Rio Rancho Cyber Academy
1330 Jackie Rd SE
Rio Rancho, NM 87124
https://cyberacademy.rrps.net/
505-892-7222

2019-2020 STUDENT HANDBOOK

Statement of Conduct and Discipline
Student Acknowledgement Form

Rio Rancho Cyber Academy
aspire to be a community of learners that support and celebrate
a passion for excellence.

Student rights and responsibilities are part of the life of every middle and high school. In the educational setting, rights provide individuals with the basic framework for making sustained progress toward worthy goals. Individual responsibilities make those rights possible. Therefore, all those who are a part of the RRCA community must adhere to certain guidelines in the daily activities of this campus.

The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to insure that all students and staff are treated with respect, and to assure that our school operates in a safe and orderly manner.

Please read this document carefully and note particularly the changes in policy from the past school year. Your signature at the bottom of this page acknowledges that you have read the 2019-2020 Discipline Code, understand your responsibilities as a student, and agree to follow all of the guidelines listed within this handbook.

Student Name (Print) ____________________________ Student Signature ____________________________

Date ____________________________
RIO RANCHO SCHOOL DISTRICT

District Mission Statement
RRPS is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

District Vision
Student Excellence

*****************************************************************************

RIO RANCHO CYBER ACADEMY
Home of the Scorpions

Rio Rancho Cyber Academy Mission Statement
Enhanced Learning through Effective Technology

Rio Rancho Cyber Academy Vision
Create a Model School for Distance Learning

Rio Rancho Cyber Academy Office Hours
Daily 7:00 am – 3:30 pm
Main Office 505-892-7222
Attendance Line 505-892-7222, Option 1
Health Office 505-892-7222, Option 4
School Fax 505-896-9356

The Public Education Department has set up a new school safety effort, SPEAK UP New Mexico. The program offers students and parents an anonymous tip line to report threats of weapon-related violence and other crimes at school and in the community. The number is 1-866-SPEAK UP.

Title IX: Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. The RRPS Title IX Coordinator, Tonna Burgos, is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact the RRPS Title IX Coordinator at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667. You may find additional information by clicking on the following link to the RRPS District website: Rio Rancho Public Schools Title IX Information.
In order to maintain a productive RRCA lab environment that includes tutoring and small group instruction, cell phones and other electronic devices need to be turned off and stored in the student’s backpack or left at home. Remember that it is the parent/guardian responsibility to ensure your student follows the Electronic Device Policy and is properly dressed for school. All students and parents are required to sign the Statement of Conduct and Discipline Student Acknowledgement Form commitment to following the RRCA and RRPS District Policies including the Technology Use Agreement, Dress Code, and Electronic Device Policies.
**About Our School**

**School Purpose for Student Success**
At Rio Rancho Cyber Academy the staff is dedicated to revising Edgenuity courses to make sure they are meeting the NM Common Core State Standards. Teachers provide accommodations to students to meet their individual needs. RRCA is not only an online school; we require mandatory attendance 2-3 days per week so that teachers can work with the students to provide: 1) core classes that support the concepts in the Edgenuity courses, 2) small group intervention, 3) one to one tutoring and assistance with assignments, 4) basic skills tutoring, 5) additional support and supervision, 6) a sense of community.

The Edgenuity courses provide: 1) academic rigor in the core content areas, 2) a diverse course catalog to include Advanced Placement courses, 3) alignment to state and national standards, 4) web-based management tools for tracking and reporting, 5) professional development and implementation support.

**RRCA Student Characteristics:**

- **Effort**
  - Always do my best
  - Effort → Success → Confidence → Merit

- **Integrity**
  - Keep my word
  - Tell the truth

- **Courage**
  - Move forward
  - Explore my talents

- **Humility**
  - Know when to look beyond myself

- **Passion**
  - Engage whole-heartedly in my work

- **Creativity**
  - Use my imagination
  - Inspire and be inspired

- **Perseverance**
  - Set short and long term goals
  - Recognize and build on my strengths

- **Compassion**
  - Learn empathy

**RRCA Student Responsibilities:**

- Practice 21st Century Skills, RRCA Principles and Values
- Take responsibility for self-advocacy and progress toward graduation
- Attend lab sessions
- Work independently at home
- Communicate with teachers and staff
- Develop personal time management
- Build positive relationships with peers and staff
RRCA Teachers will:

**BLENDED LEARNING SUCCESS**

- Student Performance
  - Time on Task
  - Individualized Curriculum
  - RTI = Enrichment
  - Assessments
- Effective and Efficient Use of Technology
  - Principles and Values
  - 21st Century Skills
- Monitor
- Motivate
- Model
- Mentor
- Time Management
  - Schedule
- Study Skills/eNotes
- Self-Evaluation
- Independent Learner
- Goal Orientation
- Coaching & Cheerleading
- Teachers as Counselor
  - Career Readiness
  - Graduation Progress
  - (Next Step Plans)
  - Credentialing

**School Colors**

Copper and platinum are school colors for the Rio Rancho Cyber Academy because they represent both the past and the future. Research on the two metals revealed a history and symbolism appropriate to our purpose: a blending of old and new, reflected by copper’s malleability conducive to change and by platinum’s strength and permanence for the future.
High School and Middle School 2019-2020 Dress Code Policy – SBP#1016

In the interest of encouraging positive school spirit, disciplined and focused educational environment, and promoting student safety, Rio Rancho Public Schools establishes the following Dress Code and Standard of Decency governing student dress at school and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming and may make special exceptions for students in certain grades/subjects, such as vocational courses, physical education, for medical necessities. Enforcement of this policy shall be in accordance with District disciplinary procedures for students.

Enforcement of this policy shall not infringe on any individual’s religious beliefs or protected free speech.

**Dress Code and Standard of Decency:** Students are expected to demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while on campus, on field trips, and during off-campus events at which students represent Rio Rancho Schools for athletics or activities. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the Dress Code and Standard of Decency.

The Dress Code and Standard of Decency includes but is not limited to the following:

**A. Allowed:**
- All colors including, prints, checks, stripes, and plaids
- Shirts with or without collars

**B. Not allowed:**
- Insignias can be no larger than 3 inches x 3 inches. **No graphics, pictures, or writing on clothing shall be permitted except as part of an insignia.**
- Revealing or see-through clothing
- Exposed underwear including boxers, sports bras, and bras
- Saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skorts, including slits, shorter three (3) inches above the bend of the knee.
- Sleeveless tops: all tops (male and female) are to have a sleeve
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- Ripped or torn clothing
- Bandanas, ‘do-rags’, shower caps, and hairnets
- Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students
- Belt loop chains, wallet chains, and extended belts
- Trench coats
- Heelys
- Flip-flops (elementary school)
- Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
- Clothing and/or articles in violation of Policy 346, Gang Activity, which states that students shall not “wear . . . any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang”
- Visible cleavage, navels, and/or midriffs. No skin should be shown between the bottom of the shirt / blouse and the top of the pants/skirt when arms are stretched upward
- Tube tops, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses 349-2

**Other provisions:**
- Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings
- If a coat or jacket is worn inside a building, it must remain open
- Hair shall be groomed so that it is clean and safe for participation in any school activity
- Hats and sunglasses may not be worn inside buildings, but are allowed outside
- Spandex is only allowed under approved shirts, shorts, skirts, and dresses
- Approved school spirit wear for all RRPS schools, Scout uniforms, and JROTC uniforms are permitted
- Approved special event day dress is permitted
- Mid-School and high school students’ school-issued ID badges must be available or presented at request at all times and may not be defaced in any way.

**Consequences for Violation of the Student Dress Code/Standard of Decency**

**First offense:** Students who violate the Dress Code will be issued a Dress Code referral and will be required to:

1) change into other clothing they may have with them if it conforms to this policy, or
2) change into clothing provided by the school, or
3) be sent home. The time missed from class will be considered “unexcused.” Clothing that is “borrowed” must be returned clean to the main office on the day following the incident.

**Second and subsequent offenses:** Students will face disciplinary consequences as defined in the Student Code of Conduct and outlined in the Student Handbook, which may include penalties up to out-of-school suspension.
Waivers: Waivers may be granted by the principal or site administrator subject to the following criteria:

1. Religious Freedom: Families whose religious beliefs require wearing attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified
2. Health or Physical Disability - a health or disability issue documented by a medical professional or through an IEP which would preclude the student from being able to wear regular clothes to school for a specified period of time
3. Financial Hardship – families who for a period of time meet one of the following criteria and who can document this situation:
   a. homelessness,
   b. head of family is unemployed or on disability,
   c. families with children who receive general public assistance or some other form of documented financial aid.

The portions of the Dress Code and Standard of Decency pertaining to insignia size, the prohibition of pictures or writing on clothing, the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature, and to violations of Policy 1016 are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency.

Except as described in the previous paragraph, no student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to obey the dress code if a waiver of this policy has been obtained.

Application process for waivers: Parents of students who qualify for a waiver must fill out a waiver request form at the student’s school site during the two weeks prior to the opening of school. Parents of students new to the district must apply for a waiver within two weeks of the date of the student’s enrollment. During the two-week period students must meet the district’s dress code expectations.

Parent’s requesting temporary waivers for health reasons must apply for a waiver at the student’s school site prior to the student’s return to school.

Appeal of denial of waiver: The decision of the principal or school site administrator may be appealed to the Superintendent or designee whose decision shall be final. Any parent requesting review by the Superintendent must submit a request in writing to the Office of the Superintendent within three (3) working days of the principal or administrators’ denial. The Superintendent shall issue a final determination within three (3) working days of receipt of the request for review.

Annual policy review: This policy will be subject to annual evaluation and review in a manner to be determined by the Rio Rancho Board of Education. Replaces Policies: 348 - Dress Code 349 - School Uniforms See Policy (346) Gang Activity

Computer Use at RRCA

With so many different pieces of modern technology available for use at RRCA, it is imperative that students respect and properly care for all school equipment. Likewise, it is equally important that students respect the work of others and that they do not access, copy, or alter files that were not created by them, without proper permission. Actions which will be considered grounds for disciplinary and possible legal action include plagiarism, copyright violations, invasion of privacy, unauthorized access, or any action that could result in damage to computer files, systems or facilities or which violate RRCA rules/policies. Students are not to be streaming music, watching YouTube, playing video games, or using websites that are not related to classes or class assignments during RRCA school hours. Additionally, all students and their parents or guardians are required to sign the district’s Rules of Appropriate Use which detail the rules for using our internal computer network as well as the Internet/www.

RRCA requires that students respect and properly care for all school equipment. All students and their parents or guardians are required to sign the district’s Technology Use Agreement (TUA) which details the rules for using our internal computer network as well as the Internet. (School Board Policy #911).

Bring Your Own Device (BYOD):
Students may bring their own device if it has been screened by the RRCA Ed Tech. Parent(s)/guardian(s) must attend the orientation session date at the first of the school year to BYOD. See School Calendar on Page 18.

Computer Privacy:
Computer storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and insure that students and staff are using the system responsibly.

Storage Capacity:
Users are expected to delete material that takes up excessive storage space.

Illegal Copying and Plagiarism:
Students should never download or install any commercial software, shareware, or freeware onto network drives, hard drives, or disks, nor should students copy other people’s work or intrude in other people’s files.

Inappropriate Materials or Language:
No profane, abusive, impolite, racist, or sexist language should be used to communicate across the school’s network or the Internet, nor should materials be accessed or distributed which are not in accordance with the rules and expectations of school behavior. If you encounter material by accident, please notify the adult in charge immediately. All use of RRPS computers, networks, and the Internet must be in support of educational goals.

