



2009-2010 STUDENT HANDBOOK

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

**V. Sue Cleveland and Rio Rancho 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 CHS/RRHS community must adhere to certain guidelines in the daily activities of these campuses.

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 schools operate 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 2009-2010 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

Student's Assistant Principal

This Handbook Belongs To:

Name:

Address:

Assistant Principal:

HIGH SCHOOL 2009– 2010 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.

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

Enforcement of this policy shall be in accordance with District disciplinary procedures for students. Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech.

Dress Code and Standard of Decency

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

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

A. Allowed:

- All colors including, prints, checks, stripes, and plaids
- Shirts with or without collars

B. Not allowed:

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

Other provisions:

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

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

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

1. change into other clothing they may have with them if it conforms to this policy, or
2. change into clothing provided by the school, or
3. be sent home.

The time missed from class will be considered "unexcused." Clothing that is "borrowed" must be returned clean to the main office on the day following the incident.

Second and subsequent offenses: Students will face disciplinary consequences as defined in the Student Code of Conduct and outlined in the Student Handbook, which may include penalties up to out-of-school suspension.

Waivers

Waivers may be granted by the principal or site administrator subject to the following criteria:

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

The portions of the Dress Code and Standard of Decency pertaining to insignia size, the prohibition of pictures or writing on clothing, the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature, and to violations of Policy 346 are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency.

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

Application process for waivers

Parents of students who qualify for a waiver must fill out a waiver request form at the student's school site during the two weeks prior to the opening of school. Parents of students new to the district must apply for a waiver within two weeks of the date of the student's enrollment. During the two-week period students must meet the district's dress code expectations. Parent's requesting temporary waivers for health reasons must apply for a waiver at the student's school site prior to the student's return to school.

Appeal of denial of waiver

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

IDS

1. High School: School issued ID must be carried at all times.
2. These items are not to be defaced in any way.

CONSEQUENCES FOR NON-COMPLIANCE

See Discipline Matrix revised 5/1/09

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.

ILLEGAL COPYING: Students should never download or install any commercial software, shareware, or freeware onto network drives, hard drives, or disks. Nor should students copy other people's work or intrude in other people's files.

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

Rio Rancho Public Schools Parent/Guardian Permission User Agreement

Please print student's first and last name: _____

Please print Assistant Principal's name: _____

Please print school name: _____

As a parent/guardian of a student in the Rio Rancho Public Schools, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the District Office for clarification).

Please check one:

Yes, my child may use the Internet according to the rules outlined while at school.

No, I would prefer my child not use the Internet while at school.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

As a student and user of Rio Rancho Public Schools computer networks, I agree to comply with the above stated Rules of Appropriate Use and to use the network and the Internet in a constructive manner.

Student Signature

Date

MY CLASSES

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

Contact Numbers CHS		Contact Numbers RRHS	
Main Number	938-0300	Main Number	896-5600
Attendance	938-0300	Attendance	896-5604/5622
Activities	TBA	Activities	896-5637
Athletics	TBA	Athletics	896-5800
		RRHS Anonymous Tip line 896-5845	

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

The number is 1-866-SPEAK UP

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RRPS Beliefs and Core Values:

Beliefs:

When the district was formed in 1994, the following beliefs guided our efforts and served as the foundational principles for the district. These foundational beliefs were reviewed and minors changes made by the Strategic Planning Committee. These beliefs will remain an important part of our strategic planning document.

- The family is the core of life and the foundation of society.
- Every person has value.
- People have a basic need to belong.
- Everyone's potential is unique and unlimited.
- Dedication and hard work foster personal pride and achievement.
- People are responsible for their own actions.
- Commitment is the energy that drives us to our achievement.
- Ethical behavior is essential for a healthy community.
- Mutual respect builds trust and harmony.
- Communication and teamwork are essential to build a common goal.
- Learning is a life-long process.
- Together with our children, we build the future.
- School, family, and community partnerships are critical to student success.
- All children can learn.

Core Values:

We embrace the eleven Malcolm Baldrige Education Criteria Core Values to guide our daily leadership and continuous improvement efforts throughout the district.

