



Rio Rancho Cyber Academy
1330 Jackie Rd NE
Rio Rancho, NM 87124

(505) 892-7222

www.rrips.net/CyberAcademy

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

Rio Rancho Cyber Academy Mission Statement

Enhanced Learning through Effective Technology

Rio Rancho Cyber Academy Vision

Create a Model School for Distance Learning

RRCA adheres to all Title IX requirements that states that no person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.

-Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964

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School Colors

Copper and Platinum

Copper and platinum were chosen as the representative 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.

Principal's Welcome 2009 – 2010

Dear Students and Parents:

We begin the 2009-2010 school year building on the experiences and successes we have had over the past 4 years in a unique hybrid educational setting which blends distance learning and traditional school. The new school year brings a great deal of excitement and enthusiasm for our program! Over the summer, we have had new project-based Creative Learning Systems equipment installed along with a new projector and screen in the Lab.

RRCA is in a continuous process of improving the curriculum and reflection of the program. This process permits us to make changes as needed and to make improvements quickly. All necessary information to keep current with RRCA is posted on the website. Please be sure to visit the RRCA website often and review the Handbook. Students and parents should also read the E2020 announcements daily.

We encourage you to begin the new school year with renewed commitment to your academic success and to adhere to the principles listed below. Your effort each and every day will build the foundation for your future. Remember at RRCA, each student is expected to apply themselves to their school work and to be engaged positively in their relationships with their teachers. RRCA requires a strong partnership between school and home. This partnership establishes critical expectations for each student and supports their efforts for success.

Whether you are a returning student or new to RRCA, we ask that you participate in this unique learning experience through your commitment to the following principles.

Integrity: Keep my word and tell the truth

Courage: Move forward and explore my talents

Humility: Know when to look beyond myself

Passion: Engage wholeheartedly 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

Through your commitment to these principles and your genuine hard work and effort in the academic program, you will build skills and confidence. Have a wonderful school year.

Regards,
Elaine K. Manicke
Principal

Office Hours
Daily 8 a.m. - 4 p.m.

Reporting Absences

If a student is absent during their scheduled lab on-site time, parent/guardian is required to call the school **before 9 AM** each day of absence. (892-7222 option 5)

Calendar for 2009-2010 at RRCA

(See RRCA Web Site for Specific Schedules and Adjustments)

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 Mid-High and Rio Rancho High School.

First Semester – Fall 2009

August 12	RRCA Required New/Returning Student Orientation (MUST attend one session either 3:00 pm or 6:00 pm)
August 13	RRCA School Starts (9 th & 10 th grades) 9:00 – 4:00
August 14	RRCA School Starts (6, 7, & 8 grades) 9:00 – 12:00
August 17	RRCA School Starts (11 th & 12 th grades) 12:00 – 4:00
September 7	Labor Day Holiday (No School)
September 14	Probationary period ends for ALL students
September 14 - 18	NWEA Assessment (Grades 6 – 11)
September 28	Senior Credentialing
October 7 - 9	Staff In-Service/Fall Break (No School)
October 15	End of Quarter 1
October 12-23	Credentialing (Grades 6 – 11)
November 25-27	Thanksgiving Break (No School)
December 18	End of Quarter 2, End of Semester 1: Course completion
December 21-31	Winter Break (No Classes until January 4, 2010)

Second Semester – Spring 2010

January 1-2	Winter Break (No Classes until January 4, 2010)
January 4	FIRST DAY of Classes RESUME RRCA regular schedule
January 8	Transcript (Sem 1 Grades) mailed to parents
January 18	MLK, Jr. Holiday (No School)
February 13	Staff In-Service (No School)
February 15	President's Day Holiday (Weather Make-up, No School)
March 8 - 12	Credentialing (Grades 6 – 11)
March 12	End Quarter 3
March 15-19	Spring Break (No School)
March 22 - April 23	SBA Testing Window

April 1-2	<u>RRPS</u> Credentialing (No School/ No Busses)
April 5	Holiday (No School)
April 16	Returning Students Registration Complete
April 29-30	Staff In-Service/Holiday (No School)
May 7	Seniors 100% done
May 14	Blended students 100% done
May 14	RRCA - Graduation
May 20	Grades 6 – 11 100% done
May 21 - 25	Final Exam Make Up
May 25	Last Day of RRCA 09-10 School Year
May 31	Transcripts (09-10 Grades) mailed to parents

Transportation

Transportation for students living within the Rio Rancho Public School District is provided by the transportation department (505) 338-0078 X 100. Bus schedules and bus stop locations are determined prior to the beginning of the school year. At the time of registration, students must advise the Registrar if they intend to ride the school bus.

Full-time students at Rio Rancho Cyber Academy who live outside the Rio Rancho Public School District must provide their own transportation to RRCA.

Teachers/Advisors

Each fulltime student is assigned a teacher/advisor to monitor student progress and communicate with parents.

