



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

505-892-7222

www.rrps.net/CyberAcademy

RIO RANCHO SCHOOL DISTRICT

District Mission Statement

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

District Vision

Student Excellence

RIO RANCHO CYBER ACADEMY

Rio Rancho Cyber Academy Mission Statement

Enhanced Learning through Effective Technology

Rio Rancho Cyber Academy Vision

Create a Model School for Distance Learning

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

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

Copper and Platinum

Copper and platinum were chosen as the representative colors for the Rio Rancho Cyber Academy because they represent both the past and the future. Research on the two metals revealed a history and symbolism appropriate to our purpose: a blending of old and new, reflected by copper's malleability conducive to change and by platinum's strength and permanence for the future.

Principal's Welcome 2008 – 2009

Dear Student:

We begin the 2008-09 school year in a new building at 1330 Jackie Road located behind Smiths at Meadowlark and State Road 528. The new school site brings a great deal of excitement and enthusiasm for our program! The setting will create a high tech environment and eventually hands-on project areas that will continue to support the teacher/student learning partnership. ***The first day of classes for grades 10th – 12th is Monday, August 25, 2008 and for grades 7th - 9th Tuesday, August 26, 2008.*** In the meantime, we will have New and Returning Student Orientation held at the Destiny Center located at 4401 Northern Blvd. NE, Rio Rancho. This will enable students to begin their course work from home. ***It is mandatory that all students attend an orientation session to receive their course schedules, Next-Step Plans and meet with their advisors.*** New students will get information to successfully log into E2020 and Rosetta Stone. Any new students needing additional support will be able to make arrangements to meet with advisors at 421 Quantum Road (former Cyber Academy location) until our new building is complete to ensure starting their course work. Teachers will be consistently in contact with all students during this transition time.

The new school schedule will be an afternoon one that will require students to eat something before coming to school. Bus service will be provided as it has been in the past. ***School begins at 11:45 AM and ends at 3:45 PM. Grades 7-9 will attend school on Tuesday and Thursday. Students in grades 10-12 will attend on Monday and Wednesday.*** There will a revolving break in the afternoon that will allow students to take advantage of our Café area which will also serve as a small meeting place for students to engage in social exchanges. A snack machine will be available for students or they may bring a healthy snack from home.

We are pleased to announce that our curriculum E2020 is upgrading its version 3 to 4 and RRCA students and teachers will benefit from the new features. Implementation is well within students' abilities and upgrades will be inspiring to our learners. Please be aware that high-speed internet is a requirement (minimum of 56 kbps connection speed) for E2020 curriculum and other high-end audio and graphics programs to work affectively on computers. Computers are recommended to have Windows Vista or XP Home or Pro as last year. Additional plug-ins will be needed with the newer version. Please see the attached specifications to make sure your home system is adequate for student's workstation.

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

- Integrity:*** Keep my word and tell the truth
- Courage:*** Move forward and explore my talents
- Humility:*** Know when to look beyond myself
- Passion:*** Engage wholeheartedly in my work
- Creativity:*** Use my imagination, inspire and be inspired
- Perseverance:*** Set short and long term goals
Recognize and build on my strengths
- Compassion:*** Learn empathy

Through your commitment to these principles, you will build skills and confidence. The faculty and staff at RRCA believe that you will benefit from our modeling these principles.

School supplies will not be needed until we are in the new building. Remember that we expect all students to apply themselves to their school work and to be engaged positively in their relationships with their teachers. The staff and I are looking forward to a new start in the new building and with the new version of E2020. The theme of renewal and a fresh start could certainly apply for the 2008-2009 school year for RRCA!

Regards,
Elaine K. Manicke

School Schedule

Grades 7, 8, 9

Tuesday and Thursday 11:45 am – 3:45 pm (NO LUNCH WILL BE SERVED)

Grades 10, 11, 12

Monday and Wednesday 11:45 am – 3:45 pm (NO LUNCH WILL BE SERVED)

On-site Tutoring

Fridays are reserved for small-group, web conferencing, tutoring and lab time.

Students must attend the Cyber Academy two day sessions to participate in the projects assigned, E-Portfolio and writing process classes, and demonstrate technology management and research skills. Permission from the principal is required for students requesting exemption from attending the two day sessions assigned. Students will be required to participate and complete all requirements assigned during the two day school sessions.

Absence Reporting

If a student is absent during their scheduled lab on-site time, parent/guardian is required to call the school before **10 AM** each day of absence. (892-7222 x103)

Calendar for 2008-2009 at RRCA

(See RRCA Web Site for Specific Schedules and Adjustments)

School Calendar

The Rio Rancho Cyber Academy follows the school calendar established by the Rio Rancho Public Schools Board of Education as applied to Rio Rancho Mid-High and Rio Rancho High School.

First Semester – Fall 2008

August 8-11	Staff In-Service
August 11	RRCA Required Returning Student Orientation
August 12	RRCA Required New Student Orientation
August 25	RRCA School Starts
September 1	Labor Day Holiday (No School)
September 8 – Oct. 15	NWEA Assessment window (NWEA will be administered during this window, TBA)
October 8 - 9	Staff In-Service (No School)
October 10	Fall Break (No School)
October 15	End of Quarter 1

November 3-4	Credentialing & Election Day (No School)
November 26-28	Thanksgiving Break (No School)
December 19	End of Quarter 2, End of Semester 1: Course completion and grades sent to parents
December 22-31	Winter Break (No Classes until January 5, 2008)