- Visionary leadership
- Learning-Centered Education
- Agility
- Focus on the Future
- Managing for Innovation
- Management by Fact
- Focus on Result and Creating Value
- Organizational and Personal Learning
- Public Responsibility
- Valuing Faculty, Staff, and Partnerships
- System Perspective

Our Vision:

Student Excellence

Our Mission:

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

CHS REGULAR BELL SCHEDULE		
Monday, Tuesday, Thursday, Friday		
Period	Time	
Zero Hour	6:23	7:15
1	7:20	8:12
2	8:17	9:09
Announcements	9:14	9:19
3	9:19	10:11
4	10:16	11:08
A Lunch 11:08 – 11:38		5 11:18 – 12:10
5 11:43 – 12:35		B Lunch 12:10 – 12:40
6	12:40	1:32
7	1:37	2:29
Detention	2:34	3:55

CHS EARLY DISMISSAL BELL SCHEDULE		
Wednesday		
Period	Time	
Zero Hour	6:23	7:15
1	7:20	8:05
2	8:10	8:55
Announcements	9:00	9:05
3	9:05	9:50
4	9:55	10:40
A Lunch 10:40 – 11:10		5 10:45 – 11:30
5 11:15 – 12:00		B Lunch 11:30 – 12:00
6	12:05	12:50
7	12:55	1:40
PLC's	1:45	2:40

Note: Lunch occurs 2 times a day with each lunch period being 30 minutes in length; this includes lunch for staff. Lunch-time is independent of instructional periods and requires the designation of "A" and "B" lunches. The duty day for staff is 7:10 am – 2:40 pm. Instructional periods are 52 minutes Monday, Tuesday, Thursday and Friday. Period 3 is 57 minutes in length and has an additional 5 minutes built in at the start of period 3 for announcements and the daily Pledge of Allegiance. On Wednesdays, abbreviated schedule periods 1, 2, 3, 6, 7 are 46 minutes and periods 4 and 5 are 45 minutes each. Announcements do not take place on Wednesday.

RRHS REGULAR BELL SCHEDULE		
Monday, Tuesday, Thursday, Friday		
Period	Time	
Zero Hour	6:20	7:15
1	7:20	8:12
2	8:17	9:09
Announcements	9:14	9:19
3	9:19	10:11
A-Lunch	10:11	10:41
4	10:46	11:38
5	11:43	12:35
4	10:16	11:08
B-Lunch	11:08	11:38
5	11:43	12:35
4	10:16	11:08
5	11:13	12:05
C-Lunch	12:05	12:35
6	12:40	1:32
7	1:37	2:29
Detention	2:34	4:00

RRHS EARLY DISMISSAL BELL SCHEDULE		
Wednesday		
Period	Time	
Zero Hour	6:30	7:15
1	7:20	8:06
2	8:11	8:57
3	9:02	9:48
A-Lunch	9:48	10:18
4	10:23	11:08
5	11:13	11:58
4	9:53	10:38
B-Lunch	10:38	11:08
5	11:13	11:58
4	9:53	10:38
5	10:43	11:28
C-Lunch	11:28	11:58
6	12:03	12:49
7	12:54	1:40
PLC's	1:40	2:40

Note: Lunch occurs 3 times a day with each lunch period being 30 minutes in length; this includes lunch for staff. Lunch-time is independent of instructional periods and requires the designation of "A", "B", and "C" lunches. The duty day for staff is 7:10 am to 2:40 pm. Instructional periods are 52 minutes Monday, Tuesday, Thursday and Friday. Period 3 is 57 minutes in length and has an additional 5 minutes built in at the start of period 3 for announcements and the daily Pledge of Allegiance. On Wednesdays, abbreviated schedule periods 1, 2, 3, 6, 7 are 46 minutes and periods 4 and 5 are 45 minutes each. Announcements do not take place on Wednesday.

Academy Concept

CHS and RRHS are structured around career academies. They are:

CHS

Academy of Arts
Academy of Design
Academy of Environmental Science
Academy of Health Science
Academy of International Studies
Academy of Liberal Arts

RRHS

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 academy/grade level 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 each year. At this time, upper-classmen may elect to stay in the same academy or join a different academy.