Course Structure and Progress

Many of the 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 more quickly but must maintain the minimum established pace as indicated by the RRCA published calendar and meet a minimum mastery level.**

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 Cyber 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.

Standardized Testing

Students who are enrolled as full-time students at Rio Rancho Cyber Academy are required to participate in all standardized testing as required by the New Mexico Public Education Department or in accordance with the federal No Child Left Behind Act.

Participation in these tests is required as a condition of enrollment at RRCA.

Students who are enrolled as part-time “blended services” students will participate in standardized testing at their home school.

In order to receive a high school diploma all students must pass all parts of the New Mexico High School Competency Exam (NMHSCE).

Grade Classification Policy

24 credits are required to graduate from RRCA

A student’s grade classification is determined by the number of high school credits earned. Minimum credit for the following grade classification at RRCA is as follows:

Freshman (Grade 9)	0 – 5.99 credits
Sophomore (Grade 10)	6 – 11.99 credits
Junior (Grade 11)	12 – 17.99 credits
Senior (Grade 12)	18 - 24 credits

Previous high school transcripts will be evaluated to determine courses required for graduation with RRCA.

Grade Point Average (GPA)

Grades in all classes will be calculated on a 4.0 scale. There are no weighted grades for courses offered at Rio Rancho Cyber Academy. In order to qualify for the NM State Lottery Scholarship students must attain 2.5 GPA.

Graduation Requirements at RRCA

The Rio Rancho Cyber Academy requires the student to accumulate a total of 24 credits to earn a diploma. Each student’s individual “Next Step Plan” is developed with the student and RRCA staff. The required courses are listed below.

English – 4.0 credits

- English 9 (1 credit)
- English 10 (1 credit)
- English 11 (1 credit)
- English 12 (1 credit) *Must include a senior thesis

Social Studies – 4.0 credits

Students must have 0.5 credit of New Mexico History and 3.5 credits from the following: World Geography, World History, American History, Government, and Economics.

Mathematics – 4.0 credits

Beginning with the class of 2012, this must include a math credit for Algebra 2 or equivalent.

Science – 3.0 credits

Must include at least two of the following laboratory sciences:

- Biology
- Chemistry
- Physics
- Physical Science

Required Electives – 5.0 credits

- Careers – 1.0 credit
- Physical Education – 1.0 credit
- Technology Elective – 1.0 credit

- Fine Arts Elective – 1.0 credit
- Health – 0.5 credit
- Personal Finance – 0.5 credit

Choice Electives – 4.0 credits

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). 25 Languages are offered through Rosetta Stone. See your advisor or RRCA Web Site for language choices.

(For detailed list of Cyber course offers see web site:
<http://www.rrps.net/CyberAcademy/courses.htm>)

Normal Class Load

The normal class load for a student at RRCA is 3.0 credits per semester. The minimum number of credits a student should earn per school year is 6.0 credits.

Withdrawal from a Course

Courses are assigned according to the student's next step plan and graduation requirements. Any withdraw from a course requires approval from Advisor and parent. Any changes may affect the graduation date and plans. All changes must be considered carefully.

Concurrent / Dual Enrollment Agreements

The Rio Rancho Cyber Academy participates in the RRPS dual enrollment program with Central New Mexico Community College (CNM). This program allows students to earn dual high school elective and college credit upon successful completion of course. The college-level courses must enhance courses offered at Rio Rancho Cyber Academy, not replace courses. Students may not use a concurrent enrollment course to meet a core high school graduation requirement. Dual enrollment courses may only be taken for elective credit and cannot have a weighted grade. To be eligible to participate in a dual credit program, the student shall obtain permission from the principal and follow all guidelines for dual credit enrollment (see RRCA web-site for complete information for dual credit). ***Students who are not on track with their regular curriculum will not be given permission to take college courses.***

Early Graduation

A student completing graduation requirements at mid-year must notify the teacher regarding plans for continued class enrollment. Students completing graduation requirements at mid-year may participate in the spring commencement ceremonies. ***Students who choose to graduate early may miss opportunities for New Mexico lottery scholarships. Please see senior advisor Dr. Kate Friesner for guidance.***

Transcripts and Grade Reporting

Progress reports are issued weekly through email, quarterly progress notification information is provided at credentialing. Transcripts are updated and mailed home at the end of each semester. Student transcripts are updated upon the completion of each course. Transcripts for blended services students in 9th, 10th, 11th and 12th grade will be forwarded to their home schools upon completion of a course or upon withdrawal from 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:

ACT
SAT

www.act.org
www.collegeboard.com

PSAT/NMSQT*

www.collegeboard.com/student/testing/psat

*This is the National Merit Scholarship Qualifying Test.

RRCA offers ACT prep courses. Students may enroll in these courses to practice for the college entrance exams. Check the web site for announcements concerning college entrance exams.

