or cheating.
2. **Integrity** – All staff must establish an atmosphere that encourages honesty and discourages all forms of dishonesty.
3. **Equity** – All staff will be fair, open-minded, and impartial.
4. **Respect** – All staff will treat each other, students, and the adults who support student learning respectfully.

Interacting with Students

To ensure all Allcrest Texas Academy staff interact properly with our students, we have the following policies in place:

1. Allcrest Texas Academy employees shall not engage in any conduct intended to influence student performance on tests or exams unjustly.
2. All staff shall not engage in any conduct that could be interpreted as abusive, exploitative, or otherwise improper. Dating relationships between students and staff are strictly prohibited.
3. Allcrest Texas Academy recognizes the sensitivity of student data and personnel files. Staff are strictly prohibited from using or disclosing confidential, private, or sensitive information.

Compliance and Enforcement

All Allcrest Texas Academy staff shall uphold the policies stated in the Code of Ethics. Failure to comply may result in disciplinary actions, including suspension or termination, and referral to the appropriate authorities.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Allcrest Texas Academy takes student privacy very seriously and has developed several policies to ensure it.

Right to Inspect and Review and to Consent to Release

Parents, legal guardians, and individuals acting as a parent or guardian in the absence of the student's parent/guardian of students under the age of eighteen have the right to access their child's education records and to authorize the disclosure of personally identifiable information contained in education records to any third party. Students who have turned 18 years of age or who are attending a post-secondary institution and are no longer students at Allcrest Texas Academy are "eligible students" and have the right to authorize disclosure of that information to any third party. If a student currently enrolled in the Academy has reached 18 years of age but is still claimed as a dependent under the Internal Revenue Code, 26 U.S.C. 152, by the parents, the parents or guardians continue to have the right to inspect and review their student's records, but they no longer have the authority to authorize release of such records.

When Consent is Not Needed for the Academy to Disclose Information

A student's education record may be disclosed by the Academy without the consent of a parent or eligible student whenever permitted or required by law, such as, but not limited to, the following:

School Officials

To School Officials, when there is a legitimate educational interest. A School Official is any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the Academy.

A contractor, consultant, volunteer, or other party to whom the Academy has outsourced services or functions, such as, but not limited to, an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person:

- is performing a service or function for which the Academy would otherwise use employees,
- is under the direct control of the Academy concerning the use and maintenance of education records, and
- is subject to FERPA requirements governing the use and re-disclosure of personally identifiable information from education records.

A person serving on a committee appointed by the administration, such as a disciplinary or grievance committee or other review committee.

A School Official has a “legitimate educational interest” when the official needs such information to fulfill their professional, contractual, or other responsibilities for the Academy.

Reasonable methods shall be in place to ensure that school officials have access only to the education records in which they have a legitimate educational interest. Employees who access, or allow others to access, education records they do not have a legitimate interest in shall be subject to disciplinary action.

Other Schools

To officials of other public or private schools or post-secondary institutions in which a student seeks/intends to enroll or is already enrolled, upon request of that school. Education records provided to any private or public elementary school or secondary school shall include disciplinary records involving any suspension or expulsion and may include discipline records for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

Subpoenas and Court Orders

In compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon the condition that parents and the students are notified of all such orders or subpoenas in advance of the compliance therewith by the Academy. However, when a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding, additional notice to the parent by the Academy is not required. In addition, notice will not be given to parents when the Academy is directed by the issuing authority not to disclose the existence or contents of the subpoena.

Foster Care

To an agency case worker or other representative of a state or local child welfare agency or tribal organization that has the right to access a student’s case plan when such agency or organization is legally responsible for the care and protection of the student.

Litigation Between Academy and Student/Parent

To the court in any legal action by a parent or student against the Academy, or by the Academy against a parent or student, when necessary to either defend itself or proceed with a legal action as plaintiff.

Health or Safety Emergency

To the appropriate parties when knowledge of the information is necessary in the judgment of the Academy to protect the health or safety of the student or any other person.

Studies

To organizations conducting studies for, or on behalf of, the Academy for the purpose of developing, validating, or administering predictive tests and improving instruction, if there is a written agreement and such studies are conducted in such a manner that each meets the requirements of applicable law.

Audit or Evaluation

To certain federal and state officials when needed to audit or enforce legal conditions related to a federally or state-supported education program, or to enforce or to comply with the federal legal requirements that relate to those programs.

Accrediting Organizations

To accrediting organizations to carry out their accrediting function.

Parents and Students

To any parent, as defined by FERPA, of a student who has not reached age 18, or to the student. For students who have turned 18, disclosure may be made to a parent without the student's consent if the student remains a dependent of the parent as defined under the U.S. Internal Revenue Code.

When Allowed or Required by State Law

To state and local officials or authorities to whom such information is specifically allowed or required to be reported pursuant to state law and concerns the juvenile justice system and its ability to effectively serve the student whose records are released and, where required, written certification is provided by the officials or authorities that the information will not be disclosed to any other party except as provided under state law.

Audit or Evaluation of Educational Program

To permit state and federal officials to audit or evaluate educational programs or for the enforcement of or compliance with federal legal requirements that relate to those educational programs.