Logon Policy:
For attendance purposes students must maintain a minimum performance standard and maintain an identified pace. The Learning Management System (LMS) provides teachers, parents and students with consistent and current updates of student performance. **All student activity is recorded.** This includes: log in and log out time, lessons completed, time spent on assignments, grades and information about work completed and current status in each course. Students have a beginning and ending date for each course which requires them to prepare a weekly work schedule to keep pace with the semester timeline.

Student Network Account:
Students must know the following before using their network accounts:
- **You may only log onto one machine at a time.**
- **DO NOT** share your user-name or password with anyone.
- You are responsible for **ALL activity** while your account is logged in. If you walk away from a computer while logged in, you are still responsible.
- Read the Discipline Matrix in the **Code of Conduct.** If you use or plan to use technology to do harm, you risk losing your network privileges – and access to your courses – as well as being suspended or expelled from school.
- Activities on our school network **ARE** monitored.

RRCA computers and equipment may only be used for educational activities. This is a policy of the Rio Rancho Public Schools Board of Education. *(School Board Policy #911)*
Rio Rancho Public Schools Grades 6-12
Information Technology Code of Conduct

Use of the district’s Information Technology resources, including, but not limited to, all computer hardware, software, databases, electronic messaging systems, communication equipment, computer networks, telecommunications circuits, and any information that is used by the district to support programs or operations that is generated by, transmitted within, or stored on any electronic media by students of Rio Rancho Public School district, shall be in support of education and research that is aligned with the district’s mission, vision, and core values.

In accordance with RRPS Information Technology policies and this Code of Conduct, students:

1. Will keep confidential and protect all computer and Internet passwords, access codes or logon information from disclosure to anyone.

2. Will respect the privacy of other users. Students will not use other users’ passwords.
   [Unauthorized use of others' passwords, access codes or other confidential account information may subject the user(s) to discipline, and to both civil and criminal liability.]

3. Will be ethical, courteous and respectful. Students will not send hate, harassing or obscene e-mail, discriminatory remarks, or demonstrate other antisocial behaviors. Students participating in discussion forums (blogs, wikis, website, etc.) will post threads that are on topic and appropriate. Cyber bulling and posting messages that are not respectful in nature will not be tolerated.
   [State law prohibits the use of electronic communication facilities to send fraudulent, harassing, obscene, discriminatory, indecent, profane, intimidating or other unlawful messages. See NMSA 1978, §30-45-1 et seq.]

4. Will maintain the integrity of files and data. Students will not modify or copy files/data of other users without their consent.

5. Will treat information created by others as the private property of the creator, and respect copyrights. Software protected by copyright shall not be copied except as licensed and stipulated by the copyright owner.

6. Will use the network in a way that does not disrupt its use by others. Students will not use the Internet for commercial purposes.
   [Transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, or other unauthorized use unrelated to the district’s mission, vision, or core values is prohibited.]

7. Will not destroy, modify or abuse the hardware or software in any way. Users shall report any suspected abuse, damage to equipment or tampering with files to the school district system operators.

8. Will not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, “chain” messages, global mailings, etc.

9. Will not “hack” the local computer, network, or web sites.
   [“Hacking” is defined as: attempts to gain unauthorized access to confidential information or private directories maintained by the District or circumvent privacy protections on internal files or non-public restricted files, accounts or directories of any external source. It is a violation of this Code of Conduct and may subject the user to civil or criminal liability.]

10. Will not use the Internet to view, access, download or process pornographic, obscene, indecent, profane or otherwise inappropriate material.

11. Will not use personal computing devices or cell phones during instruction unless directed to by an instructor or administrator, and will not access inappropriate sites or use devices in a way that interferes with anyone’s instruction, communication or safety.

12. Will not use the system to access games. Use of computer time for game-playing shall be restricted solely to instances directed and monitored by teachers and to games that address educational goals.

13. Will not reveal their full name, home address, telephone number, school address, or parents’/guardians’ names, or those of any classmates on the Internet.

14. Will not meet in person (in a secluded place or a private setting) anyone you or any of your classmates has met on the Internet. Users who are under the age of 18 shall not meet in person with anyone they have met on the Internet without their parents’/guardians’ permission.
Consequences for Violations:
In addition to disciplinary sanctions which the district may impose upon students under applicable policies, the student discipline matrix, codes of conduct or administrative regulations, the district reserves the right to remove a user’s account and deny use and access of the information technology system or retain a personal digital/computing device if it is determined that the user is engaged in unauthorized activity or is violating this Code of Conduct. Violations of law by students will be reported to law enforcement officials.

Technology Use Agreement (TUA) Violation Matrix

<table>
<thead>
<tr>
<th>Violation Category</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installing unapproved games or unauthorized software</td>
<td>School administrators are notified and students receive written warning from teacher / principal</td>
<td>School administrators are notified and student receives 1-day suspension</td>
<td>School administrators are notified and student receives 3-day suspension and loss of network access for remainder of school year</td>
</tr>
<tr>
<td>Using obscene language in email or other electronic form</td>
<td>Confiscate and student may pick-up at the end of the day</td>
<td>Parent Notification, Confiscate and parent may pick-up in the office Behavior Contract</td>
<td>Parent Notification, Confiscate and hold until the end of the school year</td>
</tr>
<tr>
<td>Using any district computing equipment without a signed TUA form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misuse of a personal digital/computing device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 2:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using a proxy site</td>
<td>School administrators are notified and student receives 1-day automatic suspension and restitution</td>
<td>School administrators are notified and student receives 3-day automatic suspension and loss of network access for remainder of school year, behavior contract and restitution</td>
<td></td>
</tr>
<tr>
<td>Installing proxy applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Downloading music or violating copyright laws</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabling district software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaging or modifying computers or network equipment / software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessing others personal storage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sending threatening or harassing email or text messages to any individual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Downloading inappropriate photos or pornographic materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate possession or use of technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 3:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installing password cracking or hacking tools or accessing servers</td>
<td>School administrators are notified. Principal meets with parents.</td>
<td>School administrators are notified. Principal meets with parents.</td>
<td>School administrators are notified. Principal meets with parents.</td>
</tr>
<tr>
<td>Using the password or credentials of anyone other than self</td>
<td>5-day automatic suspension, loss of network access for remainder of school year, contract, counseling, restitution</td>
<td>10-day automatic suspension, banned from all school labs and use of district computers for remainder of school year, contract, counseling, restitution</td>
<td></td>
</tr>
<tr>
<td>Using district equipment for commercial purposes, financial gain, or fraud</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any attempt to access student information system, financial systems, or other administrative system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft of any district equipment (may result in higher level of discipline)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate possession or use of technology</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Acknowledgement: ___________ (Initials)
Each student and his or her parent/guardian must sign this agreement before the student is granted use of the district’s IT resources. Please read relevant RRPS Board policies as a condition of signing this agreement. If you have any questions about these documents, contact your son’s/daughter’s Principal or the district’s Executive Director of Information Technology.

**Student Agreement:**
I understand and agree to abide by the district’s acceptable use policy and the Information Technology Code of Conduct. I understand that the district may access and monitor my use of the computer system, including my use of the Internet, e-mail, and downloaded material, without prior notice to me. I further understand that should I violate the acceptable use policy and/or Code of Conduct, my IT resource privileges may be revoked and disciplinary action and/or legal action may be taken against me.

_____________________________  _______________________
Student Signature                  Date

_____________________________  _______________________
Student Name (print)                Graduation Year

**Parental Agreement:**
I have read the district’s technology policies and this *Information Technology Code of Conduct*. I understand that access to district IT resources is intended for educational purposes and that Rio Rancho Public Schools has established safeguards, regulations, and policies to protect my child from exposure to inappropriate material. I also recognize, however, that it is impossible for the district to prevent access to all inappropriate material, and I will not hold the district responsible for information acquired on the computer system when the district exercises age-appropriate protections. I have discussed the terms of this agreement with my child.

I grant permission for my son or daughter to use the computer system and for the district to issue an account to him or her.

Parent/Guardian Signature: ________________________________

Parent/Guardian Name (print): ________________________________

Date: _____________________
NOTIFICATION OF RIGHTS FOR RRPS ELEMENTARY/SECONDARY SCHOOL: 2019-2020 SCHOOL YEAR

GENERAL RIGHTS UNDER FERPA. The federal Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older or are enrolled in a postsecondary school ("eligible students") certain rights with respect to the student’s education records.

These rights are:
1. The right to inspect and review the student’s education records within 45 days after the day the Principal of your student’s school receives a request for access. Parents or eligible students should submit in writing to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. 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 the school to amend a record should write the School Principal, clearly identify the part of the record they want 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 of 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.
3. 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RRPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

EXCEPTIONS TO DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION (PII) WITHOUT PRIOR 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 (including health or medical staff and law enforcement unit personnel) 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 of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance 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 in order to fulfill his or her professional responsibility. Upon request, the school may disclose 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. RRPS will forward these records on request without notifying a parent or eligible student unless the parent or eligible student has notified the Principal in writing within fifteen (15) days of publication of this notice, or fifteen days of enrollment (whichever is later) that prior written consent is necessary.

PII can also be disclosed under Public Education Department regulations, without prior notification or consent, to outside organizations for legitimate educational purposes. “Legitimate educational purposes” are defined as educational opportunities, services and/or information offered or provided by accredited educational entities or professional educational organizations.

DIRECTORY INFORMATION. RRPS may disclose appropriately designated “directory information” without written consent, unless a parent or eligible student has advised the school to the contrary in accordance with RRPS District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow RRPS to include this type of information from student education records in certain school and district publications. Examples include:
- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- School and district websites and newsletters
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

For the 2018-2019 school year, RRPS has designated the following information as directory information:
1. Student’s name
2. Grade in school;
3. Name of school;
4. Eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events;
5. Weight and height of members of athletic teams;
6. Honors and awards received;
7. Yearbooks; and
8. Identification in print, electronic or visual media, including photographs, videotapes, and video images, depicting
school programs or activities.

In addition, two federal laws require RRPS, which receives assistance under the elementary and Secondary Education Act of 1965 (ESEA), to provide military recruiters, upon request, with the following information — names, addresses and telephone listings — unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. 1

If you do not want RRPS to disclose directory information from your student’s education records, information for legitimate educational purposes or military recruiters, without your prior written consent, you must notify the Principal of the school where the records are kept in writing within fifteen (15) days of publication of this notice or within fifteen (15) days of enrollment, whichever is later. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received within the applicable fifteen (15) day period, the information will be classified as directory information until the beginning of the next school year.

A complete list of disclosures of directory information and PII that the school may make without parental consent is on the RRPS website (rrps.net) and available at the School Principal’s office.

Protection of Pupil Rights (“PPRA”) Notice
The federal Protection of Pupil Rights Act (PPRA) affords parents and eligible students, including students who are emancipated under state law, certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education ED):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

RRPS has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. RRPS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. RRPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. RRPS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

RRPS administers an annual “Student Safety and Satisfaction Survey” to a random sample of students in grades 5-12 that includes questions related to area 4 above. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901.

Teacher, Instructional Support Provider, and Principal Qualifications
The New Mexico Public School Code afford parents the right to request information about the licensure and other qualifications, teaching assignment, and training of their children’s teachers, instructional support providers including paraprofessionals, and school principals. Questions about teacher and staff qualifications should be directed to Dr. Susan Passell, Rio Rancho Public Schools Executive Director of Human Resources, 500 Laser Rd. NE, Rio Rancho, NM, 87124, (505) 896-0667 ext. 51136.