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 records. Under that law, parents of students or students, if they are least 18 have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the record. Access to the records by 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 system.

As defined by Rio Rancho Public Schools policy, **directory information** means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The District classifies the following as directory information:

1. The student's name;
2. Grade in school;
3. Name of school;
4. Eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events;
5. Weight and height of members of athletic teams;
6. Honors and awards received;
7. Yearbooks; and
8. Identification in visual media, including photographs, videotapes, and video images, depicting school programs or activities

School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects 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. The objection must state what information the parent or student does not want to be classified as directory information.

If no objection is received by fifteen (15) days after the publication of this notice, the information will be classified as directory information until the beginning of the next school year.

In addition, the District will forward, without prior consent, education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for a purpose related to the student's enrollment or transfer. The District may also disclose education records to other "school officials" including contractors, consultants, volunteers, or other parties to whom the district has outsourced instructional services or functions, provided this outside party (1) performs an institutional service or function for which the district would otherwise use employees; (2) is under the district's control with regard to the use and maintenance of education records; and (3) is subject to the same conditions for the use and re-disclosure of education records as other school officials.

Complaints about failure of the Rio Rancho Schools to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, D.C. 20201.

Information Supplied to Military Recruiters

In addition, under the provisions of the Federal No Child Left Behind Act, school districts are required to provide student names, addresses, and telephone numbers to military recruiters unless the parent or student (if over 18) specifically requests that the information not be released. Parents and students in grades 9-12 are asked to complete a form consenting to or denying the release of this information. If the form is not completed and returned to the school, the requests will be honored. Forms are available at all schools serving students in grades 9-12

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. If a protected information survey or activity needs to be carried out, 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 a 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.

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 RRPS Grading Policy

Performance Level	Description of Student Performance
"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 rd 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 nd 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

CHS and RRHS offer 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 if available at the school site. 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.

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

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, they 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 class. Food or drink are NOT allowed anywhere in the Library. Leave all food or drinks in your back pack or place them in a trash can. Students must show a pass from a teacher and their ID to enter. Students may be asked to leave if they are not working on class work or homework.

Academy Personnel

Each CHS/RRHS Academy (and grade level at CHS) has a team of people who are there to assist students in solving both personal and academic problems. At CHS, you may contact the grade level team for the same purpose. The academy/ grade level team consists of teachers, counselor, an assistant principal, and an instructional leader who can help with many problems or can point students in the right direction. These individuals make it a point to know their assigned students and want to see each and every student succeed.

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

CHS and RRHS offers Advanced Placement (AP) courses to freshman, 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 awarded. Grades are weighted in AP courses.

Each test costs approximately \$86. Some students may qualify for a reduced fee. Many colleges award college credit for courses based on AP examination scores.

Dual Enrollment

RRPS 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 while still attending HS. Dual enrollment courses may only be taken for elective credit. However, college grades are reflected on a college transcript as well. In accordance with our agreements with these institutions, students may not take a dual enrollment course to meet a core graduation requirement or take a course that is already offered at the high school. Three college credits earned at one of these institutions results in 1 high school elective credit being awarded toward graduation. Tuition at these colleges is waived. In addition, a voucher is provided by RRPS for textbooks. Students must return their textbook to the high school they are enrolled in at the end of the semester. 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 CHS/RRHS registrar with an official college transcript to get the course included on the student's CHS/RRHS transcript. *Students must see their counselor to obtain approval prior to enrolling in any dual enrollment course.*

Credit Recovery / Distance Learning/Correspondence Courses / E-20/20

Students must request prior approval from their counselor and complete an "Off Campus Course Agreement" form signed by the student, parent and counselor before enrolling in any off-campus course if the student expects the course to qualify for credit toward graduation at CHS or RRHS. Students must have a full schedule to take a distance learning/correspondence course. RRPS requires that the final exam be supervised by certified school personnel and be earned from an accredited school. CHS and RRHS reserve the right to evaluate a course before credit is given. Students may not take a correspondence or E 20/20 course for PE, Communication Skills, or a lab science (Biology, Chemistry or Physics). In addition, a fee of approximately \$150.00 per ½ credit is associated with RRPS credit recovery/E 20/20 courses. Courses will be held off-site at the RRPS Career Technical and Early College Center (CTECC). Transportation and all fees are the responsibility of the student/parent to attend the courses. Cleveland and Rio Rancho High Schools must receive an official transcript for the course to meet graduation credit requirements. Institutions charge a fee for these services.