When Disclosure Is of Directory Information

Directory information is information from a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information MAY be, but is not required to be, disclosed by the Academy without the consent of the parent or eligible student. The

following items are designated by Allcrest Texas Academy as directory information:

- Student's name
- Photographs - including use of student photographs in the Academy's publications, on the Academy's social media and website, and in yearbook photos requested by news media.
- Video/film of a student when filmed by the Academy for educational purposes, or promotional use, or when filmed by news media.
- Date and place of birth
- Major field of study
- Date student enrolled/disenrolled in Academy, enrollment status, and grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent school or school district attended before Allcrest Texas Academy
- Class lists

Notwithstanding the foregoing, the Academy does not designate as directory information any of the above items when and if the Academy determines, in its sole discretion, that the circumstances are such that disclosure of the information could pose a risk to student safety or well-being or has the potential to be considered harmful or an invasion of privacy by the parent or student if disclosure were allowed.

Directory information may, at the discretion of the Academy, be disclosed in circumstances such as, but not limited to, the following:

- Academy publications, such as newsletters, calendars, newspapers, event programs, communications, announcements, and news releases
- Academy websites, digital publications, and social media (Facebook, Twitter, etc.)
- Print, television, and broadcast media
- Honor roll and other school achievements, awards, and recognitions
- Programs/playbills showing a student's role in a school activity or production
- Yearbooks and class photos
- Graduation programs/school programs
- Disclosure to outside organizations, such as but not limited to those that provide school-related products and services, such as yearbooks, class rings, etc.
- Military recruiters and institutions of higher education for 11th- and 12th-grade students, to the extent required by law
- Organizations that operate solely to support the Academy, such as community clubs, booster clubs, and support groups.

Lists of student names, addresses, phone numbers, and email addresses will not be disclosed by the Academy to political candidates or elected office holders, political parties, or any person or organization involved with a political issue or an issue related to the qualification, passage, or defeat of a ballot question. Such information will not be disclosed to commercial entities (other

than for school-related purposes), nor will it be provided to any non-profit or non-commercial organization, company, or group, other than groups that operate solely to support the Academy, or as required or permitted by law, such as to military recruiters.

Directory information will not be disclosed where to do so would have the effect of disclosing non-directory information.

Right to Prevent Disclosure of Directory Information (Opt-Out)

Parents and eligible students have the right to opt out of the disclosure of directory information, subject to the requirements and limitations of FERPA, state law, and the procedures contained in any regulation(s) to this policy.

Opt-out forms are effective for the school year in which they are submitted. Directory information will not be disclosed before the return date indicated on the Opt-Out Form.

Opting out of disclosure may not be used to impede routine classroom communications and interactions. For instance, opting out does not prevent the Academy from disclosing or requiring a student to disclose the student's name, school email address, or electronic identifier on school grounds, in class, or at a school-sponsored activity, and does not prevent the Academy from requiring a student to maintain and present upon request a student ID card.

The Academy may disclose directory information about students who are no longer enrolled at the Allcrest Texas Academy without providing notice as otherwise required or an additional opt-out opportunity. However, if an opt-out request was in place as of the last day of the student's enrollment, it will remain in effect, and directory information will not be disclosed.

Verification of Identity and Right to Access Records

Reasonable methods and safeguards shall be used to identify and authenticate the identity of parents, eligible students, school officials, and any other persons who request access to educational record information.

Record of Requests for Access

The Academy shall maintain accurate records of requests for disclosure of information from or access to a student's records as required by law.

Annual Notification of FERPA Rights

In accordance with the Family Educational Rights and Privacy Act (FERPA), the school provides parents and eligible students with information regarding their rights under FERPA. This information is included in this handbook and constitutes the school's annual notification, as required by law.

Education Record Information of Deceased Students

The Academy may disclose directory information regarding a student who is deceased unless an opt-out request was in place as of the last day of the student's enrollment, in which case the opt-out request will continue to be in effect. The Academy will disclose education record information other than directory information of a deceased student only if consent is given in writing by the personal representative or other legally authorized representative of the deceased student's estate or if some other exception in FERPA permits or requires disclosure. If a personal representative or other legally authorized representative has not yet been appointed or is no longer functioning in that capacity, the student's parent must give consent, or, if married at the time of death, by the deceased student's widow/widower or by a child of the student, provided the child is age 18 or older.

Concerns, Questions or Complaints

If you have a complaint, concern, or question about any of the above rights, we encourage you to first contact and discuss it with Allcrest Texas Academy's administrators. We hope to provide answers to whatever questions or concerns you have.

You also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Allcrest Texas Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Contacts

Technical Support

Technical support is available via the 24/7 helpdesk portal and live virtual support hours for students and families experiencing device, connectivity, or platform issues. To create a ticket, visit our ticketing system at <https://support.texas.allcrest.org>. There, you can create a login and follow the progress of any issues or questions you may have while maintaining a record of all issues submitted.

Phone support is available from 8:00 a.m. to 8:00 p.m. CT, Monday through Friday.

Phone: 866-567-9397 (Toll Free)

Teacher Support

Teachers will provide contact information upon enrollment. We have a support hotline available from 8:00 a.m. to 8:00 p.m. CT at 866-567-9397 (Toll Free).

Enrollment Support

Email: registrar@allcrest.org

Phone: 888-538-2248 (Toll Free)

Fax: 866-716-0880 (Toll Free)