1 These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

General Information

Student Records (School Board Policy 1005)
It is essential to keep your student’s records up to date. Report change of address, phone, guardianship and health matters immediately. RRPS maintains the following education records directly related to students: academic, personal, discipline, attendance, health, progress and standardized testing. Access to individual education records is limited to: parents of students under 18, parents of students over 18 if such student is a dependent as defined in the Internal Revenue Code, students, employees of the school district who have a legitimate educational interest, state and local officials to whom information is required to be reported, certain testing organizations, accrediting organizations, persons who need to know in connection with an emergency, pursuant to subpoena or court order, any person with written consent of parents of students under 18 or the student if over 18, and schools in which a student intends to enroll. RRPS policy requires educational records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year, and non-essential or irrelevant material is deleted. RRPS policy limits the right of access to education records to the persons and under the circumstances indicated above. RRPS policy requires that copies be made available to persons entitled to access at the cost of 25 cents per page. RRPS policy provides individuals the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question. Student directory information may be released without prior consent unless the parent of the student informs the principal that any or all information should not be released. Questions regarding records should be directed to the principal.

Communication
RRCA parents/guardians are required to check student progress twice a week and read the Edgenuity announcements at least weekly. Weekly progress reports are sent to parent’s home e-mail. Students are required to read Edgenuity announcements and e-mails daily.

Attendance
Students are required to attend school on their assigned days. Since students are only in the RRCA lab 2-3 days a week, please make medical/dental or other appointments on the days when your student is not scheduled to be in school. Students will not be granted permission to go home unless it is an emergency. RRCA is a closed campus. Students are not allowed to walk to any nearby businesses after they arrive to school even if they have not yet entered the school building. Students must be on time to school. Valuable information is missed and it is disruptive to other students when students come in late. Any extended absences must be cleared through the principal. It is expected that students will continue to work on their online course even when they are not at the school site. Students must attend school on the days that they are assigned and parent/guardian must call for student if absent on those days. The lab is full daily and students may not attend on unassigned days because classes and other activities are prepared for the grade levels that are scheduled. Students must attend and participate in direct instruction, small group sessions, and complete special projects.

Attendance Policies (School Board Policy 1002)
Students who attend school regularly and attend classes on time afford themselves more learning opportunities than those who are frequently absent or tardy. RRCA students are expected to work online on weekdays even when it is not their day to work in the school lab. Regular and prompt home and lab online attendance helps students experience continuity in lessons, make connections to other work, and develop a strong work ethic. In addition, the State of New Mexico mandates that students attend school regularly and on time – a policy that RRPS fully supports. As a result of House Bill 106, the following sanctions are imposed for truancy by the State of New Mexico for non-compliance. In addition to the process outlined below, school consequences are also imposed for truancy. See the Discipline Matrix, page 25, for further details.
Excused Absences

To request that an absence be excused, the parent or legal guardian must call the RRCA Attendance Office before 8:00 am each day of absence. **Do not call or email teachers or call the reception desk to report absences. Please dial 892-7222, option 1.** You must state the student’s name, grade and reason for the absence. Parents/guardians should contact the Attendance Office to excuse a partial day absence, prior to the absence. Please allow at least two (2) hours before the release time for an early release.

Parents who are emancipated (as per IRS code) and have provided a notarized statement signed by the student and parent/legal guardian that parental approval is not required to excuse a student’s absence from school are required to obtain approval from the RRCA Principal. The administrator may require documentation or other verification to confirm the student’s reason for the absence. **PARENTS MUST CONTACT RRCA IF THERE IS ANY CHANGE IN CONTACT PERSON, PHONE NUMBERS, AND/OR ADDRESS.**

Absences may be excused for the following reasons (School Board Policy 1002):

- Doctor / counseling appointment
- Illness (A doctor’s note may be required after the third absence)
- Death in the family
- Family emergency
- Religious commitment
- Diagnostic testing
- School sponsored activity
- Extenuating circumstances, as agreed by the school administration prior to the absence.

Parents requesting extended absences (five days or more) for family needs must have prior principal permission. If a student has an excessive amount of excused absences, the principal may require documentation from a medical professional.

Unexcused Absences – An unexcused absence is defined as an absence for which no contact has been made by the parent to the school that explains the student’s absence or in which no appropriate excuse is given by student’s parent/legal guardian. A student with excessive unexcused absences will be subject to disciplinary action. Out of School Suspension (OSS) is considered an excused absence. Unexcused absences include, but are not limited to:

- Sleeping in
- Student employment
- Car problems
- Missing the bus
- Vacations or family trips
- No ride
- Working on homework
- Arriving to class more than 30 minutes late

**Tardies** - Students must arrive to school before 7:45 am. If your student will be tardy, please call the attendance line to excuse the tardy (892-7222 option 1). If no phone call regarding the tardy is received, your student may receive a tardy referral and will have After School Detention. See Discipline Matrix, page 25.

**Truancy** (School Board Policy 1002) - Truancy is defined by the State of New Mexico and the Rio Rancho School District as any unexcused absence from school for the entire day. “Habitual truant” means a student has accumulated the equivalent of ten or more unexcused absences within a school year. “Truant” means a student has accumulated four unexcused absences within any twenty-day period. Truancy will result in the consequences listed in the “Number of Unexcused Absence” matrix as well as the discipline matrix and can include a referral to the RRPS truancy officer,
PED, and the probation services office of the judicial district where the student resides.

**Ditching** - Ditching is defined as an unexcused absence from one or more classes. Ditching means that the student has been on campus for part of the day and has chosen to miss one or more classes. Ditching will result in disciplinary consequences as listed in the Level II section of the Discipline Matrix (See Discipline Matrix, page 25). Ditching on-campus and ditching off-campus are addressed separately in the Discipline Matrix. Once students have been dropped off, whether by school bus or other vehicle, the student must stay on campus. **Students are not allowed to walk to any nearby businesses after they arrive to school even if they have not yet entered the school building.**

**Appointments** — RRCA is a closed campus. Students may not leave campus during the school day without parental permission or approval of an authorized administrator. A parent/guardian must call in before the student will be excused to arrive late or leave campus for appointments. Please allow at least two (2) hours for an early release. If a parent has not called or cannot be reached, we will call to verify the appointment before the student is allowed to leave campus. Therefore, students should know how to reach their parent and/or their doctor in order to confirm the appointment. Students must sign out and back in upon returning. Having appointments during your school days should be an exception and not the norm. Therefore, all appointments should be scheduled during the days your students DO NOT attend RRCA. Missing or leaving early on their regular scheduled days causes students to miss important information.

Students who are emancipated (as per IRS code) and have provided a notarized statement signed by the student and parent/guardian that parental approval is not required to excuse a student from leaving campus or arriving late are required to obtain approval from the appropriate assistant principal or principal. The administrator may require documentation or other verification to confirm the student’s reason for the absence.

**Withdrawal from RRCA**

Students who intend to withdraw from Rio Rancho Cyber Academy must do so formally. If the student is under the age of 18, a parent/guardian must complete the withdrawal process with the Registrar. Students who have attained age 18 may legally complete this process without a parent or guardian. Parents of students younger than 18 must petition RRPS for a student to drop out of school.

**Visitors, Deliveries, and Closed Campus**

RRCA is a closed campus. Once students arrive on campus for the school day, they are not permitted to leave campus (including going to an area business) unless checked out by a parent, guardian or other approved adult noted on the registration documents. Because RRCA is a closed campus, students will NOT be able to bring visitors to school. Having a visitor, even a well-behaved and respectful one, disrupts the learning atmosphere of the classroom. All other visitors to the campus must sign in to receive a visitor’s pass at the front desk located in the reception area. Staff at the front desk will contact the appropriate staff member who will meet the visitor in the reception area and escort them to their destination on campus. A minimum of 24 hours’ notice is necessary prior to visiting a classroom; this may be done only with administrative approval. **Visitors and parents are not permitted to enter the lab.**

Students are not allowed to order food for delivery to RRCA (re: Pizza, deli food etc.). Parents may make a delivery of food, flowers, candy, or balloons on campus, we will ask you to leave the item at the front desk until students are at lunch break or dismissed from school. These items are distractions to the learning environment and burdensome for students to carry. In addition, please be aware that latex balloons are never permitted on campus. Some of our students and staff are allergic to latex and any exposure could be life threatening.

### 2019-2020 RRCA Student Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Grades</th>
<th>Early Arrival and Breakfast</th>
<th>RRCA Campus Time of Attendance</th>
<th>Lunch Followed by Free Time on Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>6, 7, 8</td>
<td>7:15 a.m. – 7:40 a.m.</td>
<td>7:45 a.m. – 2:05 p.m.</td>
<td>11:00 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9,10,11,12</td>
<td>7:15 a.m. – 7:40 a.m.</td>
<td>7:45 a.m. – 2:05 p.m.</td>
<td>11:00 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6, 7, 8</td>
<td>7:15 a.m. – 7:40 a.m.</td>
<td>7:45 a.m. – 1:15 p.m.</td>
<td>11:00 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>9,10,11,12</td>
<td>7:15 a.m. – 7:40 a.m.</td>
<td>7:45 a.m. – 2:05 p.m.</td>
<td>11:00 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>6, 7, 8</td>
<td>7:15 a.m. – 7:40 a.m.</td>
<td>7:45 a.m. – 2:05 p.m.</td>
<td>11:00 a.m. – 12:00 p.m.</td>
</tr>
</tbody>
</table>
School Meals
Breakfast and/or Lunch is served Monday through Friday: Bring your own food or purchase the meal through the RRPS Food Services (SODEXO). Click here for updated prices, menus, and to pay online through Food Services: https://rioranchops.sodexoomyway.com/menus/menus.html. RRCA is a closed campus. Students are not allowed to walk to any nearby businesses after they arrive to school. Students are not allowed to order food for delivery to RRCA (re: Pizza, deli food etc.).

Health Office
The RRCA Health Office is staffed by a part time registered nurse to help maintain and support the well-being of our students. The health office is open on all school days from 7:00am – 3:00pm. The RRCA health office number is 892-7222, Option 4.

Students who experience health problems during the school day must report to the health office. Students should NOT be texting their parents/guardians first, protocol is to see the nurse or health assistants prior to parent/guardian contact. Students will be assessed and an attempt to reach the parent will be made, as needed. Attempts to reach a parent will always occur when a health problem exists or a significant injury is sustained during the school day. If the health office staff has assessed the student as able to remain in school and a parent cannot be reached, the student will be returned to class. Students are able to rest in the health office during the school day for 20 minutes when not feeling well. Parents or other designated emergency contacts must pick up the student from school and sign them out in the health office. Parental consent is necessary if the students are to drive themselves home.

Parents are requested to report any serious injury or ongoing health conditions that occur throughout the school year to the health office to support educational success and recovery.

Rio Rancho School District Policies in accordance with the New Mexico State Department of Health, Office of School Health are as follows:

NO medicine, either prescription or over the counter, may be carried by the student on campus. There are two exceptions. A metered dose asthma inhaler and emergency injections for severe allergic reactions may be carried by the student only if we have the appropriate forms completed by the doctor and parent. These forms will be kept on file in the Health Office.

Parents who wish to have the counter medications available for their student during the school year must obtain an over the counter medication form from the health office and return it to the health office with the medication in the original sealed container. The medication will be provided as needed to the student in the health office.

