Restore TECH Academy

Student Handbook & Code of Conduct | 2026-2027

Effective August 2026



Welcome

Restore TECH Academy (RTA) is San Antonio's first public adult charter high school. RTA provides adults ages 18 through 50 with a flexible, no-cost pathway to earn a Texas high school diploma while gaining career training, industry-recognized credentials, dual-credit opportunities, and college and career preparation.

At RTA, students are expected to take ownership of their learning while receiving individualized support from teachers, Career and Life Coaches, and school staff. This handbook explains the academic program, student supports, school procedures, and standards of conduct that help create a safe, respectful, and productive learning community.

Questions may be directed to a Career and Life Coach or the main office:

- **Campus:** Eastside Center for RTAlence, 4603 East Houston Street, San Antonio, Texas 78220
- **Phone:** 210-903-2722
- **Website:** restoretechacademy.org

What Is a Charter School?

Texas law permits public charter schools to offer innovative educational options while remaining open to the public, publicly funded, and accountable for student outcomes. Adult charter high schools operate under Texas Education Code Chapter 12, Subchapter G and are designed around the responsibilities and needs of adult learners.

Restore TECH Academy

Restore TECH Academy builds on Restore Education's longstanding work helping San Antonio-area adults advance their education and launch in-demand careers. RTA offers a TEA-recognized high school diploma, career and technical education, industry credentials, dual-credit opportunities, and individualized college and career planning.

Direct Instruction Classes

RTA believes that our students will be most successful through just-in-time direct instruction. Our instructors work hard to ensure students not only achieve academically but also gain the traits necessary for success in life after RTA. This philosophy results in real-world connections to long-lasting career pathways.

Students will have the opportunity to enroll in Career and Technical Education (CTE) courses and may co-enroll in the Restore Education career and technical education programs and earn valuable certifications in highly marketable careers.

ACADEMIC MODEL & PROGRAMMING

Curriculum Overview

Students primarily earn credits through classes taught via live instruction and some credits may be earned via computer-based instruction. Students complete the graduation plan that was in effect in the year they were or should have been in 9th grade. Students are informed of the benefits of the recommended high school plan and additional endorsement options.

Standards are based on national and state curriculum frameworks with an emphasis on mastering the Texas Essential Knowledge and Skills (TEKS) alongside career pathway goals and objectives. Teachers regularly assess how well students are mastering the standards. Students also participate in the State of Texas assessment program and other standardized assessments as required by the student's graduation plan. Courses that are linked to a required state assessment will conduct benchmark testing as part of the required coursework. Students may speak with their Career and Life Coach for additional information regarding the state testing requirements for graduation.

Family and Community Participation

Parents or guardians, businesses, and community volunteers are important components of RTA's support team. RTA Center welcomes and appreciates various support services such as (but not limited to) tutoring of students, donating of goods, participating on

RTA's Charter School Board or advisory committees; assisting teachers by making copies, helping with projects, chaperoning field trips, or fulfilling other needs; and performing facility maintenance and cleaning. To begin the volunteer registration process, please visit https://restoreeducation.org/

Students with Special Needs

RTA staff works as a team to serve the needs of all students. Highly qualified, certified special education teachers, general education teachers and special programs coordinator work together to provide maximum educational opportunities for students with disabilities.

Aiding Students who have Learning Difficulties or who need Special Education or Section 504 Services.

For those students who are having difficulty in the regular classroom, all school districts and open-enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on the Multi-Tiered Systems of Support (MTSS). The implementation of MTSS has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of struggling students.

If a student is experiencing learning difficulties, the student may contact the SPED (Special Education) Office listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aid, accommodations, or services. A student may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a student makes a written request for an initial evaluation for special education services to the Special Programs Coordinator or an administrative employee of the school district or open-enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the student prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating students who are suspected of being a student with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives the student's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the district or charter school receives a student's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the student by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school website.

Special Education Contact

To request an evaluation or obtain information about special education services, contact the RTA Special Programs Coordinator. RTA will provide the name and contact information of the appropriate special education representative.

Section 504 Referrals

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes a notice, an opportunity for a student to examine relevant records, an impartial hearing with an opportunity for participation by the student and representation by counsel, and a review procedure.

Section 504 Contact

To request an evaluation or obtain information about Section 504 accommodations, contact the Special Programs Coordinator. RTA will provide the name and contact information of the appropriate Section 504 representative.

Additional Information

The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process

English as a Second Language (ESL)

RTA offers programming that provides a variety of courses intended to develop proficiency in the English Language. The English as a Second Language (ESL) Academy structures courses to allow for a scaffolded approach. Foundational ESL classes are recommended for students new to the English language to develop skills before registering for core content courses. The ESL teacher provides ESL instruction to meet the needs of students at the beginner and intermediate levels of proficiency.

Pregnancy Related Services (PRS) & Compensatory Education Home Instruction (CEHI)

PRS are special support and instructional services for students who are pregnant, to help them stay enrolled and succeed in school during pregnancy and after childbirth.

- These services can be provided:
- While you attend classes on campus.
- When pregnancy prevents you from attending school.
- During the postpartum period (after delivery).

PRS may include:

- Instructional services (including home instruction if you can't attend school).
- Support services such as counseling, health services, parenting education, and transportation to school or child care.
- Case management to help connect you with community resources.

Compensatory Education Home Instruction (CEHI)

- CEHI is a key part of PRS and provides face-to-face teaching at your home or hospital by a certified teacher when you cannot attend school due to pregnancy or recovery.
- CEHI is available during prenatal and postpartum periods.
- Postpartum CEHI is usually for six weeks after delivery, but can be extended up to ten weeks with a doctor's note for medical complications.
- The number of school days you are counted present depends on how many hours of CEHI you receive each week.
- Students enrolled in CEHI will have an adjusted class schedule, coming on campus one day per week for a minimum of 4 hours.

Goal:

PRS and CEHI are designed to make sure you can continue your education, earn credit, and stay on track for graduation while taking care of your health and your baby's health.

Communication Impediment Indicator

If you have a health condition that makes it hard to communicate with a peace officer, you can request an indicator on your Texas driver license or ID card. This requires a doctor's statement and an appointment at a DPS office.

Learn more and apply here: https://www.dps.texas.gov/section/driver-license/communication-impediment-peace-officer

General Information

Stay Connected

Students should regularly check their RTA-issued email, student information system, learning platforms, and official school announcements. Login assistance is available from a Career and Life Coach or the main office. Current calendars, notices, and enrollment information are available at restoretechacademy.org.

Transportation Assistance

RTA may provide information about or referrals to available transportation resources. Eligibility, availability, replacement rules, and any attendance requirements will be communicated by the school. Students should contact a Career and Life Coach for current options.

