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# RRHS

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Rio Rancho High School

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Home of the RAMS

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301 Loma Colorado  
Rio Rancho, NM 87124  
<http://www.rmps.net/Newrrhs/index.htm>

## **2008-2009 STUDENT AGENDA**

### **Statement of Conduct and Discipline Student Acknowledgement Form**

**Rio Rancho Mid-High and High School 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 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 RRHS/RRMH 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 2008-2009 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 of Receipt*

\_\_\_\_\_  
*Student's Academy*

**RIO RANCHO PUBLIC SCHOOLS  
HIGH SCHOOL & MID-HIGH SCHOOL 2008 – 2009 SCHOOL WEAR POLICY – SBP #349**

Students are expected to be neat, clean, and appropriately dressed for learning while on campus or on school sponsored field trips. Interpretation and discretion of the following dress code is subject to administrative discretion.

**FABRICS**

Clothing must be cotton or cotton blend, wool or corduroy (**NO NYLON OR KNIT SPANDEX**)

**SHIRTS**

All color ranges of Henley, polo, or rugby shirts are permitted (striped or solid).

1. All color ranges are permitted (solid or striped)
2. Approved styles are:
  - ✓ Collared polo shirt
  - ✓ Collared rugby shirt
  - ✓ Turtleneck or mock turtleneck
  - ✓ Henley shirt with no more than 4 buttons
  - ✓ School Spirit T-shirts (must have principal or designee approval).
  - ✓ Must be long or short-sleeved (not sleeveless)
3. Must be cotton or cotton blend (no see through material, no shiny material, no denim material)
4. Insignias can be no bigger than 3 inches by 3 inches

***Note: No shirts of any other styles except those listed above are allowed. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward. Shirts worn out can be no longer than fingertip length.***

**PANTS**

1. Must be **SOLID** color -blue, green, white, gray, khaki (tan to olive)
2. Approved styles are:
  - ✓ Classical/traditional, straight leg cut, with or without pleats, with or without cuffs (maximum hemline circumference 22" & maximum cuff width 2")
  - ✓ Cargo pants, straight leg cut (maximum hemline circumference 22" & maximum cuff width 2")
  - ✓ Overalls, straight leg cut, with or without cuffs, (maximum hemline circumference 22" & maximum cuff width 2"); straps must be fastened.
  - ✓ Denim blue jeans are allowed but must meet pant style guidelines.
3. Pants must fit at the waist, fit in the crotch, and be properly hemmed or cuffed. Tight fitting, stretch type pants are **NOT** allowed. Also, pants that are frayed, ripped, torn, or have holes are **NOT** allowed. No contrasting stripes or piping on pants. No sagging.

**OTHER ATTIRE**

1. Must be a **SOLID** color – blue, green, white, gray, khaki (tan to olive)
2. Approved styles are:
  - ✓ **Shorts** - no shorter than the point where longest extended finger ends when the student is standing up straight (tight fitting, stretch type are **NOT** allowed)
  - ✓ **Capri pants** – straight cut (tight fitting, stretch type are **NOT** allowed)
  - ✓ **Skirts** - no shorter than the point where longest extended finger ends when the student is standing up straight (tight fitting, stretch type are **NOT** allowed)
  - ✓ **Skorts** - no shorter than the point where longest extended finger ends when the student is standing up straight (tight fitting, stretch type are **NOT** allowed)
  - ✓ **Jumpers** - no shorter than the point where longest extended finger ends when the student is standing up straight (tight fitting, stretch type are **NOT** allowed)

- ✓ **Dresses** - no shorter than the point where longest extended finger ends when the student is standing up straight (tight fitting, stretch type are **NOT** allowed)
- ✓ **Athletic wear/Extra/Co-Curricular Event day only apparel** - (Coaches/sponsors may require participants to adhere to a professional dress code.)
- ✓
  - Nylon windbreaker top or bottom is acceptable
  - Jerseys (t-shirts must be worn under sleeveless jerseys)
  - All apparel must pertain to RRPS athletics. RRMH: Normal school dress code for lower body attire.
  - Insignias can be no bigger than 3 inches x 3 inches

**NOTE: Slits in skirts, dresses, or jumpers can be NO higher than the point where longest extended finger ends when student is standing up straight. Items with holes and frayed bottoms are NOT allowed.**

#### ACCESSORIES

1. **Belts** must fit around the waist and be secured in belt loops.
2. **Sweaters, sweatshirts, blazers, or vests** must be SOLID color - blue, green, white, gray and khaki - and must be worn over the approved style shirts. Shirts worn under accessories must be in compliance.
3. Approved styles are:
  - ✓ **Sweaters** – pull-over, cardigan, or button-down – must be appropriately sized
  - ✓ **Sweatshirts** – must be a pull-over, appropriately sized
  - ✓ **Blazers** – must be appropriately sized
  - ✓ **Vests** – must be appropriately sized
4. **Insignias** can be no bigger than 3 inches x 3 inches. No contrasting stripes or piping on accessories.
5. Items worn **INSIDE** the school building for warmth **MUST MEET THE DRESS CODE**.

#### OUTERWEAR

1. **Winter coats, winter jackets, and gloves** do not have to meet the color requirements; however, these items are for **OUTSIDE wear only**.
2. If a jacket is worn inside a building, it must remain open.

**Note: Jackets must be appropriately sized and may not be worn in any way that reflects gang affiliation or conceals contraband. No trench coats, overcoats or dusters may be worn.**

#### FOOTWEAR

There are no specific color or style requirements for shoes and socks; however, all students should wear appropriate footwear.

#### EXCEPTIONS

1. **Scout or JROTC uniforms** will be permitted at the discretion of the school principal.
2. **Spirit day, photo day, professional dress day, or other special event day dress** will be allowed at the discretion of the school principal.

#### PROHIBITED

1. Jewelry or hairstyles that disrupt the educational process or endanger students
2. Headgear such as bandanas and hairnets
3. Sunglasses and hats may be worn outdoors only
4. Belt loop chains or wallet chains, spiked jewelry, and extended belts

**PROHIBITED Continued**

5. Any items or accessories, including face painting, which advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, weaponry, profanity, hatred, or bigotry toward any group
6. RRHS: Non-RRHS Sweat pants. RRMH: No sweat pants.
7. Button down shirts
8. Any type of bandana.

**IDS**

1. **Mid-High:** School issued ID, school lanyard, and protective case must be worn around the neck and visible at all times.
2. **High School:** School issued ID must be carried at all times.
3. **These items are not to be defaced in any way.**

**CONSEQUENCES FOR NON-COMPLIANCE**

See Discipline Matrix revised 5/1/08

**NOTE TO PARENTS**

**Families in need of financial assistance** may contact their school office for assistance.

## **Rio Rancho Public Schools Rules of Appropriate Use Student Form**

These guidelines, along with RRPS Board policies, must be followed to prevent loss of network and Internet privileges in Rio Rancho Public Schools.