Students who require prescription medication during the school year must obtain a prescription form from the health office. It must be filled out by the prescribing MD and signed by the parent. It must then be returned to the health office with the medication in the original prescription container and the script must match the MD orders. Prescription medications will be given within one hour of the time due and students will sign for their dose. This is assisted self-administration. When students fail to arrive in the health office for their medication, every attempt to locate them will take place. Parents will be notified if their child misses a dose. When a student has run out of medication, the bottle will be sent home with the student and the parent will be called. Parents MUST bring their student’s medication to the health office or call the health office to make other arrangements.

Students caught in possession of either prescription or over the counter medications during the school day may be subject to Level III disciplinary measures [1st offense 5 days OSS, 2nd offense 10 days OSS]. Students who either give or sell prescription drugs, over the counter medications or “look-a-likes” to other students on campus will be subject to Level III disciplinary measures under selling, distributing or exchanging an illegal substance, with an automatic RRPD referral. It is imperative to understand that both over the counter and prescription drugs have different effects on individuals and could cause great harm or even death when given to someone for whom it was not intended. Medications will not be kept year to year. Parents must pick up the medications in the health office by the last day of school. Medications will be discarded if left in the health office at the end of the year. All permission forms expire at the end of the school year.

RRCA follows the state guidelines regarding immunizations. Students must be up to date with their immunizations in order to register for school and to remain at school. If you have questions about this, please call the Health Office.

School Calendar
The Rio Rancho Cyber Academy follows the school calendar established by the Rio Rancho Public Schools Board of Education as applied to Rio Rancho middle and high schools. Parents: Please read Edgenuity announcements at least weekly and visit the RRCA website for current information. For additional district calendars to view and print go to: https://www.rrps.net/calendar
Transportation
RRCA students who live outside the RRPS District must provide their own transportation to RRCA. Student bus transportation is provided as a privilege to all RRCA students. RRCA students will be transported from their neighborhood high school bus stops to their neighborhood high school. Upon arrival at CHS or RRHS, students will transfer to a RRCA Shelter bus and wait for all the RRCA transfer students to arrive. At approximately 7:15 a.m., the RRCA transfer bus will depart for RRCA and drop off students at RRCA at approximately 7:25 a.m. At the end of the school day, RRCA students will be transported back to their neighborhood high schools to ride their neighborhood high school bus back to their neighborhood high school bus stop. RRPS bus transportation is not available to take students home after club activities.

Bus passes be mailed to the home addresses of RRCA students. Bus Drivers will ensure that all RRCA students in grades 6-8 that are riding neighborhood high school buses be seated up front near the Bus Driver to ensure that they have a positive experience on the bus.

Students must advise the RRCA Registrar if they intend to ride the school bus. **All students are required to fill out a bus form indicating if they will ride the bus at any time during the school year.**

When students get off the bus each morning, they are not allowed to walk to any nearby businesses even if they have not yet entered the school building.

**Bus Routine**
**Morning:**
- Your student will be transported from their neighborhood high school bus stops to their neighborhood high school.
- Upon arrival at CHS or RRHS, students will transfer to a RRCA Shelter bus and wait for all the RRCA transfer students to arrive.
- At approximately 7:15 a.m., the RRCA transfer bus will depart for RRCA and drop off students at RRCA at approximately 7:25 a.m.

**Afternoon:**
At the end of the school day, RRCA students will be transported back to their neighborhood high schools to ride their neighborhood high school bus back to their neighborhood high school bus stop.

**Drop off / Pick up on RRCA Campus:** Students are to be dropped off in the morning on the north side of the building (the side by the Rio Rancho Office Center). Students are to be picked up on the same side (north side) of the building (the side by the Rio Rancho Office Center) at the end of the day. For the safety of our students, please adhere to this procedure.

**Students Who Drive:** RRCA has a very limited number of assigned parking spaces. Parking spaces will be assigned first come first served starting with the Senior Class, then the Junior Class followed by the sophomore class. To receive your parking space/permit, you MUST have ALL of the required paperwork COMPLETED. If you do not you will NOT be assigned a parking space/permit. Once all parking spaces have been assigned and there are no parking spaces left, RRCA will not issue any more parking permits (this includes midyear birthdays of any student including upperclassmen). Students will be assigned parking spaces on the north side of the building (the side by the Rio Rancho Office Center). **Students who drive are required to register their vehicle with RRCA with the required paperwork.** The required paperwork includes student's current provisional driver's license, current car registration, and current insurance card must be provided (RRCA will not accept an instructional permit). There is a $5 charge for parking. **Student MUST park in their assigned spots and are not allowed to park at any adjoining businesses.** Students who park at other businesses within this business complex may be towed at the vehicle owner’s/student's/parent’s expense. **RRCA is not liable for ANY loss, theft or damage to the vehicle** As per school board policy, student(s), their personal effects, lockers, desks and VEHICLES on school property are subject to search. Searches may be planned and/or random and do not require parental consent or the presence of a parent/guardian. Searches may be done with the assistance of the Rio Rancho Police Department or other authorized law enforcement agencies.

**Teachers/Advisors**

Each fulltime student is assigned a teacher/advisor to monitor student progress and communicate with parents, provide advisement on graduation requirements and Next Step Plans that are required for every student in grades 9-12.

- **Teacher as Advisor:** Teachers know their advisees’ academic needs and work closely with students and parents to overcome any issues that might be adverse to student success.
Teacher Duties: Mentor, Monitor, Motivate, and Model
RRCA teachers are dedicated to student success. Students may e-mail teachers and on week days can expect a 24 hour (or sooner) response. If a student needs assistance from home, they are to e-mail the teacher and continue to work on other assignments and content area lessons.

Student Activities
Various student activities are scheduled at Rio Rancho Cyber Academy throughout the course of the school year. See web site and daily announcements on Edgenuity for current monthly activity listings. In addition, students may participate in activities offered at each of RRPS comprehensive high schools. RRCA supports students continuing to develop their interests and aptitudes in sports, arts, music and academic interests.

Grades/Edgenuity

Course Structure, Mastery and Progress
Core courses offered at Rio Rancho Cyber Academy are two semester courses, intended to be completed over the period of a standard academic year. **Students may work ahead, but must at least maintain the minimum established pace as indicated by the RRCA published calendar and meet a minimum mastery level which is 70%.** Progress reports in student accounts track pace with a color coded bar. A red bar indicates that the student is not maintaining the minimum pace. Parents are sent weekly progress reports and may also check progress at any given time.

Plagiarism
Plagiarism is a serious offense that can result in a student receiving a zero grade on any assignment or assessment plus receipt of a discipline referral (See Discipline Matrix, page 25.) Plagiarism includes, but is not limited to, gaining access to online accounts for the purpose of copying other students' online assignments or assessments. Students who knowingly give a hardcopy of their assignments or assessments, or invite other students to have access to their online accounts for the purpose of sharing their assignments or assessments are also guilty of plagiarism. Going to other websites to cut and paste information into an assignment or assessment without properly citing the material used is another form of plagiarism.

Probation
All students entering RRCA, both new and returning are on a three week probationary status. Students who do not manage to maintain sufficient pace and a mastery grade (70%) will be placed on a two week Action Plan. A conference will be held after the two week Action Plan has been in place to determine if RRCA is the appropriate placement for the student.

Final Exams
Rio Rancho Cyber Academy’s policy regarding cumulative (mid-term and final) examinations is very strict. All final examinations must be taken at the Cyber Academy's computer lab, where they will be proctored by RRCA staff. The student must tell their advisor or a staff member when ready to take a final examination. And if the student meets the course completion requirements the teacher will release the final.

Standardized Testing
TAMELA (formerly PARCC), and Standards Based Assessment (SBA): Students who are enrolled as full-time students at Rio Rancho Cyber Academy in grades 6, 7, 8, 9, 10 and 11 are required to participate in all standardized testing as required by the New Mexico Public Education Department (NMPED). The testing window for TAMELA and SBA is April–May, 2020. Specific grade level testing dates will be announced. Please do not schedule any appointments or trips during the testing period.

End of Course Exams (EOCs)
End of Course Exams (EOCs) are given in core subjects and students must pass those exams to receive a diploma. End-of-Course Assessments requests for early exams will not be granted.

Summer School
Rio Rancho Public Schools offers a summer school option to all students for credit recovery only. Summer courses are offered for a fee. Students should ask their grade level advisor or school counselor for more information about these options. Information can also be found on the RRPS District website: https://www.rrps.net/schools/summer_camps__classes__and_activities
**Student Success Team**
RRCA has a team of staff to assist students in addressing both personal and academic problems. The SST team consists of teachers, a counselor, and the principal, who can help with many problems or can point students in the right direction. These individuals make it a point to know their assigned students and want to see each and every student succeed. Students are assigned to an advisory teacher per grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th Grade</td>
<td>Dan Eberhardt</td>
</tr>
<tr>
<td>7th Grade</td>
<td>TBA</td>
</tr>
<tr>
<td>8th Grade</td>
<td>AnnNet Delaney</td>
</tr>
<tr>
<td>Class of 2023</td>
<td>Jenny Juarez</td>
</tr>
<tr>
<td>Class of 2022</td>
<td>Tom Gutierrez</td>
</tr>
<tr>
<td>Class of 2021</td>
<td>Peggy Syers</td>
</tr>
<tr>
<td>Class of 2020</td>
<td>Harpreet Bhullar</td>
</tr>
<tr>
<td>Middle &amp; High</td>
<td>Patty Wormington</td>
</tr>
<tr>
<td>High School</td>
<td>Mary Skowlund</td>
</tr>
<tr>
<td>Algebra</td>
<td>Georgina McNamara</td>
</tr>
<tr>
<td>Counselor</td>
<td>Julie Arnold</td>
</tr>
<tr>
<td>Principal</td>
<td>Heidi Kenworthy</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td></td>
</tr>
</tbody>
</table>

**Advanced Placement Courses**
RRCA offers Advanced Placement (AP) courses to students in all grade levels interested in doing college-level work while in high school. Grades are weighted in AP courses. Students are highly encouraged to take the AP exam after the course. Many colleges award college credit for courses based on AP examination scores. Exam scores and individual university policies determine whether or not college credit will be awarded.

**The RRCA Grading Policy**
Grades in all classes are calculated on a 4.0 scale.

<table>
<thead>
<tr>
<th>“A” Level to “F” Level Performance</th>
<th>Grade Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress reports in student Edgenuity accounts track pace with a color coded bar. A red bar indicates that the student is not maintaining the minimum pace. The Actual Grade is used to report grades in PowerTeacher’s Grade Book which will reflect on report cards and transcripts. Students are required to complete their Edgenuity coursework within the semester time frame. Students should achieve 50% target completion by Q1 or Q3 and 100% course completion by the end of semester (Q2/S1 or Q3/S2). Upon 100% course completion, the Overall Grade equals the Actual Grade. 90% - 100% = A, 80% - 89% = B, 70% - 79% = C, 60% - 69% = D.</td>
<td></td>
</tr>
</tbody>
</table>

**WDF**
Students requesting to drop a class after the 3rd day following distribution of the first official progress report of the current semester must complete a withdrawal form that is signed and approved by a parent/guardian, the RRCA Principal, and the advisor. The student will receive a WDF on his/her transcript. This can only be removed after the successful completion of the course. A WDF is calculated into a GPA as an F. A student may not request dropping a class after the beginning of the 2nd 9 weeks of the semester. Courses are assigned according to the student’s Next Step Plan and graduation requirements. Any changes may affect the graduation date and plans. All changes must be considered carefully and reflected on the Next Step Plan.