Health Information

To enable schools to take precautions to ensure students' safety, students are asked to disclose allergies, severe allergies, and major health issues to the school by completing the Student Health Form during registration or at any time during the year when an allergy, severe allergy, or major health issue is diagnosed. "Severe allergy" means a dangerous or life-threatening reaction of the human body to an allergen through inhalation, ingestion, or skin contact that requires immediate medical attention. All allergies, severe allergies, and major health issues must be accompanied by a written diagnosis from a licensed physician. RTA will maintain the confidentiality of the information provided. Anyone may disclose the information to teachers, staff, administration, and any other school personnel only within the limitations of the Family Educational Rights and Privacy Act (FERPA) and district policy.

Fitness

Students who participate in physical activity through a Physical Education (PE) class will be assessed according to Fitnessgram guidelines. Students will be informed of their results when they become available by their PE instructor.

School Calendar

The current RTA school calendar is available from the main office, a Career and Life Coach, and official school communication channels. The calendar identifies instructional terms, holidays, staff development days, and state assessment dates.

School Closing

Weather-related or emergency closures, delays, and schedule changes will be announced through official RTA communication channels. Students are responsible for keeping their contact information current and checking school notices when severe weather or another emergency may affect operations.

Policies and Procedures

Admissions and Enrollment

RTA admits eligible students without discrimination on the basis of race, color, national origin, ethnicity, religion, sex, disability, academic, artistic, or athletic ability, or the school district the student would otherwise attend, consistent with applicable law and the school's charter. RTA serves eligible adult learners ages 18 through 50. Applicants who have earned a GED may apply; admission priorities and any lottery procedures will be administered in accordance with the charter and applicable law.

All prospective students must complete the school's application and enrollment process. Applicants may apply online at restoretechacademy.org. Eligibility, disciplinary-history considerations, enrollment priorities, and required documentation will be determined under applicable law, the RTA charter, and board policy.

POLICIES AND PROCEDURES

Attendance Policy

Regular school attendance is essential for a student to make the most of their education. It is the policy of RTA for Adults that students are expected to attend school every day that school is in session and are strongly encouraged to schedule all appointments before or after scheduled classes. Absences from class may result in serious disruption of mastery of the instructional materials; therefore, students should make every effort to avoid unnecessary absences and attend class daily. Students should notify their Career and Life Coach as early as possible when an absence is expected or occurs. We greatly appreciate prior written or verbal notice of absences.

To be eligible to receive credit for a class, the student must have a class attendance of 80% or higher.

Absences may be excused for the following reasons only if the student provides official documentation that indicates the date and reason for absence (note: handwritten notes will not be accepted to excuse absences):

- Appointment with a physician/dentist for self or child;
- Appointment with a probation officer;
- Court hearing at which the student is specifically required to appear;
- Appointment with a government agency at which the student is specifically required to attend; (i.e., WIC, Food Stamps, TANF, Social Security)
- Death in the immediate family; (children, parent, sibling, grandparent, aunt, uncle, cousin - student may take up to 3 days bereavement)
- Religious observances;

- Appearing at a governmental office to complete the paperwork required in connection with the student's or children's application for United States citizenship;
- Taking part in a United States naturalization ceremony;
- Serving as an election clerk;
- Visiting a parent/guardian who is an active duty member of the uniformed services and has been called for duty for is on leave from, or immediately returned from the continuous deployment of at least four months outside the service member's residence;
- If the student is in the conservatorship of the Department of Family and Protective Services, participating in an activity ordered by the court or required under a service plan;
- Certain emergencies may be excused at the discretion of a Campus Director or District Administrator.

Texas Education Code, Chapter 25, Section 25.085(e)

Texas Education Code, Chapter 25, Section 25.085(e) states that any person who voluntarily enrolls in or attends school after the person's 18th birthday is required to attend each school day for the entire period the program of instruction for which the student is enrolled is offered. A student violates this law if he/she has three or more absences in four weeks or ten or more absences in six weeks. RTA reserves the right to file truancy on students who are 18 years of age or older.

RTA follows a local attendance policy that Student Career and Life Coaches facilitate. Students who miss school will be contacted by their teacher and Career and Life Coach. The 3rd consecutive day missed school with no contact may include a home visit by the CAL Coach. Ten consecutive school days of non-attendance with no contact from the student will result in automatic withdrawal.

Course Load

Students will set several attainable goals while enrolled at RTA Center. This will include a review of the number of classes a student will take each term. Students are encouraged to set an attainable goal regarding schedule and workload. Students will work with their CAL Coaches to create a class schedule that will ensure the students' success.

Child/Elderly/Disabled Person Abuse - Mandatory Reporting

Anyone "having cause to believe that a child, elderly, or disabled person's physical or mental health or welfare has or may be adversely affected by abuse or neglect" must report the case to

any state or local law enforcement agency and the Department of Protective and Regulatory Services. Failure to report suspected abuse or neglect is punishable by imprisonment of up to 180 days and/or a fine of up to $1,000. (Texas Family Code, Chapter 34). Staff may contact the National Hotline for additional support at 1.800.252.5400. According to recent state law, a report of child abuse or neglect must be made to the Department of Protective and Regulatory Service when the report involves a person responsible for care, custody, or welfare of the individual. (HB 1970 effective September 1, 2005). Staff will cooperate fully in the investigation and reporting of Child Abuse as required by law.

Acceptable Technology Use

The computers at RTA are intended for educational purposes only. Students may not use RTA computers or network resources to access or distribute offensive, obscene, or abusive material. Students must respect

the legal protection provided by copyright and license to programs and data. Students must not use programs that harass other users or infiltrate a computer, computing system, or network, and/or damage or alter the software components of a computer, computing system, or network. All computer use should be consistent with accepted classroom standards and the teacher's instructions. Accessing social networking sites should be done minimally and outside of the classroom. RTA reserves the right to limit or restrict student access to computers if it is determined that social media and/or computers are being used inappropriately or inconsistently with school goals. RTA computers may not be used in violation of any laws or regulations. The RTA computers and any attached network devices may not be used in a manner that hampers use by others, which includes, but is not limited to, the use of proxy server websites or interest sites. Repeated, unsolicited, or unwanted communication of an intrusive nature is not acceptable. Students may not share passwords or user accounts without receiving prior approval from the teacher.

Network traffic and computer usage, including email, may be monitored. Students should be aware that such monitoring may occur, and that inappropriate material or activities will be reported to the proper authority. RTA does not guarantee the privacy of any electronic communication or data stored on RTA computers or networks.

Failure to comply with these standards may result in disciplinary action as described in the Student Code of Conduct, including removal from self-paced courses and/or complete loss of computer use privileges on all RTA campus. This Responsible Use Policy (RUP) supports our vision of technology use and upholds in our users a strong sense of digital professionalism.