1. Do not use a computer to harm other people or their work. (Board Policy, Article 477)
2. Do not damage the computer or the network in any way. (Board Policy, Article 477)
3. Do not download or install your own software, shareware, or freeware. (Board Policy, Articles 477 & 478)
4. Do not violate copyright laws. (Board Policy, Articles 475 & 477)
5. Do not view, send, or display offensive messages or pictures.  
Example: Offensive messages or pictures are those you would not share with your teachers or parents. (Board Policy, Article 477)
6. Tell an adult in charge immediately, if by accident, you encounter materials which violate the rules of appropriate use.  
(Board Policy, Article 477)
7. Do not share your password with another person. (Board Policy, Article 477)
8. Do not open someone else's folders, work, or files without permission. (Board Policy, Article 477)
9. Do not waste limited resources such as disk space, printing capacity, network connections (bandwidth), or video streaming.
10. You will be held accountable for your actions. By violating the rules of appropriate use, you will lose network and Internet privileges and be subject to disciplinary action. (Board Policy, Article 477)

**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.



***This Handbook Belongs To:***

***Name***

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***Address***

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***Academy / Career Path***

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MY CLASSES

<b><i>Period</i></b>	<b><i>Semester 1 Course</i></b>	<b><i>Semester 2 Course</i></b>
0		
1		
2		
3		
4		
5		
6		
7		
8		
9		

<b><i>Contact Numbers</i></b>		<b><i>Academy Offices</i></b>	
Main Number	896-5600	Business & Entrepreneurship	896-5672
Attendance	896-5604/5622	Engineering & Design	896-5715
Activities	896-5637	Fine Arts	896-5877
Athletics	896-5800	Humanities	896-5833
Anonymous Tipline	896-5845	SciMatics	896-5712

**RRHS 2008-2009 Student Handbook  
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**Rio Rancho High School**  
**Mission and Goals**

Rio Rancho High School aspires to be a community of learners that supports and celebrates a passion for excellence.

***Rio Rancho High School Vision***  
Student Excellence

***Rio Rancho High School Mission***  
RRHS is dedicated to graduating each student with an educational foundation for success as a responsible and ethical contributor to society.

***Student Achievement***  
Students will attain high levels of performance in academic and life skills.

***Effective and Efficient Systems***  
System performance will be continually improved by using documented approaches/processes that are regularly evaluated.

RRHS annually reviews its mission and goals.  
Changes may take place intermittently throughout the school year as updates occur.

**RRHS Daily Bell Schedule 08-09**

REGULAR BELL SCHEDULE		
PERIOD	TIME	
<i>0/Detention</i>	6:35	7:15
<b>1</b>	7:20	8:14
<b>2</b>	8:19	9:08
<b>3</b>	9:13	10:02
<b>4</b>	10:07	10:56
<b>5</b>	11:01	11:50
<b>6</b>	11:55	12:44
<b>7</b>	12:49	1:38
<b>8</b>	1:43	2:32
<i>9/Detention</i>	2:40	3:30
WEDNESDAY BELL SCHEDULE		
PERIOD	TIME	
PLC Mtg Time & Special Activity Time	7:10	7:55
<b>1</b>	8:00	8:49
<b>2</b>	8:54	9:38
<b>3</b>	9:43	10:27
<b>4</b>	10:32	11:16
<b>5</b>	11:21	12:05
<b>6</b>	12:10	12:54
<b>7</b>	12:59	1:43
<b>8</b>	1:48	2:32
<i>9/Detention</i>	2:40	3:30

**Academy Concept**

RRHS is structured around five career academies. They are:

***Business and Entrepreneurship Academy***

***Engineering and Design Academy***

***Fine Arts Academy***

***Humanities Academy***

***SciMatics Academy***

Students take their core courses and most of their electives in their home academy but can take electives in other academies as desired and as room permits. Upper-classmen are given the opportunity to select an academy at pre-registration in February each year. At this time, upper-classmen may elect to stay in the same academy or join a different academy.

**Our New Bell Schedule**

The RRHS school year consists of two 18-week terms. Every student takes seven courses each semester for which they can receive 0.5 credits for each course. Most courses are completed after one year (2 semesters). Each period is usually 49 minutes in length. The eighth period is for lunch.

**Scheduling Procedures including Changes**

Students are asked to pre-register prior to each Spring semester. Students are encouraged to choose courses carefully, keeping in mind their five-year plan. Schedules are NOT changed after the first day of class of each term without completion of a schedule change request form and signed approval of the student's parent, academy AP, counselor, and the involved teacher. Approved schedule changes will be made that are least disruptive to the student's schedule and in consideration of class sizes. Requests to change a schedule for the purpose of a different lunch will not be approved.

## Release of Student Records and Information

**The Family Educational Rights and Privacy Act (FERPA)** is a Federal law that governs the maintenance of student education records. Under that law, parents of students or students who are at least 18 years of age ("eligible students") have both the right to inspect education records kept by the school about the student and the right to correct inaccuracies in the record. Access to these records by persons other than the parents or the student is limited and generally requires prior consent by the parent or the student. The district has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the superintendent's office and in the principal's office of each school within the district.

The board of education of the Rio Rancho Public School District No. 94 (RRPS) hereby gives its annual public notice to all parents and eligible students that:

- A. RRPS maintains the following education records directly related to students and subject to the limitations on disclosure provided in FERPA:
1. Academic records
  2. Personal information records
  3. Disciplinary records
  4. Attendance records
  5. Health records
  6. Progress reports
  7. Standardized testing records
- B. Access to education records is limited to:
1. Parents of students under 18
  2. Parents of students over 18, if such student is dependent as defined in the Internal Revenue Code
  3. The student
  4. Officials of this school district who have a legitimate education interest
  5. Federal, state, and local officials to whom information is required to be reported
  6. Certain test organizations
  7. Accrediting organizations
  8. Appropriate persons in connection with an emergency
  9. Pursuant to subpoena or court order
  10. To any person, with the written consent of the parent or eligible student
- C. RRPS policy requires that education records be kept to an essential or relevant minimum. Records are reviewed at the end of each school year and non-essential and irrelevant material is deleted.
- D. RRPS policy limits the right of access to education records to the persons and circumstances indicated in Paragraph B above. RRPS requires that copies be made available to persons entitled to receive copies. RRPS policy provides that explanations and interpretations of records are available upon reasonable advance notice. Some records, such as standardized test scores and other material of a technical nature, may only be reviewed with a person qualified to interpret and explain such material and records. RRPS policy provides the right to request in writing an amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. 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.