**Parent/Student/Teacher Conferences**
Student grades and progress are formally discussed twice a year at Parent/Student/Teacher Conferences. See the Year at a Glance Calendar on Page 18 of this RRCA Student Handbook for RRCA Parent/Student/Teacher Conferences dates. Specific appointments will be made with parents by your student’s advisor. Students must be present at these conferences and are required to explain their progress, grades and Next Step and Graduation Plans to their parents. The Parent/Student/Teacher meeting does not replace the weekly parent check that RRCA requires.
Graduation Credit Requirements at RRCA

The Class of 2019 and following must earn 25 credits to receive a diploma. Each student’s individual “Next Step Plan” is developed with the student and RRCA staff. The required courses are listed below for 25 credits. (For detailed list of Cyber courses see web site: https://cyberacademy.rpps.net/ and click on “About Us” to review Program of Studies and other RRCA Documents.)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>English: English 9, 10, 11, 12 (English 12 Includes 4 Essays)</td>
</tr>
<tr>
<td>4</td>
<td>Social Studies: .5 NM History, .5 World Geography, 1.0 World History, 1.0 American History, .5 Economics, .5 Government</td>
</tr>
<tr>
<td>4</td>
<td>Science: Must include two of the following laboratory sciences*: Biology*, Chemistry*, Physics*, Physical Science</td>
</tr>
<tr>
<td>4</td>
<td>Math (Algebra I required and Algebra II required or parent waiver in student’s 10th grade year)</td>
</tr>
<tr>
<td>1</td>
<td>Physical Education</td>
</tr>
<tr>
<td>1</td>
<td>Careers</td>
</tr>
<tr>
<td>1</td>
<td>Technology</td>
</tr>
<tr>
<td>1</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>0.5</td>
<td>Health</td>
</tr>
<tr>
<td>0.5</td>
<td>Strategies for Success</td>
</tr>
<tr>
<td>0.5</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>1</td>
<td>World Languages** or Career Cluster or Workplace Readiness</td>
</tr>
<tr>
<td>2.5</td>
<td>Electives</td>
</tr>
</tbody>
</table>

World Languages
Students who plan to attend a four year college or university should take at least two years of the same foreign language (required by UNM). Spanish is offered through our Edgenuity courses.

Graduation Testing Requirements
Students must demonstrate proficiency on graduation assessments in Reading, Math, Science, Social Studies, and Writing in order to obtain a diploma. The NM Standards Based Assessment / High School Graduation Assessment is the primary means of demonstrating competency in Reading, Math, and Science. Students demonstrate competency in Social Studies and Writing through state and/or district approved End of Course assessments. Alternate methods of demonstrating competency are also available. The requirements and options available vary by cohort year. Comprehensive information regarding the state requirements are located at: http://www.ped.state.nm.us/ped/Graduation_index.html

Dual Enrollment Course Credit
1-2 college credit hours = 0.5 RRCA elective credit. 3-4 college credit hours = 1.0 RRCA elective credit
RRCA has dual credit agreements with Central New Mexico Community College (CNM), UNM/Los Alamos, and Southwest Indian Polytechnic Institute (SIPI) that allow students to enroll in college courses with a tuition waiver. Students earn high school elective credit by passing the college course. The student must be enrolled as a student at the postsecondary institution and meet the criteria to be enrolled at that institution. Courses must be academic or career technical courses and must be agreed upon by the RRPS and the postsecondary institution in order to count toward a graduation requirement. Students pay for course specific fees and for transportation to the site of the dual credit course. Students may not use a dual enrollment course to meet a RRPS graduation requirement other than for elective credit.

Early Graduation
A student completing graduation requirements at mid-year must notify their advisor regarding plans for continued class enrollment. Students completing graduation requirements at mid-year may participate in the spring commencement ceremonies. Please see Senior Advisor, Harpreet Bhullar, or the Academic Counselor, Georgina McNamara, for guidance.

Seniors: Seniors are not given extensions. Graduation could be delayed if seniors do not keep pace with the program. Seniors must complete courses dates two weeks before the graduation.

Academic Focus
All students are required to be enrolled in a minimum of four courses per semester that include English, Social Studies, Math, and Science. This requirements is independent of whether or not the student has earned the necessary credits for graduation. All students must be enrolled in these four course classes every semester they are in attendance at RRCA.
College Entrance Examinations
RRCA School Code for college entrance exams is: 320537. This code must be entered on your test. Information on the costs, dates of registration, test locations and dates of administration of college entrance examinations may be found on their respective websites:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td><a href="http://www.act.org">www.act.org</a></td>
</tr>
<tr>
<td>SAT</td>
<td><a href="http://www.collegeboard.com">www.collegeboard.com</a></td>
</tr>
<tr>
<td>PSAT/NMSQT*</td>
<td><a href="http://www.collegeboard.com/student/testing/psat">www.collegeboard.com/student/testing/psat</a></td>
</tr>
</tbody>
</table>

*This is the National Merit Scholarship Qualifying Test.

RRCA will offer the PSAT to any student in the 10th or 11th grade. There is a small cost to take the test and students will be required to sign up and remit a money order payable to RRCA. RRCA offers ACT prep courses. Check the website for announcements concerning college entrance exams. *The actual fee for the PSAT will be posted closer to the time of the exam.

Enrollment/Pre-Enrollment
Pre-enrollment forms may be picked up at the front desk and must be filled out to be considered for enrollment. Enrollment is limited based on the number of Edgenuity licenses RRCA holds. Out of district enrollment is based on space. RRCA is an alternative setting and reserves spaces for RRPS students first. The curriculum begins in grade 6 and continues through grade 12.

Enrollment
Rio Rancho Cyber Academy is an alternative school in the Rio Rancho Public School District. Students at our non-traditional school engage in blended learning where virtual learning is combined with structured face-to-face instruction allowing students to optimize their experience supported by highly qualified teachers on campus. Every interested and prospective new student/parent must complete the following: A pre-enrollment form; participate in an interview process along with their parent/guardian; during the interview, prospective students must complete an approximately two-hour online skills assessment.

Other important information:
1. Previous attendance records, academic records, and behavior records are reviewed and could be a reason not to accept a student at RRCA.
2. If classes are filled, students are put on a waiting list for the following semester or school year.
3. Freshman, sophomore, and junior students are not accepted if they are more than 2 core credits behind.
4. We do not take seniors if they are behind 1 or more core credits and/or they have not passed all high school examinations required for graduation.
5. We do our best to work with those who are in need of additional support and each request will be considered based on the student’s individual need and the ability of RRCA to meet the need.
6. We allow students to use RRPS/RRCA laptops while on the RRCA campus. (RRPS/RRCA laptops are never to leave the campus.) To maintain progress toward course completion, all students are expected to work on their courses even while not at school during designated days.
7. Students are expected to follow their Edgenuity online assignment calendar (or a teacher-provided calendar) in each course and they are expected to stay on target (in the blue or green) in their assignments. This may require a student to work 5-7 hours daily. Students who will not take initiative to stay on target may be asked to leave RRCA. Since much of the course work is independent, students must have adequate reading comprehension to complete online coursework at grade level.
8. Edgenuity is a mastery program that prepares students to be more successful in college classes, personal responsibility and scheduling. Students are expected to pass assignments and assessments with 70% mastery.
9. Although students do not physically attend school every weekday, they are expected to work at home. Rio Rancho Cyber Academy welcomes students who are serious in their drive to complete middle school and high school.
10. We offer an accepting, quiet setting with a low pupil to teacher ratio to help students through the rigorous, yet flexible, online courses.
11. Students are required by law to participate in standards based assessments.

Re-Enrollment for Subsequent Years
Students will be pre-enrolled in the spring for the next academic year based on an annual evaluation of progress and behavior. Students who have not been successful in completing their courses with passing grades may not be re-enrolled for the following school year. All students returning and new students entering RRCA are on a probationary status.

Students Receiving Special Services
Students who are receiving Special Education services may enroll at Rio Rancho Cyber Academy based on their Individual Education Plan (IEP) and available space. Students receiving Special Education Services must provide a copy of their Individual Education Plan (IEP).
Section 504 Accommodations
Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. The 504 Coordinator for Rio Rancho Public Schools is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, you may contact the 504 Coordinator at the Rio Rancho Public Schools District Office, 500 Laser Road NE, Rio Rancho, NM 87124, or call 505-896-0667 ext. 229. Students who have previously received 504 Accommodations must provide a copy of their 504 Plan.

Transfers within the Rio Rancho Public School District
Before a student can enroll at RRCA the student must be withdrawn from the home school. No transfers will be accepted into RRCA after the dates published in the annual RRCA calendar.

TAMELA (formerly PARCC) and SBA (previously NM Standards Based Assessment) - New Mexico State Public Education Department requires students to pass applicable portions of the NM Standards Based Assessment. Transfer students from other states must pass this test, a comparable test required for graduation from another state, or receive a waiver from the PED.

Students Referred as a Result of a Disciplinary Hearing
Enrollment of a student referred as the result of a disciplinary hearing is at the discretion of the RRCA Principal. If enrollment is approved, the Principal may grant or deny access to the Cyber Academy’s campus.

RRHS and CHS
RRCA students may take courses at the comprehensive high schools with permission from their advisor and the principal. Credit will be awarded upon successful completion of the course. RRCA students must comply with the RRHS and CHS Student Handbooks while on those campuses.

Blended Students
Blended Service refers to students from other RRPS schools who may earn no more than one core/elective credit from RRCA in a school year; in addition, PE and Foreign Language may also be earned. Courses for blended students are based on availability and students must be enrolled in their home school. Upon approval by school administration, students need to have the proper documentation: (1) Off-Campus Agreement signed by High School Counselor, Parent, and Student; and (2) Pre-Enrollment Form. RRCA will not provide courses for high school recovery (courses failed or not completed). Students must enroll at RRCA prior to August 15 of the current school year for first semester and complete their courses by December 9 of the current school year. Students must enroll at RRCA prior to January 10 of the second semester and complete courses no later than May 13 of the same semester. Blended seniors must complete work no later than May 5 of the current school year and underclassmen must complete their courses no later than May 12. Please note that with the changes in EOC requirements as well as the expansion of Edgenuity availability in the comprehensive high schools blended services is becoming less available.

Discipline and Code of Conduct

Character
Character is defined by a pattern of behavior; each person must own his/her behavior. Actions determine one’s reputation and influence how people respond to one another. Trust, respect, and friendship of others must be earned; patterns of behavior determine levels of trust, respect, and friendship that are gleaned from others. Students are expected to make genuine efforts to develop and maintain good characters.

Philosophy of Self Discipline
Discipline is not the same as punishment. The dictionary defines “discipline” as training that develops self-control, character, or orderliness and efficiency. Good discipline is what we ask of all students: simply, it is appropriate, self-controlled behavior. RRCA stresses an effective discipline policy, which includes re-teaching opportunities.

Self-Control
Students have rights; among these is the right to receive the best education possible in a safe and orderly environment. To protect the rights of all students it may be necessary for students to control personal desires. Students must always examine their behavior and how it affects others. Self-control is the preferred method of assuring that the rights of all are protected.

Self-Discipline in Action
Self-discipline in action uses common sense rules of etiquette and politeness. This includes being courteous and
respectful to students and adults at all times. Students are expected to be prepared with materials, prompt, complete assigned work, behave appropriately, maintain good attendance, and respect the property of others. Respectful behavior includes refraining from inappropriate public displays of affection. In addition students are prohibited from using, possessing, distributing or trafficking alcohol, tobacco, and/or other illegal substances on school property.