Responsible Use and Digital Professionalism

- **Respect Yourself:** I will select online names that are appropriate, and I will be polite and use appropriate language/content in all online posts.
- **Protect Yourself:** I will not publish personal details, contact details, or a schedule of activities for myself or anyone else. I understand that unless otherwise authorized, I am the owner of my accounts, and I am responsible for all activity initiated by and/or performed under these accounts. I understand that it is my responsibility to appropriately secure my account credentials. I understand that I am responsible for maintaining and backing up all of my data. If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher or administrator before engaging in that activity. If I mistakenly access inappropriate material, I will immediately notify my teacher or campus administrator.
- **Respect Others:** I will not use technology to bully or tease other people. I will not make audio or video recordings of students or staff without their prior permission. I understand that posing as someone else is forbidden and I will not pose as a user other than myself when online. I will be careful and aware when printing to avoid wasting resources and printing unnecessary items.
- **Protect Others:** I will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.
- Respect Intellectual Property: I will suitably cite the use of websites, books, media, etc. I will respect all copyrights.
- Protect Intellectual Property: I will request to use the software and media that others produce.
- General policies: The purpose of an RTA user account is to access RTA network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data, and solve problems.

  - Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in the cancellation of those privileges.
  - RTA user accounts are owned by RTA; consequently, they are subject to the Public Information Act. All digital files associated with user accounts may be retrieved by RTA staff at any time without prior notice and with the permission of any user. RTA reserves the right to monitor all accounts to maintain system integrity and to ensure responsible use.
  - Students should have no expectation of personal privacy in any matters stored in, created, received, or sent through RTA computer network or account.

These are subject to review by RTA at any time, with or without notice, with or without cause, and without the permission of any student.

- A content filtering solution is in place to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by RTA. RTA is not responsible for the content accessed by users who connect via their 3G/4G type service (cell phones, air-cards, etc.).

Government Laws:

- Technology is to be utilized in conformity with the laws of the United States and the State of Texas. Violations include, but are not limited to, the following:
  - Criminal Acts - These include, but are not limited to:
    - Unauthorized tampering
    - Cyberstalking
    - Vandalism
    - Harassing email/postings
    - Child pornography
    - Cyberbullying
  - Libel Laws - You may not publicly defame people through published material.
  - Copyright Violations - Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the internet are protected by copyright), and/or engaging in plagiarism.
- **Google Apps and Other Third-Party Accounts**
  - By our District mission, goals, and our vision for technology our students may require accounts in third-party systems. Many of these accounts will be used at school for school-related projects but may also be accessed outside of school. The use of these accounts will help our students master effective and proper online communications as required in the Technology Applications Standards.
- **Consequences:** If students break this agreement, the consequences may include suspension of accounts and network access. In addition, students may face disciplinary and/or legal action including but not limited to criminal prosecution and/or penalty under appropriate state and federal laws.
- The following actions are not permitted and could result in the consequences outlined above:
  - Users may not attempt to disable or bypass RTA content filter.

  - Users may not access or manipulate the information of a private database/system such as grade books and other student information systems.
  - Users may not install unauthorized network access points or other connections that may not effectively integrate with existing infrastructure.
  - Users may not use their accounts for non-school related activities including but not limited to:
    - Using the internet for financial gain, personal advertising, promotion, non-governmental-related fundraising, or public relations.
    - Political activity: lobbying for personal political purposes, or activities such as solicitation for religious purposes.
  - Users may not send, save, view, forward, or create harassing or offensive content/messages. Offensive material includes but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes, or images that would violate school policies. The school policies against harassment and discrimination apply to the use of technology.
- The Campus Administrator will deem what is inappropriate use of RTA computer network. They may suspend an account or network access at any time. In addition, faculty, and RTA staff may request that a user's account be suspended or denied at any time.

Artificial Intelligence (AI) Use Policy

1. **Use AI Ethically and Fairly**

Don't use AI to cheat or mislead. Avoid using it in ways that promote bias, plagiarism, or harmful content.

2. **Support Learning, Not Replace It**

AI tools like ChatGPT, Grammarly, or CoPilot can help you brainstorm, edit, or learn-but you're still expected to do your own thinking and produce your own work.

3. **Protect Your Privacy**

Never share your private information (or others') with any AI tools. Only use school-approved platforms that protect your data.

4. **Be Transparent**

If you use AI to assist with an assignment, let your instructor know. Honesty builds trust-and helps you get the feedback you really need.

5. **Stay Curious and Keep Learning**

We encourage you to explore how AI is used in real careers. Learning how to use it responsibly now prepares you for the jobs of tomorrow.

You can use AI tools for:

- Brainstorming ideas for essays, speeches, or projects
- Practicing professional writing or resumes
- Reviewing grammar, translation, or formatting

- Exploring job interview questions or technical concepts You may not use AI for:
- Submitting AI-generated work as your own without edits or understanding
- Creating fake references, sources, or data
- Violating academic honesty, copyright, or test integrity rules

If you misuse AI in a way that violates our academic honesty policy or school values, your instructor or Career and Life Coach will meet with you to review the situation. Consequences may include:

- A conversation or written warning
- Re-doing the assignment
- Loss of credit for the work
- Further action per the Student Code of Conduct

Student Cell Phone Use

RTA is a school for adults who are expected to use their cell phones responsibly. Students are expected to adhere to classroom rules regarding the use of cell phones in the classroom. Cell phone use in the hallway should be kept to a minimum and be respectful of the learning environment. Students should not use their cell phones to record audio, video, or pictures of other students or children enrolled in the school childcare program without their permission or the permission of their parents. Cell phone misuse may result in disciplinary action.

Confidentiality

The staff at RTA are guided by ethical behavior regarding confidentiality. Counseling issues, medical services and reports, special programs information, and state assessment scores are kept confidential. Access to student folders is limited to staff who need information and is strictly monitored. The school is legally required to report any form of abuse and credible threats towards another person.

The Superintendent maintains a comprehensive system of student records and reports dealing with all facets of the school program operation. These data and records are stored safely and securely and are conveniently retrievable for utilization by authorized school personnel.

Cumulative Record: A cumulative record that complies with TEA requirements and standards shall be maintained for each student from entrance into RTA until withdrawal or graduation from The RTA. This record moves with the student from campus to campus and is maintained at the campus where they are currently enrolled until graduation or withdrawal. Records for students who are no longer enrolled shall be housed by RTA for the period required by law.

Student Rights: When a student reaches 18 years of age, the rights according to the student's parent and the permission or consent required of the student's parent under this policy shall only be required of and accorded to the student. There is one exception to this rule: An adult who has petitioned for and received guardianship over an adult student retains parental rights.

Due Process Hearings

Due process hearings will be held by the designated Campus Administrator. They are responsible for determining guilt or innocence. They make recommendations for retention or expulsion, and they can impose additional consequences/sanctions. The Campus Administrator will provide documentation of the

hearing for the student's file. They are to notify the student of decisions made and are responsible for explaining the appeal process.

If a student commits an offense that warrants expulsion, the student will be suspended, and a due process hearing will be scheduled. The student will be notified of the hearing by letter, in person, or by phone. If the charter school district makes a good-faith effort to inform the student of the time and place of the hearing, the charter school district may hold the hearing regardless of whether the student or another adult representing the student attends. The following people may be present at the hearing: Campus Administrator(s), District Administrator(s), parent/guardian, or any other adult representing the student, student's Career and Life Coach, and student. The purpose of this hearing is to describe the student's behavior and verify that RTA has followed all behavior intervention processes. The decision may be appealed to Restore TECH Academy Superintendent. Expulsions are in effect for the time determined by the administrator.