E. FERPA classifies certain types of information that generally would not be considered to be an invasion of privacy or harmful if released as "student directory information." Unless the parent or eligible student objects in writing as described below, school officials may release directory information, as defined under RRPS policy, to any person, including but not limited to marketers, colleges, and the media, without the consent of the parents or the eligible student. Parents/students who object to the release of any or all of this information without consent must notify, in writing, the principal of the school where the records are kept within fifteen (15) days following the date of the publication of this notice (or the enrollment of the student, if after the beginning of the school year). The objection must state what information the parent or student does not wish released. A form for filing an objection is available at all district schools and at the superintendent's office. In the absence of timely notice objecting to its release, the listed information will be classified as directory information until the beginning of the next school year.

"Directory information" as defined by RRPS policy includes: the student's name; grade in school; name of school; 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; weight and height of members of athletic teams; honors and awards received; yearbooks; and identification in visual media, including photographs, videotapes and video images, depicting school programs or activities.

F. Questions regarding education records shall be directed to the school's principal or to the district office Custodian of Records at 500 Laser Rd. NE, Rio Rancho, NM 87124, 896-0667 ext. 123. Complaints about the failure of RRPS to comply with FERPA may be made, in writing, to FERPA Office, Department of Health and Human Services, 330 Independence Avenue SW, Washington, DC 20201.

#### **Release of Student Information to Military Recruiters:**

**The federal No Child Left Behind Act (NCLB), requires school districts to provide student names, addresses, and telephone numbers to military recruiters unless the parent or student (if 18 or over) specifically requests that the information not be released without prior written parental consent.** Parents of students in grades 9-12, or students aged 18 or older, who object to the release of this information are asked to complete a form indicating their objection. If the form is not completed and returned to the student's school, requests for this information will be honored. Forms are available at all schools serving students in grades 9-12 and should be returned within fifteen (15) days of the beginning of the school year or fifteen (15) days after enrollment.

#### **Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232h, requires school districts to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns any of the following eight specific areas ("protected information surveys"):

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. Sexual 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 doctors, lawyers, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other as required by law to determine program eligibility

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings (“activities”).

RRPS does not currently plan to administer surveys that seek any of the “protected information” detailed above. Should a situation arise where such a survey needs to be administered, the District will provide notification to parents within a reasonable period of time prior to the administration of the surveys and activities. Parents will be provided with an explanation of the activity and will have an opportunity to review the surveys and any instructional materials used in connection therewith. Parents will have the opportunity to consent to or opt their child out of participation. The rights granted by PPRA, as well as the opportunity to consent/opt out, transfer from parents to any student who is 18 years old or is an emancipated minor under State law. 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, SW, Washington, D.C. 20202-5901.

**Parent Connect**

Parents may view student assignments/test grades, discipline, attendance information, demographic data and more via the web once they have an active individual account. The ability to view this information will assist with early intervention of academic, attendance and/or discipline concerns, as well as ensure that your student’s data is current within our student information system. Please use this service as a guide to your student’s progress. It is not intended to generate numerous daily calls/emails to teachers. Please attempt to resolve individual assignment grades/concerns with your child prior to contacting his/her teacher. Please review the online instructions and documentation for the use of Parent Connect prior to pre-registering. Access the school web site home page and click on the “Parent Connect” logo. If you have not previously accessed this site, log on to the district web site at [www.rrps.net](http://www.rrps.net), choose “Our Schools” on the left side of the window, select the appropriate school and then “School Website”.

**Student Assessment**

RRHS believes it is important to offer students a variety of assessment opportunities. Assessments are included as a part of every class, however, students are also measured through a variety of alternative methods including: portfolios, demonstrations, presentations, and collaborative projects. This variety of assessments allows students and teachers to identify strengths and problem areas and respond to them promptly. When problem areas are identified, teachers develop strategies to correct the problem.

Students and parents will receive progress reports and grades from their teachers every 4 ½ weeks. Specific dates are indicated in the school calendar section of this handbook.

**The RRHS Grading Policy**

<b><i>Performance Level</i></b>	<b><i>Description of Student Performance</i></b>
"A" Level Performance 90-100	The student’s work exceeds all of the basic requirements of the challenge/task at a very high level of competence. It is clear, carried out with unusual precision and skill, and demonstrates an in-depth understanding and analysis of the content and the challenge itself. The work is presented in an original and creative manner that communicates either new insights or intriguing perspectives.
"B" Level Performance 80-89	The student’s work exceeds all of the basic requirements of the challenge/task at a high level of competence. It is complete, has no significant errors, and demonstrates a thorough grasp of the content and the challenge/task itself. In addition, the work is well presented, and facts and ideas have been combined in order to generalize or explain conclusions and interpretations of the ideas and concepts studied.

"C" Level Performance 70-79	The student's work satisfies the basic requirements of the challenge/task at an acceptable level of competence. It shows the required grasp of key ideas and concepts, is presented in an adequate manner, and conveys the key ideas of the challenge/task itself. Work at this level meets only the minimum level of performance and should be considered a point from which improvement should begin.
"D" Level Performance 60-69	The student's work does not satisfy the basic requirements of the challenge/task and must show improvement. This work demonstrates a minimal understanding of key ideas and concepts, lacks clarity and precision in its presentation, and demonstrates little understanding of the challenge/task itself. This work meets only the minimum level of competence for granting credit.
"F" Level Performance Below 60	The student has not met the basic requirements for "D Level Performance" in the course. All strategies and/or time available to satisfy this academic requirement have been exhausted, and "No Credit" will be awarded for this course work.
WDF	Students requesting to drop a class after the 3 <sup>rd</sup> 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 academy AP, academy counselor, and the course instructor. 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 2 <sup>nd</sup> 9 weeks of the semester.
Honor Roll	To qualify for the honor roll, a student must earn a 3.5 grade point average (GPA) for the semester.

**Programs Available to Help Students**

*RRHS offers a variety of programs to assist students in reaching their personal and educational goals.*

**Advisory Period**

Depending on a student's academic needs, they may be placed in an Advisory class. Tutoring, homework help, note taking skills, study skills, and other services are given to assist in the academic success of students. Only students receiving a GPA of 2.0 or higher and have not failed a core subject the prior semester may opt to take another elective in lieu of the Advisory class.

**Resource Room**

Should a student need more intensive assistance for a class they are receiving a grade of D or F in, the student may be sent from Advisory class to a Resource Room to receive focused instruction in the area of need. The Resource Room is staffed with highly qualified teachers who can directly assist students in the content area of most need.

**After School Tutoring**

Terms like "computational skills" and "essay" can strike fear in the minds of even the most erudite students. For those needing extra help, Math, Science, English, Social Studies tutoring is open for business. Feel free to attend tutoring for any portion of the session. See your academy counselor for more information for times and locations.

**Library Media Center**

The Library Media Center is more than just a collection of books. It provides a wide variety of research materials, as well as fiction and magazines to be read at leisure. As a center for information gathering and processing, the library staff can offer assistance with research and the production of projects.