**Threats**

Students are prohibited from making threats toward other students or staff members, as they are expressions to do harm or act out violently against someone or something. Threats can be spoken, written or symbolic. All threats will be taken seriously and consequences assigned as appropriate.

**Code of Conduct and Student Consequences**

The following high school Code of Conduct has been adopted to protect and foster respect for the rights of RRCA students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. These represent the **recommended guidelines** in the disposition of discipline situations at RRCA. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation. If an incident is considered exceptionally flagrant, a higher consequence may be assigned. In some Level III infractions, a RRPD (Rio Rancho Police Department) referral may be warranted. In all cases, administrative discretion will be exercised. Interventions and/or counseling referrals may be applied to any level offense. The discipline for any infraction extends portal to portal.


**Safe Schools training and the RRCA Second Step Program (Student Success through prevention addressed through a counseling program utilizing interactive activities)** Letters are sent home indicating the lessons addressed at end of day rotation so that parents will be aware of subjects addressed:

- Internet Safety
- Bullying
- Suicide Prevention
- Conflict Resolution and mediation
- Peer Facilitation
- Mentoring
- Violence Prevention
- Sexual Harassment

**AFTER SCHOOL DETENTION (ASD)**

After-School Detention will be held from 2:10-3:10 pm on any given day per arrangement between principal and parents of the student assigned to ASD. Students assigned to detention must be in their seats, be in dress code, and remain until the end of the detention period. Detention will be managed as a quiet study hall where students may do course work and all school rules will apply.

**IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension will be held on any given day from 7:45 a.m. – 2:05 p.m. per arrangement between principal and parents of the student assigned to ISS. Students assigned to detention must be in their assigned seats, be in dress code, and remain until the end of the detention period. Detention will be managed as a quiet study hall where students may do course work and all classroom rules will apply. Students will have lunch as usual but they will eat it in their assigned area away from their peers.

*NOTE:* Any consequence that involves out-of-school suspension for any length of time will require a mandatory parent/student/administrator meeting for reinstatement of student. Student may not attend school until reinstatement meeting occurs for signing contracts.
The following middle school code of conduct has been adopted to protect and foster respect for the rights of RRPS middle school students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences.

These represent the recommended guidelines in the disposition of discipline situations for the middle school. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation. In all cases, administrative discretion will be exercised.

### Level I

<table>
<thead>
<tr>
<th>Behavior</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bus Disruptions</strong></td>
<td>Refer to Transportation Handbook</td>
<td>Parent Notification and Warning</td>
<td>Parent Notification and Warning</td>
</tr>
<tr>
<td><strong>Dress Code Violation</strong></td>
<td>Parent Notification and Warning Options: Change into other clothing they may have Clothing provided by school Be-sent home</td>
<td>Parent Notification Same as 1st offense 1 Day ISS</td>
<td>Parent Notification 2 Days ISS Same as 1st offense 4th Offense could result in OSS</td>
</tr>
<tr>
<td><strong>General Disruptive Conduct (profanity, rudeness, dishonesty, etc.)</strong></td>
<td>Teacher Interventions Parent Notification</td>
<td>Teacher Interventions Parent Notification Possible LD</td>
<td>1 Day ISS Teacher Interventions Parent Notification Possible LD</td>
</tr>
<tr>
<td><strong>Gossip and Passing Rumors</strong></td>
<td>Teacher Intervention Parent Notification</td>
<td>Teacher Notification Parent Notification</td>
<td>1 Day ISS Parent Notification</td>
</tr>
<tr>
<td><strong>Public Display of Affection</strong></td>
<td>Verbal Warning</td>
<td>Parent Notification Detention or 1 Day ISS</td>
<td>Detention or 1 Day ISS</td>
</tr>
<tr>
<td><strong>Tardy</strong></td>
<td>1st-3rd Offense</td>
<td>4th Offense</td>
<td>5th Offense</td>
</tr>
<tr>
<td></td>
<td>Teacher Interventions Parent Notification</td>
<td>1 Day ISS Teacher Interventions Parent Notification</td>
<td>2 Days ISS Teacher Interventions Parent Notification</td>
</tr>
<tr>
<td></td>
<td>Parent Notification</td>
<td>Possible ASD</td>
<td>Possible ASD</td>
</tr>
</tbody>
</table>

### Level II

<table>
<thead>
<tr>
<th>Behavior</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bullying/Threats/Harassment</strong></td>
<td>1 Day ISS Parent Notification</td>
<td>3 Days ISS Parent Notification</td>
<td>3 Days OSS Parent Conference Behavior Contract</td>
</tr>
<tr>
<td><strong>Aggressive or Hostile Behavior</strong></td>
<td>2 Days ISS Parent Notification</td>
<td>3 Days ISS Parent Notification</td>
<td>1 Day OSS Parent Conference Behavior Contract</td>
</tr>
<tr>
<td><strong>Cheating or Plagiarism</strong></td>
<td>1 Day ISS Parent contact by teacher</td>
<td>2 Days ISS Parent contact by teacher</td>
<td>3 Days ISS Parent contact by teacher</td>
</tr>
<tr>
<td><strong>Chronic Disruptive Conduct</strong></td>
<td>1 Day ISS Parent Notification</td>
<td>2 Days ISS Parent Notification</td>
<td>3 Days ISS Behavior Contract Parent Notification</td>
</tr>
<tr>
<td><strong>Disrupting a School Activity</strong></td>
<td>Removal from Event Parent Notification</td>
<td>Removal from Event 1 Day ISS Parent Notification</td>
<td>Removal from Event Loss of Privileges for the Remainder of the Year 2 Day ISS Parent Notification</td>
</tr>
<tr>
<td><strong>Ditching (out of class without permission)</strong></td>
<td>1 Day ISS Teacher Interventions Parent Notification Possible ASD</td>
<td>2 Days ISS Teacher Interventions Parent Notification Possible ASD</td>
<td>3 Days ISS Teacher Notification Teacher Interventions Behavior Contract</td>
</tr>
<tr>
<td><strong>Electronic Devices</strong></td>
<td>Confiscate and student may pick-up at the end of the day</td>
<td>Parent Notification Confiscate and parent must pick-up in the office Agreement Contract</td>
<td>Parent Notification Check in and check out phone in the front office Behavior Contract</td>
</tr>
<tr>
<td><strong>Truancy</strong></td>
<td>Referral to Truancy Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Failure to Comply with Disciplinary Consequences (including skipped detention)</strong></td>
<td>Twice the Previous Consequences</td>
<td>Administrative Referral</td>
<td>Administrative Referral</td>
</tr>
<tr>
<td><strong>Falsifying or Misuse of any Official Document or Communication (including passes, ID, progress report, call to excuse absence, parent signature, etc.)</strong></td>
<td>Teacher Interventions and/or 1 Day ISS</td>
<td>2 Days ISS Parent Notification</td>
<td>1 Day OSS Parent Notification Behavior Contract</td>
</tr>
</tbody>
</table>
Rough Housing

<table>
<thead>
<tr>
<th>Violation</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession, or under the influence of; alcohol, drugs</td>
<td>1 Day ISS Parent Notification</td>
<td>2 Days ISS Parent Notification</td>
<td>3 Days ISS Parent Notification</td>
</tr>
<tr>
<td>Making a threat or act of bullying</td>
<td>2 Days ISS Parent Notification</td>
<td>4 Days ISS Parent Notification</td>
<td>See Level III Assault/Bullying</td>
</tr>
</tbody>
</table>

Fighting (Instigating)

<table>
<thead>
<tr>
<th>Violation</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate Touch</td>
<td>1 Day ISS Parent Notification</td>
<td>2 Days ISS Parent Notification</td>
<td>3 Days ISS Parent Notification</td>
</tr>
<tr>
<td>Inappropriate Use/ Possession of Technology—unauthorized access to District software, databases, websites, unauthorized access or use of video recording via electronic device, posting of inappropriate material on websites including video taping of activities violating school policy such as fights, bullying, hazes.)</td>
<td>2 Days ISS Parent Notification</td>
<td>3 Days ISS Parent Notification</td>
<td>Level III Harassment/Bullying</td>
</tr>
<tr>
<td>Harassment</td>
<td>1 Day ISS Parent Notification</td>
<td>2 Days ISS Parent Notification</td>
<td>1 Day OSS Parent Notification</td>
</tr>
<tr>
<td>Possession of Inappropriate Material</td>
<td>1 Day ISS Parent Notification</td>
<td>2 Days ISS Parent Notification</td>
<td>1 Day OSS Parent Notification</td>
</tr>
<tr>
<td>Possession/Use of Tobacco (including e-cigarettes, Rolling Papers, or Incendiary Devices at School or School Sponsored Event) (all tobacco products and all e-cigarettes will be confiscated and disposed of)</td>
<td>3 Days ISS Parent Notification</td>
<td>5 Days OSS Parent Notification</td>
<td>3 Days OSS Parent Notification</td>
</tr>
</tbody>
</table>

Level III- RRPD referral may be filed on all Level III Infractions

<table>
<thead>
<tr>
<th>Behavior</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arson</td>
<td>10 Days OSS Pending Hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault or Battery (Physical) of a Staff Member</td>
<td>10 Days OSS Pending Hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault (Verbal) of a Staff Member (including intimidating or threatening remarks or directed profanity)</td>
<td>3 Days OSS Behavior Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>False Alarm</td>
<td>1-3 Days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bomb Threats/Explosives/Shooting Threats</td>
<td>10 days OSS Pending Hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault or Battery (physical) of a student or students by one or more students</td>
<td>3 Days OSS Mediation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fighting (pushing and physical contact)</td>
<td>3 Days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gang Related Activity</td>
<td>2 Days OSS, Behavior Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Habitually Disruptive Conduct</td>
<td>3 Days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harassment or Bullying (Physical, racial, verbal, disability, electronic, intimidation toward another student-bullying)</td>
<td>3 Days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate Use of Technology (tampering/damage to computers/network, bullying, harassment, hazing)</td>
<td>5 Days OSS, Loss of Computer Privileges for the Remainder of the Year and Restitution, Behavior Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate Use of Technology (tampering/damage to computers/network, bullying, harassment, hazing)</td>
<td>5 Days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Making a False 911 Call</td>
<td>5-10 Days OSS, Possible Hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Substance Abuse (including consuming, solicitation, in possession, or under the influence of; alcohol, drugs, look-a-likes or other controlled substances, e-cigarettes and/or paraphernalia including OTC drugs and prescription drugs)</td>
<td>5 Days OSS and Behavior Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selling or Distributing Alcohol, Drugs, Look-a-likes, or Other Controlled Substances Including OTC Drugs or Prescription Drugs</td>
<td>5-10 Days OSS Pending Hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment/Misconduct</td>
<td>3 Days OSS Pending Investigation, Behavior Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft/Extortion</td>
<td>3-5 Days OSS, Behavior Contract, Possible Restitution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using Incendiary Devices</td>
<td>5 Days OSS, Counseling and Possible Restitution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vandalism (involved in altering, defacing or destroying school or private property, including technology)</td>
<td>5 Days OSS, Loss of Privileges, and Possible Restitution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession of Weapons</td>
<td>5-10 Days OSS Pending Hearing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any school detention takes precedence over activities and athletics. The student may only report to an event or practice after detention is over. While in Out-of-School suspension, the student may not attend any school events on or off campus.
These represent the recommended guidelines in the disposition of discipline situations for the high school. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation. In all cases administrative discretion will be exercised.