Complaints & Grievance Procedure

Occasionally a student has a complaint or concern with some aspect of the program at RTA. The following steps are in place so that the complaint will be addressed in a fair and timely manner:

1. The student is encouraged to resolve the conflict with the person against whom there is a grievance.
2. If a resolution is not achieved, or if the student is not satisfied with the resolution, he/she will submit a written account of the grievance to the appropriate Campus Administrator. After a copy of the complaint is received, an informal conference will be scheduled within five working days. This meeting will allow all parties to resolve the complaint. RTA encourages the resolution of the complaint before the conference.
3. Complaints not resolved through the meeting with the Campus Administrator will be forwarded to RTA Superintendent. The Superintendent will review the complaint and meet with all parties concerned within 3 working days.

Students have the right to appeal any recommendations made through a hearing. An appeal must be made within 30 days of the hearing to the Campus Administrator. If the conflict is not resolved to the student's satisfaction, the student may appeal to RTA Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Directors. Requests to be on the Board agenda must be made in writing two weeks before the scheduled School Board meeting.

Emergency Procedures

Fire drills will be conducted in months with 10 more school days during the school year. Students are to move in a quiet and orderly manner to the exit assigned to the room they are in at the time of the drill.

In addition to fire drills conducted regularly, lockdown, reverse evacuation, shelter-in-place, and disaster drills may also be conducted.

Enrollment Procedure

Anyone between the ages of 18 and 50 who wants to earn a high school diploma may enroll. Students who have already completed a GED are also eligible to apply to RTA. All prospective students are required to submit a completed application form to be considered for admission. New Applicants and former students may apply online at https://restoretechacademy.org or may call 210-903-2722.

Students who are enrolled during the last term of the school year and plan to return for the first

term of the next school year will complete annual registration over the summer. Enrollment is open year-round. Open enrollment for the upcoming school year is January 1 - March 10. If the number of applications received is greater than the space available a lottery will be conducted on March 18 or the closest weekday to March 18. Any applications received after the lottery deadline will be placed on a waiting list in the order received. As space becomes available, applicants will be called from the waiting list and allowed to enroll. Any future applicants will be added to the waiting list in the order they were received. Returning students, siblings of current or returning students, and children of the school's founders and staff members will receive priority on the waitlist. This exemption does not include ranking within the lottery.

Students must be in attendance on their first day of school to be enrolled. Students who miss their first day of school may not be enrolled.

Over-Aged Student Enrollment Policy

RTA is permitted by Texas law to serve students aged 18-50 Due to state regulations, cannot:

- Accept new students who are 51 or older as of September 1 of the current school year.
- Re-enroll students in this age group who previously withdrew or were inactive.

You may continue to attend RTA if you are 51 or older and:

- You were already enrolled before turning 51, and
- You have remained enrolled without a break in attendance (i.e., no withdrawal or long-term absence).

The state does not fund attendance for students over 50. While we are committed to helping you earn your diploma, this means:

- You will still receive classes and support as long as you stay enrolled.
- Your attendance is coded differently for state reporting, but this does not affect your access to instruction.

If you're 51 or older and currently enrolled-stay enrolled to keep your access to classes, coaching, and diploma support. If you leave or stop attending, you may not be eligible to return.

Onboarding Activities

Once an application is received it is processed by our CAL Coaches. The student will be contacted to clarify their application responses and to register for important onboarding activities. These activities will include meeting with a CAL Coach that provides incoming and returning students with the opportunity to complete important enrollment forms,

submit documents, complete diagnostic testing, and choose their class schedule for their first term. Additionally, these activities allow incoming students to review their schedules, tour the school facilities, discuss solutions for any barriers to success at school, and an in-depth review of what to expect at RTA. Attending these onboarding activities provides the best foundation for a new RTA student to see success and earn their high school diploma.

Extended Day Intensive Instruction

Students may only be in the building during their scheduled class time and when completing RTA-related activities, such as meeting with their Career and Life Coach. Students may remain on the campus after

school to (1) attend Extended Day Intensive Instruction, (2) attend SAT, ACT, or other college test prep sessions, or (3) to have additional work time to accelerate credit recovery. To take advantage of these opportunities, the student must be under staff supervision and in designated instructional areas.

Fees

RTA provides a student identification card to all students upon enrollment. A fee may be charged for the replacement of this student identification card according to the following fee schedule:

- 1st Card - no fee
- 2nd Card Replacement - no fee
- Additional Card Replacements - $5.00

RTA may waive any fee or deposit if the student is unable to pay. A request for such a waiver must be made in writing to the Campus Administrator or designee and include evidence of inability to pay.

Field Trips

Students will have the opportunity to attend field trips throughout the school year. Any scheduled field trip will require a waiver form. This form is included in the online application and annual registration.

Grade Levels

Incoming students are classified as grade 9 until credit and testing history can be verified. Once the student's transcript has been received and entered into our Student Information System the grade level will be updated according to the following:

- 9th Grade - 0 to 5 credits
- 10th Grade - 5.5 to 10.5 credits
- 11th Grade - 11 to 16.5 credits
- 12th Grade – 16.5 + credits AND the student has passed all required state assessments Grade levels are updated at the following times throughout the school year:
- Upon entry of student's transcript
- At the end of the first semesterand the end of the school year
- Upon completion of graduation requirements

Immunization Requirements

Immunizations are an important part of public health, and Texas law requires students in Texas schools to be immunized against certain vaccine-preventable diseases. Please be aware that students without the required immunizations or a valid exemption will not be allowed to attend school.

Information on Bacterial Meningitis

Senate Bill (SB) 31 requires a school district to provide information relating to bacterial meningitis to its students and their parents each school year. The legislation instructs the Texas Education Agency (TEA) to prescribe the form and content of the information and the procedures for notifying students and parents. If you would like to obtain a copy of SB 31, please visit the Texas Legislature Online at http://www.capitol.state.tx.us..

What is Bacterial Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord-also called meninges. Viruses, parasites, fungi, and bacteria can cause it. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life-support management.

Two common types of bacteria cause meningitis:

- ***Strep pneumonia*** causes pneumococcal meningitis; there are over 80 subtypes that cause illness.
- **Neisseria meningitides** - meningococcal meningitis; 5 sub-types cause serious illness-A, B, C, Y, W-135.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1-year-old) and adults with meningitis may have severe headaches, high temperatures, vomiting, sensitivity to bright lights, neck stiffness, joint pains, drowsiness, or confusion.

*In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. These spots are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

How SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, though, even with prompt treatment, bacterial meningitis can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations, or brain damage (resulting in mental retardation or paralysis).

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are usually spread when people exchange saliva (such as by kissing or by sharing drink containers, utensils, or cigarettes.)

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcome the body's immune system and cause meningitis or other serious illnesses.

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year; however, the highest risk group for the most serious form of the disease, meningococcal meningitis, is among children 2 to 18 years old.

How is bacterial meningitis diagnosed?