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 CHS or 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 CHS or RRHS.

RRPS Graduation Requirements

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

* **NM High School Competency Exam (NMHSCE)** - New Mexico State Public Education Department requires a student from the grad classes of 2010 and 2011 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 CHS and RRHS Health Offices are staffed by registered nurses and a clerical health assistant to help maintain and support the well being of our students.

The health offices are open on all school days from 7:00am – 3:00pm.

The RRHS health office number is 896-5609 and the health office fax is 896-5904.

The CHS health office number is TBA and the health office fax is TBA

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 [1st offense 5 days OSS , 2nd offense 10 days OSS]. Students who either give or sell prescription drugs, over the counter medications or "look-a-likes" to other students on campus will be subject to Level III disciplinary measures under selling, distributing or exchanging an illegal substance, with an automatic 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.** CHS and RRHS follow 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 5 mph. Any junior or senior who complies with all CHS and RRHS rules and vehicle registration policies and procedures is eligible for parking privileges on campus. Sophomores will be granted permission on a case by case basis if space permits.

All student parking is located on campus and designated 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 a fee. See the

Campus Security Aide Supervisor or Activities Director for details at CHS or RRHS. 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/CHS staff parking lots, administrative horseshoe at RRHS, seminary across the street from RRHS, or Loma Colorado Park (either curbside or mesa).** All cars on campus are subject to RRPS 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 CHS and RRHS are closed campuses 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 the CHS and RRHS 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 CHS and 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 CHS and RRHS. 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.

AFTER SCHOOL DETENTION (ASD)	FRIDAY SCHOOL (FS)
<p>After-School Detention will occur afternoons from 2:34 to 4:00 p.m. Mon. – Thurs. 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>Friday School will occur from 2:34 p.m. to 5:30 p.m. on designated Fridays throughout the school year. 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>

IN-SCHOOL SUSPENSION (ISS)	OUT-OF-SCHOOL SUSPENSION (OSS)
<p>In-School Suspension will occur M, Tu, Th, Fri from 7:20 a.m. to 2:29 p.m. and 7:20 a.m. to 1:40 p.m. on Wed. 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 time.</p>	<p>Students who are suspended from RRHS or CHS 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>
SMOKING CESSATION CLASSES	
<p>Smoking Cessation Classes will occur from 2:34 – 5:30 p.m. on designated Fridays throughout the year. 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>	
IMPORTANCE NOTICE	
<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 RRPS high school rules and policies apply to CHS and RRHS students while attending any NMAA event on or off either campus.</p>	

Level I			
Behavior Level I	1 st Offense	2 nd Offense	3 rd Offense
<p>Behavioral disruption (profanity, rudeness, acting disrespectfully, dishonesty, etc. on campus or school activity)</p>	<p>1 day ASD and appropriate contract if necessary</p>	<p>1 day FS</p>	<p>1 days ISS</p>
<p>Bus Disruptions</p>	<p>See pages 22-23 as well as separate Transportation Handbook</p>		
<p>Dress Code Violation</p>	<p>Parent Contact Warning Options: <ul style="list-style-type: none"> •Change into other clothing may have •Clothing provided by school •Be Sent home </p>	<p>Parent Notification Warning Same as 1st offense 1 ASD for infractions 2-5</p>	<p>Same as 1st offense 1 Day ISS •Excessive dress code violations could lead to habitually disruptive and 10 Days OSS/Pending Hearing</p>
<p>Electronic Devices</p>	<p>Confiscate and student may pick-up at the end of the day</p>	<p>Parent Notification Confiscate and parent may pick-up in the office Behavior Contract</p>	<p>Parent Notification Confiscate and hold until the end of the school year</p>