### Level I

<table>
<thead>
<tr>
<th>Behavior Level I</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral disruption (rudeness, acting disrespectfully, dishonesty, etc. on campus or school activity)</td>
<td>1 day ASD and appropriate contract if necessary</td>
<td>1 day ASD</td>
<td>1 days ISS</td>
</tr>
</tbody>
</table>

**Bus Disruptions**

Written warning on referral & parent contact

Options:
- Change into dress code compliant personal clothing
- Change into dress code compliant school-owned clothing
- Obtain parent permission to be sent home for change of clothing

**Dress Code Violation**

Written warning on referral & parent contact

Options:
- Change into dress code compliant personal clothing
- Change into dress code compliant school-owned clothing
- Obtain parent permission to be sent home for change of clothing

**Electronic Devices**

Item confiscated and student may pick-up at the end of the day. Electronic Device Agreement (EDA) contract to be signed

**ID Badge Violation**

1st offense, ASD

5th & 6th offense, 1 day ISS & behavior contract

7th offense, 1 day OSS

**Public Display of Affection (PDA)**

Written Warning on Referral

1 day ASD

1 day ISS

**Tardy**

(Tardies are accumulated over the course of the entire semester and not per individual class)

1st offense, 1 day ISS

10 tardies will result in 1 Day of ISS

Habitual Offender (15 or more)

2-3 days of ISS

**Electronic Device Agreement (EDA)** contract to be signed

**Transportation Handbook**

Options:
- Change into dress code compliant personal clothing
- Change into dress code compliant school-owned clothing
- Obtain parent permission to be sent home for change of clothing

**Level II - RRPD referral may be filed on all Level II infractions**

<table>
<thead>
<tr>
<th>Behavior Level II</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating or plagiarism</td>
<td>Parent contact by teacher, 1 day ISS</td>
<td>Parent contact by teacher, 2 days ISS</td>
<td>Parent contact by teacher, 3 days ISS</td>
</tr>
<tr>
<td>Ditching - On Campus</td>
<td>1 day ISS</td>
<td>1 day ISS</td>
<td>1-3 day ISS</td>
</tr>
<tr>
<td>Ditching - Off Campus</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
<td>3 days ISS</td>
</tr>
<tr>
<td>Truancy</td>
<td>1 day ISS for truancies 1-3</td>
<td>2 days ISS for truancies 4-5</td>
<td>2 days ISS for each truancy, parent meeting for signing of attendance contract</td>
</tr>
<tr>
<td>Failure to comply with disciplinary consequences</td>
<td>1 day ISS- 1 day OSS</td>
<td>2 days OSS</td>
<td>5 days OSS</td>
</tr>
<tr>
<td>Gambling</td>
<td>1 day ISS</td>
<td>2 days OSS</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>Hostile or Aggressive Behavior or Rough Housing (use of profanity)</td>
<td>1 day ISS</td>
<td>2 days OSS</td>
<td>5 days OSS</td>
</tr>
<tr>
<td>Inappropriate use of a motor vehicle at school or at a school-sponsored event</td>
<td>Loss of parking privileges for 10 school days, vehicle may be booted and a fine assessed</td>
<td>Loss of parking privileges for the remainder of the school year, vehicle will be booted and a fine assessed</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Any student caught in a tardy sweep is subject to consequences ranging from 1 day ASD to 1 day OSS dependent on individual circumstances unless student has legitimate pass from staff or administration.
Inappropriate possession or use of technology – unauthorized access to District software, telephones, accounts/files, unauthorized access or use of video or audio recording via electronic device, posting of inappropriate material on web sites, including video or audio recording of activities violating school policy, such as fights, bullying, haz ing, or other misconduct without their knowledge or consent and using social media to do so.

<table>
<thead>
<tr>
<th>Level III - RRPD referral may be filed on all Level III infractions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Behavior Level III</strong></td>
</tr>
<tr>
<td>Insubordination, Defiance of authority, or disrespect to school authorities</td>
</tr>
<tr>
<td>Assault or Battery with extremely serious injuries</td>
</tr>
<tr>
<td>Assault or Battery (physical) of a staff member (including threats)</td>
</tr>
<tr>
<td>Assault (verbal/ written) of a staff member (including profanity, intimidation, written/ electronic means)</td>
</tr>
<tr>
<td>Assault or Battery (physical) of a student or students by one or more students</td>
</tr>
<tr>
<td>Assault (verbal) of a student (including intimidating or threatening remarks via written or electronic means)</td>
</tr>
<tr>
<td>Bomb Threats/Explosives Threats/School Threats/ False Alarms (including electronic and social media)</td>
</tr>
<tr>
<td>Bullying or Harassment (Physical, racial, verbal, disability, electronic, intimidation toward another student - bullying)</td>
</tr>
<tr>
<td>Disrupting a school activity (field trip, PAC event, game, etc.)</td>
</tr>
<tr>
<td>Fighting (including instigating, pushing, physical contact)</td>
</tr>
<tr>
<td>Gang Related Activity**</td>
</tr>
<tr>
<td>Habitually Disruptive</td>
</tr>
<tr>
<td>Inappropriate use of Site technology – (using non-academic sites, using bandwidth, tampering, damage to computers or network)</td>
</tr>
<tr>
<td>Interfering and obstructing a school official which leads to severe disruption of the educational environment (refusal)</td>
</tr>
<tr>
<td>Infraction</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>To reveal one's identity, insubordination, defying school officials lawful directives, obstructing an investigation, severe school disruption</td>
</tr>
<tr>
<td>Making a false 911 call</td>
</tr>
<tr>
<td>Personal substance abuse (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-a-likes, or other controlled substances including OTC, prescription, and synthetic drugs or paraphernalia)</td>
</tr>
<tr>
<td>Selling and/or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC, prescription, and synthetic drugs</td>
</tr>
<tr>
<td>Sexual Harassment</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
</tr>
<tr>
<td>Indecent Behavior</td>
</tr>
<tr>
<td>Theft/Extortion/Counterfeiting</td>
</tr>
<tr>
<td>Using incendiary devices</td>
</tr>
<tr>
<td>Vandalism (involved in altering, defacing or destroying school or private property)</td>
</tr>
<tr>
<td>Violating a behavior contract/conflict resolution agreement</td>
</tr>
<tr>
<td>Possession of Weapons</td>
</tr>
</tbody>
</table>

** This includes any clothing, items in personal possession (backpacks, etc.), activity, language, gestures, or combination thereof, which is known by any law enforcement agency, gang task force unit, or RRPS staff to be affiliated with any gang including, but not limited to, gang-related writing/drawings/graffiti in possession of the student. For safety and security reasons, this policy applies to all affiliated and non-affiliated gang members.

**Other Things You Need to Know About Discipline and Behavior**

**DISCIPLINE FOR STUDENT INFRACTIONS ON THE SCHOOL BUS** – Handbook can be found online at [https://www.rrps.net/common/pages/DisplayFile.aspx?itemId=460373](https://www.rrps.net/common/pages/DisplayFile.aspx?itemId=460373). The following plan is used as a guide for all school sites:

**1st Offense** – First warning to student regarding loss of future riding privileges with continued offense. Student will be required to sit in front seat for five days. Notification to parent/guardian via RRPS Transportation Dept.

**2nd Offense** – One (1) to five (5) day suspension of riding privileges, depending on the seriousness of the infraction. Notification to parent/guardian via RRPS Transportation Dept.

**3rd Offense** - Five (5) day minimum suspension of riding privileges. The actual length of the suspension would depend on the seriousness of the infraction. Meeting with parents/guardians will be held.

Serious behaviors will result in suspension of transportation privileges for the remainder of the current school year. These may include but are not limited to:

- Physical harm to self or any student
- Possession and/or use of drugs
- Possession and/or use of weapons
- Physical harm to the driver
- Physical damage to the bus
- Bullying
- Objects thrown from the bus
- Other behaviors that may interfere with school bus safety
"A meeting will be scheduled with the student’s parents in any case in which the student will lose bus privileges for more than 15 days. The right to ride the bus is not absolute. Any student may have these privileges removed at any time. The school bus is an extension of the school when dealing with disciplinary guidelines. The discipline for any infraction extends portal to portal.

As per the RRPS Transportation Handbook..."After three (3) referrals the student will lose ridership privileges, will no longer be eligible to ride the bus, and will need to seek alternate transportation for the remainder of the school year."

Student behavior on the bus may be addressed by both the transportation discipline matrix as well as the RRCA/CHS/RRHS discipline matrices with possible combined consequences.

Weapons
For the purposes of school board policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose that has a potential violent use. Additionally defined as a "weapon" is any "look-a-like" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances the purpose of keeping or carrying the object is for use, or threat of use, as a weapon. (SBP #347-1, 2) Weapons of any type are not allowed on campus regardless of intent.

Searches
For the protection and security of individuals and property on the District's campuses, Board policy #339 authorizes the search of individuals, including students, their personal effects, lockers, desks and vehicles on school property or school sanctioned parking areas, as permitted under federal and state law. Such searches may be conducted without prior parental consent or the presence of a parent.

In certain circumstances random searches of personal effects, district property (such as lockers and desks) and vehicles on campus or school sanctioned parking areas may occur, including random searches with the assistance of canines. Any illegal or unauthorized objects found in any search are subject to seizure and disciplinary action will be taken. Administrators or security may question students during any search.

Student Use of Tobacco Products including Electronic Cigarettes
Use of tobacco products, including but not limited to, cigarettes, cigars, chewing or smokeless tobacco, pipes, electronic cigarettes, and other look-alike devices, by students is forbidden in school buildings on school property or in any vehicle used to transport students to and from schools or school-related activities. For purposes of this policy a school vehicle is defined as any vehicle used to transport students to and from any school or school-related function and which has school-sponsored chaperones. Use of tobacco products shall be strongly discouraged in all schools through a compulsory program of instruction regarding the effects of the use of such products. See RRPS Policy 336-6.

Electronic Devices
Items such as radios, cell phones, CD Players, MP3 players, iPods, headphones, Gameboys, and other similar devices may not be used during instructional as well as non-instructional time; before and after school, passing or lunchtime. Students bringing these types of electronic devices to school do so at their own risk as Rio Rancho Cyber Academy makes no assurances regarding the security or recovery of these items in case of loss or theft. Pagers, laptop computers, miniature televisions, or any similar devices or activity are not allowed to be used on campus between 7:45 a.m. & 3:05 p.m. without the written permission of an administrator. Laptops and other such type of equipment may only be connected to the GUEST school network. The student on the first offense can pick up the item after school. The second offense will result in the item being held until the parent picks it up. The third and subsequent offenses will result in the item being held until the end of the school year as per RRPS School Board Policy. RRPS, RRCA, CHS, and RRHS are not held be responsible for loss or damage of any personal electronic devices. Inappropriate use of a camera cell phone or any other recording device will result in disciplinary consequences.

Rio Rancho Public Schools is committed to providing a safe, positive and productive learning and working environment. The use of Electronic Devices on school campuses has increased classroom disruptions and resulted in an increase of threatening and inappropriate communications. The term “Electronic Devices” shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, pagers, electronic emailing devices (e.g., Blackberry), radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDAs), cameras, and any device that provides a wireless, unfiltered connection to the Internet.
Consequently, the use of any and all Electronic Devices by students during the school day, whether on-campus or during a school-sponsored event, is strictly prohibited. The “school day” shall mean the normal hours of operation of the school. While students are not prohibited from possessing Electronic Devices, unless otherwise prohibited by law or District policies, rules or procedures, the Electronic Devices must be turned “off” and stored in a student’s backpack or purse, locker, or vehicle. This Policy does not apply to the sanctioned use of Electronic Devices by teachers, or students under the direct supervision of their teacher (and with prior administrative approval), for educational purposes. Use of Electronic Devices in violation of this policy shall result in the confiscation of the Electronic Device. After the first offense, the student may recover the Electronic Device from the school’s administrative office at the end of the school day. After the second offense, the student’s parent/guardian shall be notified that the student has twice violated this policy and that the parent/guardian must recover the Electronic Device from the school’s administrative office. After the third offense, the Electronic Device will be confiscated for the remainder of the school year. Electronic Devices that are not recovered at the end of the school year may be disposed of by the District. A student who violates this policy more than two (2) times during the school year also may be subject to discipline under District Policy 336 for engaging in willfully disruptive conduct.