The diagnosis is usually based upon a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. **A** vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause most meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%.), but it can cause mild side effects,

such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What you should do if you think you or a friend might have bacterial meningitis.

Seek prompt medical attention.

For more information, contact the Manager of Health Services for the RGK Foundation Downtown Youth Center for Health, your family physician, or the staff at the local public health authority. You may also call the Regional Texas Department of Health office and ask about the meningococcal vaccine.

Student Medication Policy

Restore TECH Academy respects the autonomy and responsibility of adult learners. This policy outlines how medications-both prescription and non-prescription-may be possessed, administered, or stored on campus, in alignment with Texas law and the health and safety needs of the school community.

1. Self-Carry and Self-Administration

Adult students are permitted to carry and self-administer both prescription and over-the-counter (OTC) medications.

Students are solely responsible for:

- Proper use and dosage,
- Safe and secure storage of their medications,
- Ensuring no disruption to the learning environment.

Note: Medications must not be shared with any other student under any circumstances. Doing so may result in disciplinary action.

2. Medications Requiring Staff Involvement

If a student is unable to self-administer or prefers school staff support, the following procedures apply:

- A completed Medication Authorization Form signed by a licensed physician or prescribing provider must be submitted to the front office.
- Medication must be delivered in its original container, clearly labeled with:
- Student's name,
- Medication name,

- Dosage and instructions,
- Prescribing provider's name.
- Medication will be stored in a secure, locked cabinet.
- Designated, trained staff will administer medication and maintain a confidential medication log.

3. Emergency Medications

Students may carry and self-administer emergency medications such as:

- Asthma inhalers,
- Epinephrine auto-injectors (EpiPen),
- Insulin and glucagon kits.
- The school strongly encourages students using these medications to submit an Emergency Action Plan to assist staff in responding during medical incidents.

4. Off-Campus Activities

Students who require medication during field trips or other off-campus activities must notify staff in advance.

Non-Discrimination

RTA at Restore Education offers Career and Technology Education programs. Enrollment in these programs is open to all RTA students who meet the academic prerequisites. It is the policy of The RTA not to discriminate based on race, color, national origin, gender, sexual orientation, or handicap in any of its programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

RTA will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in any of its programs.

For information about your rights or grievance procedures, contact the District Administrator at 4603 East Houston Street, San Antonio, TX 78220; 210-660-3373.

Notification of Rights under the Family Education Rights & Privacy Act

The Family Educational Rights & Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights concerning the student's educational records. These rights are:

The right to inspect & review the student's education records within 45 days after the day RTA receives an access request. Parents or eligible students should submit to the Front Office a written request that identifies the records they wish to inspect. The Front Office will

make access arrangements and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask RTA Center to amend a record should write the Campus Administrator, clearly identify the part of the records they want to be changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member, or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its employees and who is under the direct control of the school concerning the use and maintenance of PII from education records, such as an attorney, auditor, therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by RTA to comply with the requirements of FERPA. The name & address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

RTA designates the following information as directory information: student's name, mailing address(es), telephone number(s), photograph, the campus of attendance, student's current grade level, dates of attendance, enrollment status, and honors and awards received in school. RTA shall release directory information for the following designated purposes upon request:

- For school-related purposes, including but not limited to: newsletters, graduation related services & products, campus directory, school website, awards, honors, local newspaper/media, displays, extracurricular programs or events, school photographs, school videos, and other activities as deemed to be school-related purposes as determined by RTA;
- To Restore Education affiliated groups or individuals that require directory information to provide education services to RTA students; and
- To Military recruiters and institutions of higher education, as required by federal law.

Directory information shall not be released for the above-stated purposes if the student denies the release of the information on the form included in the registration process.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations require the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose the education records of a student without obtaining the prior written consent of the parents or eligible student.

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and Local educational authorities, such as the State educational agency in the parent or eligible student's state (SEA).
- In connection with financial aid for which the student has applied or which the student has received if the information is necessary to determine eligibility for the aid, determine the amount of aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, before adjudication, the student whose records were released.
- To organizations conducting studies for, or on behalf of, the school, to (a) develop, validate, or administer predictive tests; (b) administer student aid programs, or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.

Searches and Interrogations

Administrators, teachers, and other professional personnel may question a student regarding the student's conduct or the conduct of other students. In the context of school discipline, students are expected to cooperate with school officials and the lack of such cooperation may lead to further disciplinary action.

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the campus administrator will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The Campus Administrator will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The Campus Administrator ordinarily will be present unless the interviewer raises what the Campus Administrator considers to be a valid objection.

Students have full responsibility for the security of their belongings, and vehicles parked on school property. It is the student's responsibility to ensure that vehicles are locked, and the keys are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by law or District policy in vehicles parked on school property.

School officials may search persons, belongings, or vehicles parked on school property if there is reasonable cause to believe that they contain articles or materials prohibited by law or District policy. Students shall be responsible for any prohibited items recovered during a search.

If a vehicle subject to a search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact local law enforcement officials or take necessary action to ensure the safety of the school environment. A student who refuses to unlock his or her vehicle when requested may be denied vehicle access to the school property in the future.

Service Animal Policy

A service animal is a dog that is individually trained to perform tasks for people with disabilities, such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting & protecting a person experiencing a seizure. Service animals are working animals, not pets.

A student who requires the use of a service dog to access the general education curriculum must submit a request in writing that includes an explanation of the disability and what work or task the dog has been trained to perform to the Campus Administrator at least ten district business days before bringing the service animal on campus so that it may be reviewed, and appropriate accommodations can be made. A determination will be provided to the student within 10 district business days.

Smoking/Tobacco Policy

This is a smoke-free campus. The Texas Education Code, Chapter 38, Section 38.006, prohibits the possession or use of tobacco products on school property or at school-related functions that are either on or off school property.

Anti-Weapons Policy

RTA is committed to providing a safe, professional, and weapon-free learning environment. In alignment with Texas state law and district safety protocols, the possession or use of weapons on school property or during school-related events is strictly prohibited.

A weapon includes, but is not limited to:

- Firearms - including handguns, rifles, shotguns, and any device designed to expel a projectile through a barrel by action of an explosion or combustion (TEC §37.007).
- Knives - including illegal knives as defined in Texas Penal Code §46.01 (e.g., blades over 5.5 inches, switchblades, daggers).
- Clubs - including blackjacks, nightsticks, maces, or any item used to cause bodily harm.
- Explosives or fireworks
- Replica or look-alike weapons - including airsoft, BB, and pellet guns, unless explicitly authorized for educational purposes.
- Improvised weapons - any item used with intent to threaten or harm.

Students shall not:

- Bring a weapon to any campus, school-sponsored activity, or vehicle used by the district.
- Use or exhibit any object-intended as a weapon or otherwise-in a threatening or disruptive manner.
- Possess ammunition, gunpowder, or explosives of any kind.

Offense

Consequence

Possession of a firearm

Mandatory expulsion for a minimum of one year (TEC §37.00?(e)); law enforcement notified.