Hours: Mon-Thurs 7am - 3:30pm; Fri 7am - 3pm

Tutoring 2:40pm – 4pm

Expectations: The library is for research, reading, studying, or browsing. Voices should be kept low and noise to a minimum. Be respectful to everyone in the library. Be sure to clean up after yourself. Procedure: Please leave backpacks on the counter at the circulation desk as you enter. To sign out books, you must show your school ID. Books are checked out for 3 weeks, but you may renew them. Overdue fines are assessed at 10 cents a day for every day we are in school. Fines must be paid before you sign out more books. Damaged and lost books are to be paid for.

Remember, if any books or fines are owed to the Library, these need to be taken care of before you register for the next year. Diplomas will be held for any seniors who owe the Library.

Printing: To print from a computer, the price is 10 cents a page for black and white, 50 cents a page for color. If you wish to print in color, you must go to File, Print, and then choose the printer that has a C after it. If you print, you are expected to pay, so be careful. When in doubt, do a Print Preview to see how many pages there are. The copy machine requires 10 cents a page.

Library Rules: if you are in the Library on a pass from a teacher, or if you are here because of late arrival or early dismissal, you must sign in at the front desk. If there is a fire or some other emergency, the library staff needs to take your attendance. Computer use is available first for classes that are doing research in the Library. If you are not in a class, you may have to give up using a computer when classes arrive. If classes are using all of the computers, you will be sent back to the teacher who sent you. Food or drink are NOT allowed anywhere in the Library. Please leave all food or drinks in your back pack or place them in a trash can.

#### ***Academy Personnel***

Each RRHS Academy has a team of people who are there to assist students in solving both personal and academic problems. The academy teachers, counselor, assistant principal, and academy head can help with many problems or can point students in the right direction. These individuals make it a point to know their academy students and want to see each and every student succeed.

#### ***Summer School***

Rio Rancho Public Schools offers a summer school option to all students. Summer courses are offered on an as-needed basis for a fee. Students should ask their academy counselors for more information about these options.

#### ***Advanced Placement Courses***

RRHS offers Advanced Placement (AP) courses to sophomores, juniors, and seniors interested in doing college-level work while in high school. For an extra fee, students are encouraged to take the AP exam after the course. Exam scores and individual university policies determine whether or not college credit will be granted. Grades are weighted in AP courses.

#### ***Dual Enrollment***

RRHS has dual enrollment agreements with CNM, SIPI, and UNM Los Alamos. Dual enrollment provides an opportunity for high school students to take college level courses. Dual enrollment courses may only be taken for elective credit and cannot have a weighted grade. In accordance with our agreements with the post-secondary institutions, students may not take a dual enrollment course to meet a core graduation course requirement or take a course that is offered at the high school. Three college credits equal 1 high school credit. Tuition at these colleges is waived. Distance learning fees, course/lab fees, and transportation costs are the responsibility of the student. Students are eligible for dual enrollment beginning as sophomores. Eligibility requirements to enroll in dual enrollment courses are established by the post-secondary institution and vary with the institution and the desired course. It is the student's responsibility to provide the RRHS registrar with an official college transcript to get the course included on the student's RRHS transcript.

**Credit Recovery / Correspondence Courses / eSchool**

Students must request prior approval from their counselor for correspondence course to qualify for credit at RRHS. These courses must require that the final be supervised by certified school personnel and be earned from an accredited school. RRHS reserves the right to evaluate a course before credit is given. Students may not take a correspondence course for PE, Communication Skills, or a lab science (Biology, Chemistry or Physics). A financial cost is involved for credit recovery

**Counseling**

Sometimes students find themselves in difficult or confusing situations. For these situations, there are professionals on staff as well as support groups that can help. School counselors, social workers, and school psychologists are available for counseling. Students may be recommended to attend support groups that address drug and alcohol-related issues, suicide prevention, harassment, anger management, and smoking cessation.

**Normal Class Load**

The normal class load for a RRHS student is 7 classes per semester and a lunch period. The maximum number of credits a student may earn per school year, without special permission is 7 credits or 3.5 credits per semester. NOTE: If you are in athletics, you must be enrolled in a minimum of 4 classes to be eligible to play any sport at RRHS.

**AP Course Credit** – AP classes prepare a student to qualify for college. Students may choose to take an AP examination in the spring. Each test costs approximately \$85. Some students may qualify for a reduced fee. Many colleges award credit for courses based on AP examination scores.

**Dual Enrollment Course Credit –**

**1-2 college credits = 0.5 RRHS elective credit**

**3-4 college credits = 1.0 RRHS elective credit**

RRHS 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. Students need to pay for their textbooks and any additional fees. Students may not use a dual enrollment course to meet a RRHS graduation requirement other than for a technology credit or a fine art credit.

**Distance Learning / Correspondence Credit** – Students must request prior approval from their counselor for distance learning/correspondence course credit and complete a “Course Agreement” form signed by the student, parent and counselor. Students must have a full schedule to take a distance learning/correspondence course. Distance learning/correspondence course credits must be earned from accredited schools. RRHS will not accept correspondence credit for communication skills, physical education or a required lab class. Rio Rancho High School must receive an official transcript for the course to meet graduation credit requirements. Institutions charge a fee for these services.

**RRHS Graduation Requirements**

RRHS Grad Requirements	Class of 2009	Class of 2010	Class of 2011	Class of 2012
<b>English:</b> Eng. 9, 10, 11, 12 + Sr. Thesis	4	4	4	4
<b>Math:</b> 2010 Alg req'd 2013 Alg 2 req'd or parent waiver	4	4	4	4
<b>Science:</b> 2 courses must be Biology, Chemistry/Chemistry in the Community, or Physics	4	4	4	4
<b>Social Studies:</b> NM History 0.5 US History 1.0 World History 1.0 Government 0.5 Economics 0.5	3.5	3.5	3.5	4 (0.5 includes Geography)
Communication Skills	0.5	0.5	0.5	0 (if waiver granted)
Foundations of PE/Health	1	1	1	1
Fine Art	0.5	0.5	0.5	0.5
Technology	0.5	0.5	0.5	0.5
World Language, Career cluster, Work Place Readiness (2013)				1
Electives/Advisory	9.5	9.5	9.5	9
Total credits req'd for graduation/Out of total possible	28/31	28****/30	28****/29	28/28

\* **NM High School Competency Exam (NMHSCE)** - New Mexico State Public Education Department requires a student to pass all parts of the NMHSCE to receive a high school diploma. Transfer students from another state must take the NMHSCE if the NMHSCE test is given while the student is enrolled at RRHS.

\*\* **Two world language credits are recommended for college admission requirement.** Two world language credits are not a RRHS graduation requirement but are a UNM admission requirement.

\*\*\* **Advisory** - Students with less than a 2.0 GPA for the previous semester or have failed a core class must enroll in an Advisory class for an elective credit

\*\*\*\***Beginning with the Class of 2010** - Students must earn one **AP (Advanced Placement) course credit** or a dual enrollment course credit or a distance-learning course credit in order to graduate and receive a diploma.