Behavior Level I	1 st Offense	2 nd Offense	3 rd Offense
ID Badge Violation (see page 27)	1 st -4 th offenses, ASD, possible replacement of ID	5 th offense, FS and possible replacement of ID. Behavior contract upon 6 th offense.	7 th offense, 10 days OSS, pending a hearing
Public Display of Affection (PDA)	1 day ASD	1 day FS	1 day ISS
Tardy	1 st - 4 th Offense in an individual classroom will result in classroom consequences	5 th Tardy from an individual classroom (or 5 overall during a tardy sweep) will result in 1 ASD	Habitual Offender (6 or more) 1 ASD/FS per tardy , behavior contract

Level II			
Behavior Level II	1 st Offense	2 nd Offense	3 rd Offense
Cheating or plagiarism	Loss of assignment credit, 1 day FS	Loss of assignment credit, 3 days OSS	Parent conference, 5 days OSS, behavior contract
Ditching-On Campus	1 day FS	1 day ISS	1 day OSS
Ditching – Off Campus	1 day ISS	2 days OSS, behavior contract	3 days OSS, possible hearing
Truancy (See definition, page 26)	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
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	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	

Behavior Level II	1 st Offense	2 nd Offense	3 rd Offense
Insubordination, defiance of authority or showing disrespect	1 day FS	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	1 day ISS	3 days OSS, behavior contract
Possession of inappropriate materials, including laser pens, pornography, etc.	1 day FS 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	

Level III			
Behavior Level III	1 st Offense	2 nd Offense	3 rd Offense
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

Behavior Level III	1st Offense	2nd Offense	3rd Offense
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 24)	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
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		

Behavior Level III	1 st Offense	2 nd Offense	3 rd Offense
Sexual Harassment (See definition, page 25)	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	
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 or grade level 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 as well as non-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. & 2:29 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 student on the first offense can pick up the

item after school. The second offense will result in the item being held until the parent picks it up. The third and subsequent offenses will result in the item being held until the end of the term. **RRPS, CHS, and RRHS will not be responsible for loss or damage of any personal electronic devices.** Inappropriate use of a camera cell phone or any other recording device will result in disciplinary consequences.

Rio Rancho Public Schools is committed to providing a safe, positive and productive learning and working environment. The use of Electronic Devices on school campuses has increased classroom disruptions and resulted in an increase of threatening and inappropriate communications. The term "Electronic Devices" shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, pagers, electronic emailing devices (e.g., Blackberry), radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDAs), cameras, and any device that provides a wireless, unfiltered connection to the Internet.

Consequently, the use of any and all Electronic Devices by students during the school day, whether on-campus or during a school-sponsored event, is strictly prohibited. The "school day" shall mean the normal hours of operation of the school. While students are not prohibited from possessing Electronic Devices, unless otherwise prohibited by law or District policies, rules or procedures, the Electronic Devices must be turned "off" and stored in a student's backpack or purse, locker, or vehicle. This Policy does not apply to the sanctioned use of Electronic Devices by teachers, or students under the direct supervision of their teacher, for educational purposes. Use of Electronic Devices in violation of this policy shall result in the confiscation of the Electronic Device. After the first offense, the student may recover the Electronic Device from the school's administrative office at the end of the school day. After the second offense, the student's parent/guardian shall be notified that the student has twice violated this policy and that the parent/guardian must recover the Electronic Device from the school's administrative office. After the third offense, the Electronic Device will be confiscated for the remainder of the school year. Electronic Devices that are not recovered at the end of the school year may be disposed of by the District. A student who violates this policy more than two (2) times during the school year also may be subject to discipline under District Policy 336 for engaging in willfully disruptive conduct.

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

Skateboards/Rollerblades/Scooters/Roller-shoes

Because of concerns for safety and security, skateboards and rollerblades are not to be used at anytime on any RRPS campus. Bicycles shall be dismounted once on campus and secured to one of the bike racks provided. RRPS, CHS, and RRHS are not responsible for any loss or damage to skateboards, rollerblades, bicycles, etc. brought onto campus. Skateboards are not allowed on buses. Bicycle and skateboard use to and from school requires a helmet per state law as of July 1, 2007. Parents can be cited by 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 any gymnasium, sport facility, or building will result in the item(s) being confiscated for the remainder of the semester, in addition to any other disciplinary action deemed appropriate.