Use or exhibition of a weapon (other than a firearm)

Suspension or expulsion based on severity; possible police referral.

Possession of a prohibited knife or club

Mandatory expulsion; criminal charges may apply.

Possession of look-alike or non-lethal weapon

Administrative investigation; consequences may include suspension, expulsion, or restorative intervention.

In all cases, the Campus Administrator will initiate disciplinary proceedings. Due process hearings will follow as outlined in the Student Code of Conduct. The district reserves the right to pursue criminal prosecution where applicable. There are no exceptions for students to carry weapons of any kind. Possession of licensed firearms by adults under Texas Government Code §411.2031 (Campus Carry) does not apply to students and is not permitted on school grounds.

Any student who sees or suspects the presence of a weapon on campus must immediately report it to a staff member or anonymously via the school's reporting protocol. Retaliation for reporting is strictly prohibited.

Gang-Free Zones & Enhanced Penalties

Texas law designates the area within 1,000 feet of school property - including buildings, playgrounds, and buses - as a Gang-Free Zone. This means that if someone aged 17 or older commits certain gang-related or organized criminal acts in this zone, they face increased legal penalties, elevated to the next crime category. These enhancements are mandatory under Texas Penal Code § 71.028.

Our district includes this information in every student handbook as required by Texas Education Code § 37.110. Students and families should understand that any gang-related activity - including recruitment, affiliation, or display of gang symbols - may result not only in disciplinary measures but also in heightened criminal charges if they occur in this zone.

Need clarity? Talk to your campus administrator.

Dating Violence Policy

Dating violence, as defined in Texas Family Code§ 71.0021, includes acts by an individual in a dating relationship that are intended to result in physical harm, bodily injury, assault, or a threat that reasonably places the victim in fear of such harm. This includes verbal, emotional, physical, or sexual abuse used to control or intimidate another.

Zero Tolerance Statement

Dating violence will not be tolerated in this district. Acts of dating violence will result in disciplinary action according to the Student Code of Conduct.

Reporting

Students may report dating violence to any staff member, counselor, or administrator. School personnel must report allegations to the campus administrator or designee.

Safety Planning

An individualized safety plan will be developed for any student identified as a victim of dating violence. This may include changes in class schedule, access to counseling, and safe passage protocols.

Student Identification Cards & Lanyards

All students will be issued an RTA student identification card and designated student lanyard upon enrollment. To maintain campus security, students are **required** to have their student ID with the designated student lanyard in view above the waist while on campus.

Students who do not have their student ID and designated student lanyard may not be admitted

on campus. Students who do not have their student ID and designated student lanyard while on campus will be sent to the Front Office to obtain a new ID. Students are responsible for maintaining their student ID while enrolled at RTA. Students who lose or misplace their student ID and/or designated student lanyard may receive 1 replacement. Additional replacements are $5.

Substance Abuse Procedure

If a staff member suspects that a student is under the influence of drugs or alcohol, the staff member will immediately notify an administrator. If, after conducting a thorough investigation, the administrator suspects a student is under the influence of drugs or alcohol the administrator will pursue the following:

Student Meeting

1. Review consequences with student.
2. Sign behavior contract.

Referral

3. Minor substance abuse: refer to Career and Life Coach.
4. Major substance abuse: refer to a community-based substance abuse program.

Other:

1. Students can be dismissed for:
    1. Student refusal to attend the conference.
    2. Student not following through with the referral.
    3. Student selling, buying, or exchanging substance.

Transporting Students

When transporting large groups of students to offsite activities, The RTA staff will make every effort to use a Restore TECH Academy vehicle. Under no circumstances (even emergencies) are staff permitted to transport students. If there is an emergency, staff should call 911 and have emergency services transport the student. Restore TECH Academy staff adheres to local policy regarding the transportation of any student or client.

At no time will one RTA student be asked to transport another RTA student to a school-sponsored field trip or event.

Verification of Enrollment Form (TEA Form for Driver License)

Students are eligible to receive a VOE Form if they meet the following criteria:

- Student is currently enrolled at RTA, and

- The student received a passing grade and had 70% attendance or better in each class during the previous semester, or
- Met the above requirement for all classes passed and the student had 70% attendance or better in each class failed during the previous semester, or
- The student has appealed with the school attendance committee and/or the school administration and has complied with all requirements of the plan set forth by the committee.

Visitors

A visitor is anyone who is not a current student or RTA staff member/contracted staff/approved volunteer or Restore Education team member with school access clearance. All visitors must report to the main reception area to sign in, provide government-issued identification, and receive a visitor pass. All visitors will be processed through a system that will screen for registered sex offenders, domestic dispute offenders, and other trespassers. This system is intended to ensure maximum safety for RTA students, staff, and school childcare program children.

The receptionist will call the person the visitor came to see and ask him/her to come to the reception area to greet their visitor.

Students are not permitted to bring guests onto the campus or children into the classrooms, except for special occasions such as an open house. Students may speak to their Career and Life Coach regarding extenuating circumstances.

Deliveries for Students

RTA front office cannot accept deliveries for students. We are bound by confidentiality rules that do not allow us to disclose if a student is in attendance or not and we are not authorized to release student contact information. The front office is not authorized to receive any deliveries of any kind (mail, packages, food, etc.) for students.

STUDENT CODE OF CONDUCT

1. **Our Purpose**

RTA exists to provide adults with a safe, respectful place to finish high school and build a better future. Everyone on campus - staff, students, and visitors - has the right to learn and work in an environment that is calm, respectful, and free from threats, drugs, and disruptions.

This Student Code of Conduct explains what behavior is expected at The RTA and what happens when behavior makes it hard for others to learn.

Because all of our students are adults, this Code is written in plain language and focuses on responsibility, professionalism, and personal growth.

2. **Authority Under State Law**

RTA is an open-enrollment charter school governed by **Texas Education Code Chapter 37.**

We are required to:

- Define expectations for student behavior
- Identify behaviors that may result in suspension, removal, or expulsion
- Provide clear guidelines for how long a removal or expulsion lasts

- Give students due process before serious consequences
- Ensure students have continued access to instruction We meet these requirements through this Code.

3. **Alternatives to Suspension or Expulsion**

RTA uses a range of interventions - coaching, conferences, behavior plans, counseling, and restorative conversations - before considering removal from class.

When a student needs to be removed for safety or serious disruption, RTA uses a

Virtual Alternative Instruction Program {VAIP). This program provides:

- Remote access to coursework
- Attendance monitoring
- Teacher support
- A structured path to return to campus

VAIP takes the place of a traditional DAEP. It is the primary setting for extended removals, including 1-year removals.

4. **Levels of Consequences**

RTA uses four levels of consequences:

Level 1 - Classroom-managed or minor disruption

Handled by teacher/staff unless repeated.

Level 2 - Serious disruption or violation of expectations

May involve administrative action.

Level 3 - Major safety violation or repeated misconduct May result in suspension, VAIP placement, or a expulsion. **Level 4 - Extreme safety violation**

Results in **Permanent Ineligibility for Enrollment** at RTA Center Community Campuses.