### **Health and Wellness**

The RRHS Health Office is staffed by registered nurses and a clerical health assistant 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 health office number is 896-5609 and the health office fax is 896-5904.**

Students who experience health problems during the school day **must report to the health office, located in the administration building.** To support our student's academic success, if students arrive to the health office during passing period and are not having a health crisis, they are required to go to their next block class and get a pass from their teacher so they are not marked absent. 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 over 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 to 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 [1<sup>st</sup> offense 5 days OSS , 2<sup>nd</sup> 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 DPS 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 it was not intended for. 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.** RRHS 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.

#### **Student Parking**

The high school parking lot will be open daily from 6:30 a.m. to 10:30 p.m. and the posted speed limit is 10 mph. Any sophomore, junior, or senior who complies with all RRHS rules and vehicle registration policies and procedures is eligible for parking privileges on campus.

All student parking is located in the far west parking lot and numerous parking spaces have been provided. Parking permits will be available in July according to a schedule for each class as determined by the school. At the start of the school year parking permits will be available for \$30. See Mr. Hyatt or Mr. Duncan for details. All student vehicles must be registered and insured for authorized parking on campus and must display a current, valid parking permit hung over the rear-view mirror inside the front windshield of the car. **Non-registered vehicles or vehicles not parked in their assigned space are subject to having a boot placed on the car and a fine imposed before the boot will be removed.** Students/parents are responsible for any damage to the boot. The initial infraction may also result in a loss of parking privileges for 5 days. **Subsequent violations may result in loss of campus parking privileges for the remainder of the term or school year and mandatory booting along with the assessment of a fine before removal of the boot.** Campus parking is a privilege and all students are reminded that this privilege may be revoked if you fail to operate your vehicle on campus in accordance with state law and school rules. **Absolutely no student parking is permitted in the RRHS staff parking lot, administrative horseshoe, seminary across the street from campus, or Loma Colorado Park (either curbside or mesa).** All cars on campus are subject to Rio Rancho High School's search and seizure policies. Student pick up and drop off are to occur only in designated areas. ID's with appropriate late arrival or early release stickers are required to enter and leave campus.

#### **Visitors**

Because RRHS is a closed campus with a large student body, 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 check in at the front desk located in the reception area of the Administration Building and receive a Visitor's Pass before entering the campus. 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.

#### **GI Bill Benefits**

If you qualify to receive GI / VA Benefits you should know that Rio Rancho High School's policy for eligibility requires that you maintain a 2.0 GPA and that your GPA will be monitored every 9 weeks.

#### **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 RRHS 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 Rio Rancho High School. 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 DPS (Department of Public Safety) 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.**

<b>LUNCH DETENTION</b>	
<p><b>Lunch detentions are assigned during the first 20 minutes of period 4, 5 or 6 in the ISS room.</b> Students must report to the room immediately at the beginning of their assigned lunch period. Students assigned lunch detention must be in their seats by the assigned time, bring school assignments, be in dress code and remain until the end of the detention. Detention will be managed as a quiet study hall or video based instructional classroom and all classroom rules will apply. Students will be dismissed to return to the remaining 30 minutes of their lunch once the detention is served.</p>	
<b>AFTER SCHOOL DETENTION (ASD)</b>	<b>FRIDAY SCHOOL (FS)</b>
<p><b>After-School Detention will occur afternoons from 2:40 to 4:00 p.m. Mon. – Thurs.</b> Students assigned detention must be in their seats by the assigned time, bring school assignments, be in dress code and remain until the end of the detention. Detention will be managed as a quiet study hall or video based instructional classroom and all classroom rules will apply.</p>	<p><b>Friday School will occur from 2:40 p.m. to 5:30 p.m. on designated Fridays throughout the school year.</b> Students assigned to Friday School must arrive on time, in dress code, and sign in or they will be written up for violation and sent home. Students will be expected to complete schoolwork during their time in Friday School. Students will not be dismissed early from Friday School.</p>
<b>IN-SCHOOL SUSPENSION (ISS)</b>	<b>OUT-OF-SCHOOL SUSPENSION (OSS)</b>
<p><b>In-School Suspension will occur every day from 7:20 a.m. to 2:32 p.m.</b> Assignments from every teacher will be available in ISS. Teachers may give specialized assignments on a case-by-case basis. Students may be assigned to ISS during the course of the day. Students who are assigned a full day or more of ISS will report to the ISS room prior to the first bell with all of their basic school supplies and their lunches. Students must be in dress code and will stay until the dismissal of ISS.</p>	<p>Students who are suspended from Rio Rancho High School are prohibited from being on the campus or in attendance at any school activity or event for the duration of their suspension. A parent meeting to develop or review a behavior plan/contract may occur prior to the student returning to school. Students who come onto campus during an Out-of-School Suspension will be subject to arrest and prosecution as well as additional school consequences.</p>
<b>SMOKING CESSATION CLASSES</b>	
<p><b>Smoking Cessation Classes will occur from 2:30 – 6:30 p.m. on designated Fridays throughout the year.</b> Students found in violation of the No Smoking policy will be required to complete a Smoking Cessation class. Students assigned to The Smoking Cessation class must arrive on time and in dress code. Students will not be dismissed early from Smoking Cessation class.</p>	
<b>IMPORTANCE NOTICE</b>	
<p>Any school detention takes precedence over activities, athletics, and work. 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. All RRHS rules and policies apply to RRHS students while attending any NMAA event on or off campus.</p>	

<b>Level I</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Behavioral disruption (profanity, rudeness, acting disrespectfully, dishonesty, etc. on campus or school activity)	1 day ASD or 3 lunch detentions, appropriate contract if necessary	1 day FS or 6 lunch detentions	1 days ISS
Bus Disruptions	See Separate Policy- Refer to Page 25		
Dress Code Violation	1 ASD or 3 lunch detentions	1 ASD or 3 lunch detentions for infractions 2-5	10 days OSS pending hearing for 6 <sup>th</sup> infraction
ID Badge Violation (see page 29)	1 <sup>st</sup> -4 <sup>th</sup> offenses, ASD or 3 lunch detentions, possible replacement of ID	5 <sup>th</sup> offense, FS or 6 lunch detentions and possible replacement of ID. Behavior contract upon 6 <sup>th</sup> offense.	7 <sup>th</sup> offense, 10 days OSS, pending a hearing
Public Display of Affection (PDA)	1 day ASD or 3 lunch detentions	1 day FS or 6 lunch detentions	1 day ISS
Tardy	1 <sup>st</sup> - 4 <sup>th</sup> Offense in an individual classrooms will result in classroom consequences	5 <sup>th</sup> Tardy from an individual classroom (or 5 overall during a tardy sweep) will result in 1 ASD or 3 lunch detentions	Habitual Offender (6 or more) 1 ASD/FS or 3-6 lunch detentions per tardy , behavior contract