Student Activities

Various student activities are scheduled at Rio Rancho Cyber Academy throughout the course of the school year. See web site for current monthly activity listings.

**Enrollment
Office Hours**
Daily 8 a.m. - 4 p.m.

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 licenses RRCA holds.

Re-Enrollment for Subsequent Year

Students will be pre-enrolled in the spring for the next academic year based on an annual evaluation of progress and behavior. All students return or enter RRCA on a probationary status.

Testing/Interview for Fulltime students

All students must take a reading and math assessment. Students with scores meeting the requirements will be scheduled for an interview.

Documents Required for Registration

Each student wishing to enroll must complete and sign all forms in the registration packet. Students must also provide a copy of the following:

- Birth certificate
- **Shot record (immunizations must be up to date)**
- Proof of residence
- Grades or transcripts from the previous school

Students who have previously received special education services or a 504 plan must provide a copy of their Individual Education Plan (IEP) or 504 plan.

Students Receiving Special Services

Students who are receiving special education services may enroll at Rio Rancho Cyber Academy only if RRCA services are recommended or required pursuant to an 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 X 229.

Blended Services 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. 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 September 15 of the current school year for first semester and complete their courses by December 18th. Students must enroll at RRCA prior to February 16th of the second semester and complete courses no later than May 14. Blended seniors must complete work no later than April 16.

The fact that a student is referred to Rio Rancho Cyber Academy by a counselor does not guarantee acceptance or enrollment.

Transfers within the Rio Rancho Public School District

Before a student can enroll at RRCA school 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.

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.

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.

Code of Conduct and Student Consequences

In order to maintain a safe and positive learning environment, students are required to respect and follow the Code of Conduct of RRPS and adhere to RRCA policies and procedures.

Visitors and Closed Campus

RRCA is a closed campus. Once students enter the building for the school day, they are not permitted to leave campus unless checked out by a parent, guardian or other approved adult noted on the registration documents. All visitors to the campus must check in and receive a visitor's pass at the front desk located in the reception area. Visitors are to wait quietly at the reception area. The Receptionist will contact the appropriate staff member or student who will meet the visitor in the reception area and escort him/her to the approved destination. Visitors and parents are not permitted to enter the lab.

Computer Use at RRCA

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 Rules of Appropriate Use form which details the rules for using our internal computer network as well as the Internet.

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.

Electronic Devices

The use of CD players, MP3 players, iPods, cell phones, and other electronic devices are NOT permitted during lab instructional time. RRCA will not be responsible for loss or damage of any personal electronic device. See web-site for complete policy. (*School Board Policy #336*)

School Wear Policy

All Rio Rancho Public Schools students --kindergarten through 12th grade --will be required to meet the school wear policy. See web-site for complete policy. (*School Board Policy #349*)

Supplemental Textbooks and Materials

The student and/or parent/guardian will be liable for the full replacement cost of any equipment, supplemental textbooks, or supplies damaged or not returned to Rio Rancho Cyber Academy.

Searches

For the protection and security of individuals and property on the District's campuses, School Board policy authorizes the search of individuals, including students, their personal effects, lockers, desks and vehicles on school property, 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 may occur, including random searches with the assistances of canines. Any illegal or unauthorized objects found in any search are subject to seizure. (*School Board Policy #339*)

Health and Wellness

The Rio Rancho Cyber Academy Health Office is staffed by a part-time registered nurse. The Health Office is open on all RRCA school days. Parents/guardians are requested to report any serious injury or ongoing health conditions that occur throughout the school year to the nurse in order to support educational success.

References

The following information is available at RRPS web site: <http://www.rpps.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.rpps.net/CyberAcademy/>

- 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
- Parent Advisory Information

RRCA Phone - 892-7222			
Last Name	First Name	Extension	Title/Email
Apodaca	Margheritte	102	Secretary mapodaca@rrca.rpps.k12.nm.us
Brown	Carol	113	Registrar cbrown@rrca.rpps.k12.nm.us
Friesner	Kate	111	Language Arts Teacher kfriesner@rrca.rpps.k12.nm.us
Jucha	Gay	116	K-8th Grade Teacher gjucha@rrca.rpps.k12.nm.us
McIntyre	Bob	119	Physical Education Teacher rgmcintyre@ihs.rpps.k12.nm.us
Oliveri	Joan	103	Receptionist joliveri@rrca.rpps.k12.nm.us
Parnell	Heidi	122	Program Manager hparnell@rrca.rpps.k12.nm.us
Porterfield	Nan	104	Special Education and Math Teacher nporterfield@rrca.rpps.k12.nm.us
Thorstensen	Sue	109	New Mexico History Teacher sthorstensen@rrca.rpps.k12.nm.us
Wormington	Patty	121	Math and Science Teacher pwormington@rrca.rpps.k12.nm.us