5. **Suspension Rules**
   - Suspensions are used only when necessary.
   - Suspensions will not exceed **three (3) school days** per incident, in alignment with Texas Education Code.
   - Suspensions may be followed by VAIP placement for more serious or repeated issues.
6. **Long-Term Removal (1-Vear Expulsion Equivalent)**

Certain Level 3 offenses may result in removal from campus for **one school year,** served through the **Virtual Alternative Instruction Program (VAIP).**

Students remain enrolled and continue coursework, but access to the physical campus is restricted during this period.

7. **Permanent Expulsion & Ineligibility for Enrollment (Level 4)**

Certain actions permanently compromise safety or violate the fundamental mission of RTA. For these actions, the student becomes permanently ineligible to enroll or re-enroll at any RTA campus

This consequence is reserved for the most severe offenses, listed in Section 12.

8. **Expectations for All Students**

These expectations replace the previous "Commitments" but carry the same spirit.

Students at RTA are expected to:

1. **Respect the school's drug-free and tobacco-free environment**
2. **Maintain professional dress and behavior**
3. **Respect property and the learning environment**
4. **Attend class, be on time, and complete academic work honestly**
5. **Use cell phones responsibly**
6. **Behave in ways that support a safe and positive learning environment**
7. **Show respect to staff, students, and the mission of the school**
8. **Avoid sexually inappropriate or harassing conduct**
9. **Follow all campus procedures and staff directions**
9. **Level 1 Behaviors (L1)**

Minor disruptions or unprofessional behaviors, usually handled within the classroom by the teacher.

Examples include:

- Using a cell phone in class without permission
- Being tardy or leaving class early
- Minor classroom disruptions
- Inappropriate language
- Failure to follow dress expectations (non-gang, non-sexual content)

Possible Consequences:

- Verbal redirection
- Conference with teacher or administrator
- Parent/guardian contact (if applicable)
- Temporary removal from class
- Behavior plan
- School service

Three or more incidents of L1 behaviors may escalate to L2.

10. **Level 2 Offenses (L2)**

Behaviors that disrupt learning or violate school rules seriously. Examples:

- Single or shared use of tobacco (vape or derivative product)
- Wearing gang-related, violent, or sexually explicit clothing
- Graffiti, vandalism, or theft (minor)
- Cheating or academic dishonesty
- Misuse of technology or viewing inappropriate content
- Bullying or cyberbullying
- Inappropriate sexual behavior (non-assaultive)

Possible Consequences:

- Confiscation of prohibited item
- Parent/guardian or support-person meeting
- Restitution for damages
- Suspension (up to 3 days)
- Short-term VAIP placement
- Behavior contract

Repeated L2 behaviors may escalate to L3.

11. **Level 3 Offenses (L3)**

Major safety issues or repeated serious misconduct. Examples:

- Being under the influence of drugs or alcohol on campus
- Possessing drug/alcohol paraphernalia including THC vape products.
- Selling, purchasing, or possessing drugs or controlled substances
- Assault, fighting, or threatening behavior
- Putting self or someone at risk of bodily harm or death
- False alarms, bomb threats, terroristic threats
- Harassment or retaliation toward staff
- Possession of a weapon or an object used as a weapon
- Major theft or vandalism
- Three or more incidents of Level 1 or Level 2 violations

Possible Consequences:

- Suspension (up to 3 days)
- Police notification where required
- **VAIP placement for a defined period (30-365 days)**
- Long-term removal (equivalent to 1-year expulsion)
- Referral to counseling or outside programs

A student assigned to VAIP for a long-term removal must complete required coursework and meet return expectations.

12. **Level 4 Offenses (L4)**

Permanent Ineligibility for Enrollment

These actions create extreme safety risks or fundamentally violate the mission and integrity of RTA.

Level 4 offenses include:

- Use, possession, or exhibition of a firearm on campus or at a school event
- Use, possession, or exhibition of an illegal knife, club, or prohibited weapon
- Aggravated assault, sexual assault, or any violent felony on campus or at a school event
- Selling or distributing controlled substances on campus with intent to profit
- Any violent or criminal behavior that endangers the school community
- Any action for which RTA determines the student's continued presence poses an ongoing, non-mitigable safety threat
- Extreme harassment, retaliation, bullying, or misconduct demonstrating the student cannot safely participate in the school community

Consequence:

- **Permanent Ineligibility for Enrollment**
- Student may not enroll or re-enroll at any RTA community-based campus
- Police notification when required by law

Note: A student may request a one-time administrative review after 12 months, but reinstatement is not guaranteed.

13. **Due Process**

Before imposing suspension, VAIP placement, long-term removal, or permanent ineligibility, the student will receive:

1. Notice of the allegation
2. Opportunity to give their perspective during a hearing
3. Explanation of the decision
4. Written notice of outcome and next steps

For Level 4 decisions, the student may request a review by a designated administrator.

14. **Documentation and Recordkeeping**

RTA maintains documentation for all disciplinary actions, including:

- Incident reports
- Witness statements (if applicable)
- Evidence (if relevant)

- Guardian or support-person communications (if applicable)
- Placement decisions and duration

15. **Returning to Campus After VAIP Placement**

Students removed to VAIP must:

- Complete required coursework
- Meet behavior expectations
- Attend re-entry meeting with an administrator
- Agree to a re-entry plan

STUDENT ACCOUNTABILITY PROCESS

At RTA, we believe everyone deserves support, dignity, and a chance to grow. When behavior issues or conflicts come up, we follow a step-by-step process that focuses on restoration, not punishment-so you can stay on track and thrive in school and life.

Step 1: If there's a problem, we first ask:

- Is the student dysregulated or in emotional distress?
- Is this a well-being or mental health concern?
- Is the situation behavioral or disruptive?
- Is this a medical or emergency issue?

From there:

Emotional dysregulation, we help you regulate, restore, and problem-solve.

- Mental health/well-being crisis, you'll relate to a Student Career and Life Coach.
- Medical or safety emergency, we follow emergency protocols and may contact 911.
- Behavior concern, we start with restorative support and only escalate if needed.

Step 2: Addressing Non-Emergency Behavioral Concerns First Time? We Handle It in the Moment:

- Teachers and staff will talk with you and work to resolve the issue respectfully and restoratively. Your Student Career and Life Coach may be included for support.

If it's resolved: Great! We keep it moving.

If not: We bring in more support and meet again.

Continued Issues? We Create a Plan Together:

- You'll meet with your CAL Coach and staff to identify what's going on and build an action plan.
- We work with you, not against you.
- All of this gets documented to help us follow up and keep you supported

Still unresolved? We'll file a referral in Skyward and bring in your campus leadership to help. Step 3: Urgent Behavioral Issues

These are serious situations like:

- Physical violence
- Threats or harassment
- Drug use or possession
- Repeated disruptive behavior
- Safety concerns requiring immediate action What Happens:
- A referral is submitted in Skyward.
- You may be suspended (up to 3 days) while we investigate.
- The Campus Administrator, CAL Coach, and any key staff meet to plan next steps.
- If there's a safety concern, our Behavioral Threat Assessment Team may also get involved.