<b>Level II</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Cheating or plagiarism	Loss of assignment credit, 1 day FS or 6 lunch detentions	Loss of assignment credit, 3 days OSS	Parent conference, 5 days OSS, behavior contract
Ditching- On Campus	1 day FS or 6 lunch detentions	1 day ISS	1 day OSS
Ditching – Off Campus	1 day ISS or 6 lunch detentions	2 days OSS, behavior contract	3 days OSS, possible hearing
Truancy (See definition, page 28)	1 day ISS for truanicies 1-3	2 days ISS for truanicies 4-5	2 days ISS for each truancy, parent mtg, behavior contract, counseling

<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Failure to comply with disciplinary consequences	1 day ISS- 1 day OSS	2 days OSS , behavior contract	5 days OSS, suspension contract, counseling, possible hearing
Gambling	1 day FS or 6 lunch detentions	2 days OSS	3 days OSS
Hostile play/Rough Housing	2 days OSS	3 days OSS, behavior contract	
Inappropriate use of a motor vehicle at school or at a school-sponsored event	Loss of parking privileges for 10 school days, vehicle may be booted and a fine assessed	Loss of parking privileges for the remainder of the school year, behavior contract, vehicle will be booted and a fine assessed	
Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files, videotaping, )	1 day OSS days, and restitution	3 days OSS, loss of Internet privileges for remainder of the school year, behavior contract, and restitution	
Insubordination, defiance of authority or showing disrespect	1 day FS or 6 lunch detentions	1 day OSS	2 days OSS, behavior contract
Misuse of or falsifying any official document or communication (including but not limited to: pass, ID, progress report, call to excuse absence, parent signature, etc.)	1 day FS or 6 lunch detentions	1 day ISS	3 days OSS, behavior contract
Possession of inappropriate materials, including laser pens, pornography, etc.	1 day FS or 6 lunch detentions and items confiscated	1 day ISS	2 days OSS, behavior contract
Possession/use of tobacco, rolling papers or incendiary devices at school or school sponsored event.	1 day FS concurrent with Tobacco Seminar	1 day ISS	2 days OSS, behavior contract
Violating a contract	5-10 days OSS, suspension contract, counseling, possible hearing	10 days OSS pending hearing	

<b>Level III</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Arson	10 days OSS pending hearing, DPS referral		
Assault with extremely serious injuries	10 days OSS pending hearing, DPS referral		
Assault (physical) of a staff member, including threats	10 days OSS pending hearing, DPS referral		
Assault (verbal) of a staff member including profanity or intimidation	5 days OSS, suspension contract, counseling	10 days OSS pending hearing	
Assault (physical) of a student	5 days OSS, suspension contract, counseling	10 days OSS pending hearing	
Assault (verbal) of a student (including intimidating or threatening remarks)	3 days OSS, behavior contract, counseling	5 day OSS, suspension contract, counseling	10 days OSS pending hearing
Bomb Threats/False Alarms/Explosives	10 days OSS pending hearing		
Disrupting a school activity (field trip, PAC event, game, etc.)	1 day OSS, removal from event, and suspension from like events for the remainder of the term	5 days OSS, suspension contract, counseling	10 days OSS pending Hearing
Fighting, including instigating, pushing, physical contact	3 days OSS, fight contract, suspension contract, counseling, DPS referral	10 days OSS pending hearing, DPS referral	
Gang Related Activity**	5 days OSS, DPS referral, behavior contract, counseling	10 days OSS pending Hearing	
Habitually Disruptive (See definition, page 27)	10 days OSS pending hearing		
Harassment (Physical, racial, verbal, electronic, intimidation toward another student - bullying)	3 days OSS, parent meeting, fight contract, behavior contract, counseling	5 days OSS, suspension contract, counseling,	10 days OSS pending hearing

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Inappropriate possession or use of technology (using non-academic sites, using bandwidth, tampering, damage to computers or the network)	5 days OSS, loss of Internet privileges for the remainder of the year, suspension contract, counseling, restitution	10 days OSS pending hearing	
Making a false 911 call	5-10 days OSS, suspension contract, counseling, possible hearing, DPS referral		
Personal substance abuse (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-a-likes, or other controlled substances including OTC drugs and prescription drugs or paraphernalia)	5 days OSS, suspension contract, counseling, DPS referral	10 days OSS pending hearing, DPS referral	
Selling and/or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC drugs and prescription drugs	10 days OSS pending hearing		
Sexual Harassment (See definition, page 22)	5 days OSS, counseling, suspension contract	10 days OSS pending hearing	
Sexual Misconduct	3 days OSS, counseling, behavior contract	5 days OSS, counseling, suspension contract	10 days OSS pending hearing
Theft/Extortion	3 days OSS, restitution, behavior contract, counseling, DPS referral	10 days OSS pending hearing, restitution	
Using incendiary devices	5 days OSS, counseling, suspension contract, DPS referral, and restitution	10 days OSS pending hearing, restitution	
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	1-5 days OSS, loss of privileges, and restitution, DPS referral, suspension contract, counseling	10 days OSS pending hearing, restitution, loss of privileges, DPS referral	

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Possession of Weapons	5-10 days OSS pending hearing, DPS referral, suspension contract, counseling		

\*\* This includes any clothing, activity, language, or combination thereof, which is known by any law enforcement agency, gang task force unit, or RRPS staff to be affiliated with any gang. For safety and security reasons, this policy applies to all affiliated and non-affiliated gang members.

Parent Shadowing:

Parent shadowing of students may be permitted in lieu of discipline when 2 or fewer days of OSS is given. Parents must meet with an administrator prior to the visitation days, appropriate contracts signed. Parents must attend all classes with their child and act only as an observer. There must be no interaction with the teacher during the class and parents may not interfere with the instructional time of the class.

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

***DISCIPLINE FOR STUDENT INFRACTIONS ON THE SCHOOL BUS***

The following infractions will result in:

**Loss of bus privileges for 5-10 days**

Disrespect or profanity • Standing while the bus is in motion • Throwing trash while on the bus, or throwing items at others • Getting off at the incorrect stop without prior authorization by parent and administration.

**Loss of bus privileges for 10-15 days, and may include After-School Detention or Friday School at the discretion of the administrator**

Verbal harassment or intimidation • Failure to ride the appropriate assigned bus route • Smoking • Throwing items out the bus window • Entering or exiting the bus through the back door • Passing or walking behind the bus • Using bus equipment without authorization.

**Loss of bus privileges for 15 days, or removal from the bus for the remainder of the semester/year\***

Theft or vandalism – restitution is mandatory • Sexual harassment or misconduct, including indecent exposure • Gang signs • Written or verbal threats to a passer-by (pedestrian or in a vehicle) • Starting a fire or lighting matches • Failure to follow directives of bus driver, administrator or adult supervisor • Verbal harassment/profanity directed toward bus driver • Intimidation of peers on the bus or at any bus stop • Habitual behaviors (2 or more bus referrals).