The District shall not be liable or responsible for the loss of or damage to any Electronic Device confiscated from a student pursuant to this policy. This policy does not prohibit the use of Electronic Devices on school buses or extracurricular activity buses unless otherwise restricted by District staff responsible for the activity.

RRCA has a computer for each student. There is no need for a student to use a cell phone to do research or use the phone as a resource since the internet is available to each student at the direction of a teacher.

Damage or Loss of RRCA / RRPS Materials or Equipment
Students who damage or lose school–owned or school-required items must pay for their replacement. Failure to do so will result in held report cards, books, transcripts or other school documents, and/or loss of Media Center privileges, as well as inability to register for classes the following year.

Skateboards/Rollerblades/Scooters/Roller-shoes
Because of concerns for safety and security, skateboards and rollerblades are not to be used at any time on any RRPS campus. Bicycles shall be dismounted once on campus and secured to one of the bike racks provided. RRPS, RRCA, CHS, and RRHS are not responsible for any loss or damage to skateboards, rollerblades, bicycles, etc. brought onto campus. Skateboards are not allowed on buses. Bicycle and skateboard use to and from school requires a helmet per state law as of July 1, 2007. Parents can be cited by RRPD for failure to have their students comply with this statute. In addition, use of skateboards, rollerblades, scooters, roller-shoes, bicycle, or any similar type item inside any gymnasium, sport facility, or building will result in the item(s) being confiscated for the remainder of the semester, in addition to any other disciplinary action deemed appropriate.

Habitually Disruptive Behavior
Habitually disruptive behavior is defined as a student who fails to comply with consequences or is a disruption in the classroom, on school grounds, in school vehicles, at school activities or events at least 5 times during the school year for behavior which is initiated, willful and overt and which requires attention of school personnel to deal with the disruption. [SBP #336 IIA1b (4)]

Sexual Harassment
Sexual harassment between students or students and adults means unwelcome or unwanted conduct of a sexual nature (verbal, nonverbal, or physical). Any sexual harassment should be reported to a staff member immediately.

• Conduct of a sexual nature may include, but is not limited to: verbal or physical sexual advances, including subtle pressure for sexual activity;
• sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another;
• showing or giving sexual pictures, photographs, illustrations, messages, or notes; writing graffiti of a sexual nature on school property;
• comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
• sexually-oriented “kidding,” “teasing,” double-entendres, and jokes; and any harassing conduct to which a student is subjected because of or regarding the student’s sex. (SBP #337)

For further information on Hazing/Harassment/Intimidation/Bullying/Menacing please refer to RRPS Board Policy #338
Student Performance & Behavior Expectations

We meet New Mexico accountability standards, and maintain high academic expectations. Thus, while the program is adaptable to the developmental needs of the student, regular weekly progress is essential to maintain adequate pace for success.

Student Responsibilities:
By enrolling at the Rio Rancho Cyber Academy, the student and parent/guardian understand and agree to abide by the requirements listed below:

1. Students must attend designated school days on the RRCA campus.
   a. Grades 6, 7, 8 attend Monday and Friday from 7:45-2:05 and Wednesday from 7:45-1:15.
   b. Grades 9, 10, 11, 12 attend Tuesday and Thursday from 7:45-2:05.
2. The parent/guardian must report absences to the RRCA attendance line at 892-7222, Option 1; calls must be made BEFORE 8:00 a.m. on the day of absence.
3. ALL students are expected to be working on their courses everyday even when not on the RRCA campus.
4. Students are required by law to participate in standards based assessments.
5. Edgenuity is a mastery program, and students are expected to pass assignments and assessments with 70% mastery. Students must complete the planned number of quizzes per day/week to stay on pace as determined by their individualized course schedules.
6. Students are expected to follow their Edgenuity online assignment calendar (or a teacher-provided calendar) in each course and they are expected to stay on target (in the blue or green) in their assignments. This may require a student to work 5-7 hours daily. Students who will not take initiative to stay on target may be asked to leave RRCA.
7. Students must adhere to the RRPS Dress Code and Behavior policies.
8. Parents will provide their student with access to an up-to-date computer with high speed internet service.
9. Students must participate in required group projects in the cyber academic lab as assigned per semester.
10. Establish and maintain a study center at home and a regular schedule of studies.
11. Make a conscientious effort to communicate promptly and effectively with their teacher by e-mail, telephone, or in person.
12. Ask for help whenever they have an assignment they do not understand or cannot complete without assistance.
13. Monitor the grade level expectations and daily course progress (or in the case of high school students) the graduation requirements.
14. Use the computer lab only for educational purposes. Respect all of the RRCA equipment and environment.
15. Students are expected to do their own work. Plagiarism is not tolerated. (See page 19 of handbook)

Parent/Guardian Commitment: I understand that it takes a considerable amount of motivation and commitment on the part of my child as well as myself. I agree to check my child’s progress weekly and I will encourage my child to stay on target.

Student Commitment: I agree to follow the Edgenuity online assignment calendar (or a teacher-provided calendar) in each course and I agree to stay on target (in the blue or green) in my assignments. I understand this may require me working online 5-7 hours daily.
## RRCA Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Julie Arnold</td>
<td>892-7222, ext. 56302</td>
<td><a href="mailto:julie.arnold@rrps.net">julie.arnold@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>Assistant Principal/Program Manager</td>
<td>Heidi Kenworthy</td>
<td>892-7222, ext. 56307</td>
<td><a href="mailto:heidi.kenworthy@rrps.net">heidi.kenworthy@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Margheritte Apodaca</td>
<td>892-7222, ext. 53602</td>
<td><a href="mailto:margheritte.apodaca@rrps.net">margheritte.apodaca@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>Receptionist</td>
<td>Allison Mathews</td>
<td>892-7222, ext. 53600</td>
<td><a href="mailto:allison.mathews@rrps.net">allison.mathews@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>Bonnie Strobel</td>
<td>892-7222, ext. 53613</td>
<td><a href="mailto:bonnie.strobel@rrps.net">bonnie.strobel@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>6th Grade Advisor, Mid &amp; High School ELA and Yearbook Teacher</td>
<td>Dan Eberhardt</td>
<td>892-7222, ext. 53616</td>
<td><a href="mailto:dan.eberhardt@rrps.net">dan.eberhardt@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>7th Grade Advisor, Mid &amp; High School Math:</td>
<td>TBA</td>
<td>892-7222, ext. 53605</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8th Grade Advisor, Mid &amp; High School Science and Computer Teacher:</td>
<td>AnnNet Delaney</td>
<td>892-7222, ext. 53612</td>
<td><a href="mailto:annnet.delaney@rrps.net">annnet.delaney@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>Freshmen Advisor, High School ELA, PE, and Spanish Teacher:</td>
<td>Jenny Juarez</td>
<td>892-7222, ext. 53622</td>
<td><a href="mailto:jenny.juarez@rrps.net">jenny.juarez@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>Sophomore Advisor, Mid School &amp; High ELA and History Teacher:</td>
<td>Tom Gutierrez</td>
<td>892-7222, ext. 53608</td>
<td><a href="mailto:tom.gutierrez@rrps.net">tom.gutierrez@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>Junior Advisor, High School ELA and History Teacher:</td>
<td>Peggy Syers</td>
<td>892-7222, ext. 53611</td>
<td><a href="mailto:peggy.syers@rrps.net">peggy.syers@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>Senior Advisor, High School Science:</td>
<td>Harpreet Bhullar</td>
<td>892-7222, ext. 53610</td>
<td><a href="mailto:harpreet.bhullar@rrps.net">harpreet.bhullar@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>Math Teacher:</td>
<td>Patty Wormington</td>
<td>892-7222, ext. 53621</td>
<td><a href="mailto:patty.wormington@rrps.net">patty.wormington@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>Special Education Instructional Leader:</td>
<td>Mary Skowlund</td>
<td>892-7222, ext. 53604</td>
<td><a href="mailto:mary.skowlund@rrps.net">mary.skowlund@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>School Nurse:</td>
<td>Rebecca Haley, RN</td>
<td>892-7222, ext. 53614</td>
<td><a href="mailto:rebecca.haley@rrps.net">rebecca.haley@rrps.net</a></td>
<td></td>
</tr>
<tr>
<td>School Counselor:</td>
<td>Georgina McNamara</td>
<td>892-7222, ext. 53625</td>
<td><a href="mailto:georgina.mcnamara@rrps.net">georgina.mcnamara@rrps.net</a></td>
<td></td>
</tr>
</tbody>
</table>
References

The following information is available at the Rio Rancho Public Schools web site:

http://www.rrps.net

- Grading Policy
- Title IX Amendment
- Release of Student Records and Information
- Protection of Pupil Rights Amendment
- Health and Wellness Policies
- Rio Rancho School Dress Code Policy
- Discipline Matrix
- Code of Conduct
- Discipline on the School Bus
- District and Community Resources

The following information is available at RRCA website:

http://www.cyberacademy.rrps.net

- Daily School Schedule
- Course Offerings
- Directions for using the programs
- RRCA’s Calendar
- Internet Safety Guidelines
- Frequently Asked Questions
- Links for plug-ins and updates to your computer to effectively run RRCA’s online curriculum
Lockout Condition
Lockout is called when there is a threat or hazard outside of the school building.

Examples of Lockout Conditions
The following are some examples of when a school or emergency dispatch might call for a Lockout.
1. Dangerous animal on school grounds
2. Criminal activity in area
3. Civil disobedience
   - Lockout uses the security of the physical facility to act as protection.

Lockdown Condition
Lockdown is called when there is a threat or hazard inside of the school building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom security to protect students and staff from threat.

Examples of Lockdown Conditions
The following are simply some examples of when a school or emergency dispatch might call for a Lockout.
1. Dangerous animal within school building
2. Intruder
3. Angry or violent parent or student
4. Active shooter

Evacuate Condition
Evacuate is called when there is a need to move students from one location to another.

Examples of Evacuation Conditions
1. Fire
2. Gas Leak
3. Bomb threat
4. Post incident evacuation

Shelter Condition
Shelter is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornado, earthquake or airborne irritants.

Examples of Shelter Conditions
1. Extreme lightning, tornados or earthquakes
2. External explosive devices
3. External airborne irritants or Hazmat
4. Flood

Secondary Evacuation Plan
Once it has been determined that entry cannot be made back into the various buildings at RRCA, steps will be taken to do a secondary evacuation.
1. Parents will be directed to the appropriate pick up point to check out their student(s).
2. In the event of a secondary evacuation, parents will be notified by phone (Robo- call) as to the situation and the location to pick up students. Only designated pickup points will be utilized.

Releasing Students
Upon arrival to the command post parents, guardians and personnel authorized to receive students will check in with the administrator/ coordinator with the attendance/ check out sheet. A release form must be signed by any authorized person picking up a student.

The coordinator will communicate with radio or runner to the station that have those students to have them meet at the pickup zone.