Habitually Disruptive Behavior

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

Sexual Harassment

Sexual harassment between students or students and adults means unwelcome or unwanted conduct of a sexual nature (verbal, nonverbal, or physical). Any sexual harassment should be reported to a staff member immediately. (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 RRPS fully supports. As a result of House Bill 106, the following sanctions are imposed for truancy by the State of New Mexico for non-compliance. In addition to the process outlined below, school consequences are also imposed for truancy. See the discipline matrix for further details.

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

Excusing Absences - To request that an absence be excused, the parent or legal guardian must call their school site 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. **PARENTS MUST CONTACT CHS OR RRHS IF THERE IS ANY CHANGE IN CONTACT PERSON, PHONE NUMBERS, AND/OR ADDRESS.**

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 –CHS and RRHS are closed campuses. 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 CHS and 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 = \$5.00 Parking Permit Replacement = \$5.00 Textbook = Replacement cost of book

Computer Use at CHS and RRHS

With so many different pieces of modern technology available for use at CHS and 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 CHS or 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. CHS and 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 Cleveland and 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 2009-2010 school year, both CHS and RRHS will be classified as AAAAA. During this year we will be participating in the 1AAAAA District which is made up of Cleveland, Rio Rancho, Cibola, 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 four (4) 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 CHS or RRHS, you must comply with all applicable rules, policies and regulations of CHS or 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 CHS and RRHS?

The following sports are offered at CHS and RRHS:

Fall	Winter	Spring
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 Cleveland High School and Rio Rancho High School?

The following activities may be offered during the year at CHS and 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 CHS or RRHS to obtain the name and phone number of the Site 504 Coordinator.

RRPS High School Calendar 2009-2010

Date	Event
August 13	<i>Classes Begin. Start of Fall Semester</i>
September 8 RRHS/CHS TBA	<i>Open House/Curriculum Night</i>
September 7	<i>NO SCHOOL - Labor Day</i>
September 14	<i>Progress Reports for First Quarter</i>
October 7	<i>NO SCHOOL - Staff In-Service Days</i>
October 8-9	<i>NO SCHOOL - Fall Break</i>
October 15	<i>End of First Grading Period</i>
October 14	<i>PSAT/NMSQT Administration to all Sophomores</i>
September 28-October 16	<i>NMHSCE Testing Window Retakes only (grades 11 & 12)</i>
October 29-30	<i>Credentialing - Student/Teacher/Parent Conference for all students by appointment. No School For Students</i>
November 16	<i>Progress Reports for Second Quarter</i>
November 25-27	<i>NO SCHOOL - Thanksgiving Holiday</i>
December 14-18	<i>Final Exams</i>
December 21 - January 3	<i>NO SCHOOL - Winter Break</i>
January 4	<i>Classes Resume. Start of Spring Semester</i>
January 11-28	<i>NMHSCE Testing Window Retakes only</i>
January 18	<i>NO SCHOOL – Dr. Martin Luther King, Jr. Holiday</i>
February 5	<i>Progress Reports for Third Quarter</i>
February 15	<i>NO SCHOOL – Presidents Day (Weather Make-up Day*)</i>
March 22-April 23	<i>SBA Testing Window</i>
March 10	<i>End of Third Quarter</i>
March 15-19	<i>No School- Spring Break</i>
April 1-2	<i>Credentialing - Student/Teacher/Parent Conference for all students by appointment. No School For Students.</i>
April 5	<i>NO SCHOOL - Holiday (Possible weather make-up day)</i>
April 29	<i>NO SCHOOL - Staff In-Service</i>
April 30	<i>NO SCHOOL - Holiday (Possible weather make-up day)</i>
April 15	<i>Progress Reports</i>
May 7,10,11	<i>Senior Finals</i>
May 12	<i>Senior make-up finals- Regular day for all other students</i>
May 16	<i>Graduation rehearsal @ Santa Star Center</i>
May 17	<i>No School RRHS- Graduation at the Santa Ana Star Center</i>
May 21,24	<i>Underclassmen Final Exams</i>
May 25	<i>Make-up Exams- Last Day of School</i>
<i>* Plans that cannot be changed should not be made for Weather Make-up Days</i>	