**Loss of bus privileges for an indefinite period of time, with possible hearing (Decision will be made in collaboration with bus company administration)\***

Use or possession of illegal substance • Threat or physical harassment/assault/ fight toward the driver or a peer • Possession of a weapon • Throwing items out of the bus at a person or object.

\*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.***

**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, 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 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.

**Security Cameras**

Security cameras are used on school property and in school buildings. Records of activities may be used for investigation and enforcement.

**Lockers**

Lockers are owned by the school. Students are expected to supply their own combination lock (no "key" locks) and provide their combination and assigned locker number to the Academy Secretary. It is expected that lockers will be kept clean. State law allows the searching of student-issued lockers upon reasonable suspicion of illegal or unauthorized materials or for other reasons in the best interest of the school. Students will be responsible for all items left in their lockers including books and other school property and at no time should students keep money or valuable personal items in their lockers. Locks found on unassigned lockers will be cut and removed by the school. In the event that a locker needs to be opened and the student has provided a false or inaccurate combination, that lock may be cut and removed by the school. (SBP #339-1)

**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 time; before and after school, passing or lunchtime. Pagers, laptop computers, miniature televisions, or any similar devices or activity are not allowed to be used on campus between 7:15 a.m. & 2:32 p.m. without the written permission of an administrator. Laptops and other computer equipment may not be connected to the school network at any time. The parent on the first offense can pick up equipment items, subsequent offenses may result in the item being held until the end of term. RRHS will not be responsible for loss or damage of any personal electronic devices. Inappropriate use of a camera cell phone will result in disciplinary consequences.

**Skateboards/Rollerblades/Scooters/Roller-shoes**

Because of concerns for safety and security, skateboards and rollerblades are not to be used at anytime on campus. Bicycles shall be dismounted once on campus and secured to one of the bike racks provided. RRHS is 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 DPS 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 the gymnasium building or any Academy 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. (SBP #337)

**Attendance Policies**

Students who attend school regularly and attend classes on time afford themselves more learning opportunities than those who are frequently absent or tardy. Regular and prompt 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 RRHS 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 for further details.

<b>Number of Unexcused Absences</b>	<b>School Action</b>
Daily	<ul style="list-style-type: none"> <li>Automated phone call to the home.</li> </ul>
3 days	<ul style="list-style-type: none"> <li>Automated phone call to the home.</li> <li>3-day letter sent home via 1<sup>st</sup> class mail.</li> </ul>
5 days	<ul style="list-style-type: none"> <li>Automated phone call to the home.</li> <li>5-day letter sent home via 1<sup>st</sup> class mail instructing parents to contact school within 24 hours for attendance meeting.</li> <li>Possible referral to RRPS Truancy Officer</li> </ul>
7 days	<ul style="list-style-type: none"> <li>Automated phone call to the home.</li> <li>7-day letter sent home via certified mail &amp; 1<sup>st</sup> class mail instructing parents to contact school for attendance meeting/contract signing if not already signed.</li> </ul>
10 days	<ul style="list-style-type: none"> <li>Automated phone call to the home.</li> <li>Referral to the RRPS Truancy Officer, New Mexico Public Education Department, and the Juvenile Probation Office of the judicial district where the student resides.</li> </ul>

**Excusing Absences** - To request that an absence be excused, the parent or legal guardian must call 896-5604 (full day) or 896.5608 (partial day) the day the student is absent, stating 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. Parental notes will not be accepted in lieu of phone calls **Students who are emancipated (or are at least eighteen [18]) 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 appropriate assistant principal or the principal.** The administrator may require documentation or other verification to confirm the student's reason for the absence.

Absences *may be excused* for the following reasons:

- 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.

**School-Related Absences** – In accordance with state guidelines, students will be granted a maximum of seven "Ram" absences per term for school-related activities provided appropriate documentation is provided. Students are responsible for all work missed during school-related absences. Seniors are allocated two additional days for college visits.

**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
- Car Problems
- No ride
- Missing the bus
- Student employment
- Arriving to class more than 40 minutes late
- Working on homework

**Truancy** -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. Ditching on-campus and ditching off-campus are addressed in the discipline matrix.

**Appointments** - RRHS 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. 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.

Students who are emancipated or are at least eighteen 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 academy assistant principal or principal. The administrator may require documentation or other verification to confirm the student's reason for the absence.

**Making Up Work** – A student who is absent is required to make up work. The student will have 24 hours to make up work for each absence, exclusive of weekends (e.g. students will have two days to hand in work if he/she missed two days of school.) Weekends are not counted as makeup days, so a student missing Thursday and Friday has until Wednesday the following week to turn in work (Monday and Tuesday are counted as the days used for make up.)

It is the student's responsibility to get the make up work from the teacher. Students who do not make up work, or do not make it up within the required time period, will receive 0% for the work missed. Failure to make up missed during an absence may affect the student's reportable grades and may result in loss of credit for the semester.

**Documentation of Absences** – A computerized list of absences and tardies is maintained for every student. Parents who would like a copy of their child's attendance should request a copy from the appropriate academy secretary.

#### **Tardy Policy**

**Tardy To School** – Parents must call school prior to their student's arrival at school on the day of a tardy. Tardies will be excused or unexcused based on the same criteria as absences. Students who are tardy due to an appointment should follow the process outlined in the section titled "Appointments". Students arriving to school (late) tardy must report directly to class, where the classroom teacher reports the tardy/absence.

**Tardy to Class** – Late arrival to class is an issue of serious concern. When students are tardy, both students and teachers are impacted. Teachers must stop instruction, repeat material or directions, and adjust attendance records while prompt students must wait while the distraction is addressed. Five minutes are allotted in the school schedule for students to travel between classes. Regular and frequent tardy sweeps will occur through which student tardiness will be documented and consequences may be assigned – 1 ASD per tardy in excess of four, regardless of specific class, will be assigned. Student promptness is a critical employability skill and therefore may be reflected in the student's grade. Habitual offenders, 6 or more, may result in referrals for additional administrative action. Please refer to discipline matrix for administrative action.

#### **Hall Passes**

Students may only receive permission to leave class from their assigned classroom teacher or a school administrator/counselor. An arrangement to leave class for any reason must take place prior to the student leaving. Teachers are not required to honor a request to leave after the fact and may write up such an action as ditching. All students out of class need to have a signed agenda pass or a pass from an administrator/counselor prior to leaving the classroom. Teachers are requested by administration, to refrain from allowing students out of class on a pass for any reason, during the first and last 10 minutes of every block.

#### ***Student ID --Your Password for Access to the Campus***

To insure that no unauthorized individuals are on our campus at any time during the school day, **students at RRHS are required to have their student ID available for presentation to any staff member that asks to see it while on the campus or at school sponsored events. Student IDs are also required for students who ride the school bus to and from school as well as for purchasing lunch.** Students will be subject to disciplinary consequences if the Student ID is not readily available.