Step 4: Due Process & Next Steps

When you return from a suspension, you'll have a due process meeting. That's a formal conversation to:

- Talk through what happened
- Decide if you'll return to school
- Create a plan to support you moving forward

If you're returning:

- We'll agree on a Restorative Action Plan
- You'll have support from staff and a clear plan to get back on track

If you're not returning:

- You'll get a clear re-entry timeline
- We'll help you access outside support and plan your next steps

Step 5: Restoration and Re-Entry

Returning to school? Awesome. Here's how we support you:

- We develop a custom plan with you to restore trust and success
- We'll check in regularly to make sure it's working
- Everyone involved (teachers, CAL Coach, leadership) will be part of your support team

If you're not able to return yet (due to expulsion or personal choice), we'll talk through:

- How long you'll be away
- What support you need in the meantime
- What your return meeting will look like when you're ready

What You Should Know

- You'll always be involved in the process. You won't be punished without a conversation and a plan.
- You'll never be alone. CAL Coach and staff are here to support-not just to discipline.
- You'll have a voice. You'll help create your own plan for success.
- Everything is documented, fairly and clearly. You'll know what's happening at every step.

My Commitment #1: I will respect my school's drug and tobacco-free zone.

If these are my choices:

These are my Consequences:

Smoke/possess tobacco on school property and during school events (L1)

Possess drug/alcohol paraphernalia (L2)

Under the influence of alcohol/drugs (L3)

Sell, purchase, possess any amount of marijuana, controlled substance, dangerous drug (Chapter 483 of the Texas Health and Safety Code), alcoholic beverage, or an abusable volatile chemical within 300 feet of the school's real property boundary or while attending a school-sponsored or school-related activity on or off school property (L3)

Confiscation of substance/tobacco

Notify police

Request parent/guardian to pick up the student from school OR student will be placed in an alternative on-site setting

Request parent/guardian to pick up the student from school OR student will be placed in an alternative on-site setting

Conference with administrator

Meet with administrator upon return to school

Mandatory parent/guardian conference upon return to school

Referral to counseling/ substance abuse program

Suspension

Expulsion

Call police AND Expulsion

My Commitment #2: Maintain a professional appearance.

If these are my choices:

These are my Consequences:

Wear drug, alcohol, violence-related, inappropriately fitted, and/or sexually provocative clothing or jewelry (L2)

Wear, possess, or display any clothing, jewelry, emblem, symbol, signs, or graffiti that is gang-related (note: this includes colored bandanas, flags, & do-rags). (L2)

Clothing that exposes the 3 B's:

Buttocks

Breasts

Belly

Written or pictorial expression that promotes

violence, drugs/alcohol, profanity, gang affiliation

Asked to remove the item

Asked to change clothes

Parent/guardian conference

Meet with administrator

Suspension

My Commitment #3: Behave honorably; respect my school's tag-free zone.

If these are my choices:

These are my Consequences:

Vandalism (L2)

Create graffiti (L2)

Theft (L2)

Meet with administrator

Restitution or repair for damaged property

Suspension

Expulsion

Notify police

My Commitment #4: Follow Campus procedures Stay on campus during scheduled class hours. Stay away

from emergency exits unless directed by staff. Enter/Leave assigned classroom on time. Take academic success seriously. Be honest in my course and assignment completion.

If these are my choices:

These are my Consequences:

Leaving class before dismissal time (L1)

Frequently tardy to class (L1)

Exiting through fire doors, including those in the classroom (L2)

Failure to complete coursework as directed (L2)

Failure to maintain passing grades in most of one's classes for more than one consecutive grading period (L2)

Violating Compulsory School Attendance Law (Texas Education Code, 25.085) (L2)

Cheating on an assignment or examination (L2)

Inappropriate use of websites. E.g. Social media, ChatGPT, YouTube etc.

Not permitted to return to campus for the rest of the day

Parent/guardian conference

Meet with administrator

Behavior contract

School service

Student will receive a zero for the assignment or examination

Academic contract

Expulsion

My Commitment #5: I will exercise appropriate use of my cell phone while attending RTA.

If these are my choices:

These are my Consequences:

Using my cell phone in my Classroom without teacher approval (L1, L2)

Using my cell phone inappropriately in common areas during school hours (L1, L2)

Creating a disturbance with my cell phone (L1, L2)

Asked to step out of the classroom

Asked to turn the cell phone off

Parent/Guardian/ Career and Life Coach conference

Meet with administrator

Suspension

Expulsion

My Commitment #6: I will behave in a way that promotes a positive learning environment for everyone.

If these are my choices:

These are my Consequences:

Disturbing the classroom learning environment

(L1)

Act in a threatening manner (verbally or physically) toward staff or students; Fighting (L3)

Bullying and/or Cyber Bullying (L2)

Deadly conduct (L3)

False alarm/report or terroristic threat (L3)

Assault or retaliation against school employees or volunteers (L3)

Repeated harassment of staff or student (L3)

Throwing objects (L1)

Bring weapon (any object which may be used to harm another) to school (L3)

View inappropriate material on the computer (L2)

Confiscate weapon

Parent/guardian conference

Meet with administrator

Suspension

Expulsion (mandatory for possession, use, or exhibition of a firearm or an illegal knife)

Call police

My Commitment #7: I will show respect for myself and others and the mission of RTA.

If these are my choices:

These are my Consequences:

Cursing or swearing (L1)

Telling lies (L1)

Misrepresentation among staff members (L1)

Gambling (L1)

Obscene or gang-related gestures, hand signs (L2)

Confiscate gambling materials (dice, cards, etc.)

Conference with staff

Parent/guardian conference

Meet with administrator

Suspension

Expulsion

My Commitment #8: I will not behave in sexually threatening or offensive ways toward students, staff, volunteers, or visitors.

If these are my choices:

These are my Consequences:

Lewd behavior (L2)

Parent/guardian conference

Inappropriate attire (L2)

Meet with administrator

Sexual harassment (L3)

Suspension

Expulsion

My Commitment #9: I will respect school rules, my peers, and the staff.

If these are my choices:

These are my Consequences:

Repeated Level 1 (L1) or Level 2 (L2) violations are a removable offense (L3)

Repeatedly refusing to follow classroom and

campus expectations (L3)

Parent/guardian conference

Meet with administrator

Suspension

Expulsion

Acknowledgment of Receipt of Student Handbook & Code of Conduct

The Student Handbook and Code of Conduct has been prepared to explain RTA's policies, educational program, student supports, procedures, expectations, and standards of conduct. Students should read it carefully and direct questions to a Career and Life Coach or campus administrator.

By signing below, I acknowledge that I have received and reviewed the Restore TECH Academy Student Handbook and Code of Conduct. I understand that I am responsible for following the policies, procedures, and expectations described in the handbook, as amended by RTA and communicated to students.

Student information	Response

Student information	Response
Printed name	
Student ID	
Student signature	
Date	

Return the completed acknowledgment to the campus office.