Student ID is required to:

\* Check out materials from the Media Center \* Attend school events (including dances/proms) \* Check out textbooks \* Obtain a yearbook \* Maintain network account \* Ride a school bus \* Obtain a student parking permit \* Attend summer school and evening school admission \* Obtain school lunch or breakfast (optional)

***Students who 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.

Student ID Replacement = \$3.00 Parking Permit Replacement = \$5.00 Textbook = Replacement cost

**Computer Use at RRHS**

With so many different pieces of modern technology available for use at RRHS, 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 RRHS rules/policies. 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.

**Your Student Network Account**

Students must know the following before using their network account:

\* You may only log onto one machine at a time. \* Only you may use your account. \* Don't share your ID number 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're still responsible. \* Read the discipline code. \* If you use or plan to use technology to do harm, you risk losing your network privileges as well as being suspended or expelled from school. \* Activities on our school network may be monitored. RRHS computers and equipment may only be used for educational activities. This is a policy of the RRPS School Board.

**Interscholastic Athletics and Clubs**

Why athletics? Why clubs? These activities are part and parcel of every school curriculum. We realize that they play a large role in helping students enjoy success in and out of the classroom. Therefore, it is the philosophy of Rio Rancho High School to encourage participation in a variety of sports, clubs, and activities. No matter what you choose to do, it will help to make your high school years more satisfying.

***What Classification Are We? In What District? What Other Teams Are in Our District?***

For the 2008-2009 school year we will be classified as AAAAA. During this year we will be participating in the 1AAAAA District which is made up of Cibola, Gallup, and West Mesa High Schools.

***What Does Scholastic Eligibility Mean?***

In order to enjoy the privilege of participating in interscholastic athletics, you must meet academic standards established by the New Mexico Activities Association (NMAA) and the Rio Rancho Public School District. This academic eligibility includes not only those students involved in athletics, but also those students participating in band, orchestra, choir, speech, theater, cheerleading, and drill team.

**What Are the Academic Eligibility Requirements?**

To participate in any high school performance or competitive activity, a student must have passed at least four (4) subjects, have a 2.0 GPA and failed no more than one course the preceding grading period and must be enrolled in three (3) subjects throughout the current grading period. Eligibility for Special Education students are based on NMAA guidelines and student IEP.

**What If I'm New?**

Eligibility for students who transfer into the Rio Rancho Public Schools from another district will be reviewed at the time the student officially enrolls and begins attending school. All factors affecting students' eligibility status in the previous district will be considered in determining the date the student becomes eligible for participating in performances and/or competitions.

**What Is Required to Participate in Athletics?**

If you wish to participate in athletics at RRHS, you must comply with all applicable rules, policies and regulations of RRHS and of the particular team. You must also have the following forms signed and turned into the athletic office prior to try-outs and practice:

- \*Physical Exam (good for 12 months after May 1)
- \*Permission to Practice Form
- \*Athletic Insurance Form
- \*Acknowledgement of Injury Risks
- \*Interscholastic Participation Form

**What Are the Seasonal Sports Offered at RRHS?**

The following sports are offered at RRHS:

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Boys/Girls Cross Country	Boys/Girls Basketball	Baseball
Football	Boys/Girls Swimming	Boys/Girls Golf
Volleyball	Wrestling	Boys/Girls Tennis
Cheerleading	Cheerleading	Cheerleading
Boys/Girls Soccer		Softball
		Boys/Girls Track

**What Clubs and School-Sponsored Activities are Available to Students at Rio Rancho High School?**

The following activities may be offered during the year at RRHS: DECA, Native American Student Union, National Honor Society, FCCLA, MCJROTC Color Guard, Fellowship of Christian Athletes, Mock Trial, Bowling, Literary Society, RythAMetteS (Drill Team), National Art Honor Society, La Familia, Associated Students (Student Government), Key Club, Drama Club/Thespians, World Language Clubs, Black Student Union, Business Professionals of America, Gay/Straight Alliance, Science Olympiad, Academic Decathlon, We The People. This list is just the beginning. Check in the Activities Office for more information on school-sponsored activities.

**Why become involved in activities anyway?**

To get the most out of school, you have to be involved at school! The more you work with school activities, the better your grades and performance will be. Activities and academics equal excellence in education. For example, Mock Trial builds self-respect, self-esteem, self-confidence, and teaches the value of teamwork.

**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.

**Section 504:** 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. RRPS's Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact the RRPS 504 Coordinator, **Theresa Griffin-Golden**, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

Contact the principal's secretary at 896-5601 to obtain the name and phone number of the Site 504 Coordinator for RRHS.

**School Calendar 2008-2009**

<b>Date</b>	<b>Event</b>
August 12	Classes Begin. Start of Fall Semester
August 26	Open House 6-7:30 p.m.
September 1	NO SCHOOL - Labor Day
September 11	Progress Reports for First Quarter
September 30 – October 4	Homecoming Week
October 8-9	NO SCHOOL- Staff In-Service Days
October 10	NO SCHOOL - Fall Break
October 15	End of First Grading Period
October 15, 18	PSAT/NMSQT Administration
TBA	NMHSCE Testing Window
November 3-4	Credentialing - Student/Teacher/Parent Conference for all students by appointment. No School For Students
November 18	Progress Reports for Second Quarter
November 26-28	NO SCHOOL - Thanksgiving Holiday
December 1-6	Winter Spirit Week, Winter Ball December 6
TBA	Student Research Expo
December 16-19	Final Exams
December 22 - January 4	NO SCHOOL - Winter Break
January 5	Classes Resume. Start of Spring Semester
January 14 - February 1	NMHSCE Testing Window and Accuplacer Exam
January 19	NO SCHOOL – Dr. Martin Luther King, Jr. Holiday
January 22	EXPO
January 26	EXPO Awards night
February 4	Progress Reports for Third Quarter
February 12-14	NM Student Council Conference @ RRHS
February 13	NO SCHOOL- Staff In-Service
February 16	NO SCHOOL – Presidents Day (Weather Make-up Day*)
February 23 – March 20	SBA Testing Window
March 11	End of Third Quarter
March 19-20	Credentialing - Student/Teacher/Parent Conference for all students by appointment. No School For Students.
March 21-29	NO SCHOOL - Spring Break
April 10	NO SCHOOL – Holiday
TBA	Student Research Expo – Award Night April 21
TBA	Progress Reports
April 18	Prom
May 5-7	Senior Finals
May 8	Senior make-up finals- Regular day for all other students
May 12-15	Underclassmen Final Exams
May 17	Graduation rehearsal @ Santa Star Center
May 18	No School- Graduation at the Santa Ana Star Center
May 19	Make-up Exams- Last Day of School
May 26-27	Weather Make-up Day if Necessary*
* Plans that cannot be changed should not be made for Weather Make-up Days	