Second Semester – Spring 2009

January 1-2	Winter Break (No Classes until January 5, 2008)
January 5	FIRST DAY of Classes – 8 - 12th Grades
January 6	FIRST DAY of Classes – 7th Grade
January 19	MLK, Jr. Holiday (No School)
February 13	Staff In-Service (No School)
February 16	President's Day Holiday (Weather Make-up, No School)
March 11	End Quarter 3
March 19-20	Credentialing (No School)
March 23-27	Spring Break (No School)
March 23 thru April 24	SBA Testing Window (SBA will be administered during this window, TBA)
April 10	Staff In-Service (No School)
May 11	LAST DAY for seniors to complete Finals
May 14	LAST DAY for Final Exams for 7-9 Grades
May 14-15	LAST DAY for Final Exams for 10 & 11 Grades
May 15	LAST DAY for blended Students Must Complete Courses
May 18	Final Exam Make Up
May 22	Last Day of RRCA 07-08 School Year
May (TBA)	RRCA - Graduation

Enrollment

Office Hours

Daily 8-4 p.m. Pre-enrollment forms must be filled out to be considered for enrollment.

Testing/Interview

All students must take a reading and math assessment and participate in an interview.

Documents Required for Registration

Each student wishing to enroll must complete the appropriate registration forms. Students must also provide a copy of the following.

- Birth certificate
- Shot record
- Proof of residence
- Grades or transcripts from the previous school

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

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

Students Referred as a Result of a Disciplinary Hearing

Enrollment of a student referred as the result of a disciplinary hearing is at the discretion of the RRCA Principal. If enrollment is approved, the Principal may **grant or deny** access to the Cyber Academy's campus.

Course Structure and Progress

Many of the core courses offered at Rio Rancho Cyber Academy are two semester courses, intended to be completed over the period of a standard academic year. **Students may work more quickly but must maintain the minimum established pace as indicated by the RRCA published calendar and meet a minimum mastery level.**

Concurrent / Dual Enrollment Agreements

The Rio Rancho Cyber Academy has entered into dual enrollment/articulation agreements with Central New Mexico Community College (formerly known as Albuquerque Technical-Vocational Institute or TVI) and the University of New Mexico (UNM) which allow students to earn dual high school and college credit for successful completion of college courses. The agreements state that the college-level courses must enhance courses offered at Rio Rancho Cyber Academy, not replace courses. Students may not use a concurrent enrollment course to meet a core high school graduation requirement. Dual enrollment courses may only be taken for elective credit and cannot have a weighted grade. Textbooks, distance learning fees, course/lab fees, and transportation costs are the responsibility of the student. Eligibility requirements to enroll in college-level courses vary with the institution and the desired course. Students must be 16 years of age or older and must be on track in their program.

Teachers/Advisors

Upon enrollment each student will be assigned to a teacher who monitors students, provides supplemental course work, teaches classes, and tutors students who need assistance.

Final Exams

Rio Rancho Cyber Academy's policy regarding cumulative (mid term and final) examinations is very strict. **Unless otherwise approved by the Principal**, all final examinations must be taken at the Cyber Academy's computer lab, where they will be proctored by RRCA staff. The student **must advise** a staff member when ready to take a final examination.

Grade Classification Policy

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

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

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

Grade Point Average (GPA)

Grades in all classes will be calculated on a 4.0 scale. There are no weighted grades for courses offered at Rio Rancho Cyber Academy.

New Mexico State Graduation Requirements

The New Mexico Public Education Department requires a student to earn credit in the state mandated courses and pass all parts of the New Mexico High School Competency Exam (NMHSCE) to receive a high school diploma. These requirements may be viewed at the Public Education Department's website (www.nmlites.org/info/graduation/index). The NMHSCE is given two times each year – in the fall for twelfth grade students, and in the spring for tenth and eleventh grade students.

Graduation Requirements at RRCA

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

English – 4.0 credits

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

Social Studies – 4.0 credits

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

Mathematics – 3.0 credits

Beginning with the class of 2007, this must include a math credit for Algebra 1 (from another school) or Algebra 1-Part 2, or a higher level of math.

Science – 3.0 credits

Must include at least one of the following laboratory sciences:

- Biology
- Chemistry
- Physics

Communication/Business Skills – 1.0 credit

This requirement will be satisfied through successful completion of Workplace Skills and Consumer Skills.

Physical Education – 1.0 credit

Health – 0.5 credits

Technology Elective – 1.0 credit

Fine Arts Elective – 1.0 credit

Electives – 5.5 credits

Students who intend to attend a four year college or university should take at least two years of the same foreign language (required by UNM).

Normal Class Load

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

Early Graduation

A student completing graduation requirements at mid-year must notify the teacher regarding plans for continued class enrollment. Diplomas are only ordered once a year. Students completing graduation requirements at mid-year may participate in the spring commencement ceremonies. Students who choose to graduate early may miss opportunities for New Mexico lottery scholarships.

Diplomas are officially awarded only at the end of the school year.

Transcripts and Grade Reporting

RRCA will issue progress reports quarterly and transcripts at the semester. Student transcripts are updated upon the completion of each course. Transcripts for blended services students in 10th, 11th and 12th grade will be forwarded to their home schools upon completion of a course or upon withdrawal from RRCA.

Logon Policy

For attendance purposes students must maintain a minimum performance standard and maintain an identified pace. The Learning Management System (LMS) provides teachers, parents and students with consistent and current updates of student performance.

All student activity is recorded. This includes: log in and log out time, lessons completed, grades and information about work completed and current status in each course. Students have a beginning and ending date for each course which requires them to prepare a weekly work schedule that will be reviewed by teachers and parents.

Note: students will be automatically logged off by the system if there is no activity after ten minutes. Students MUST spend a minimum of 30 hours per week in the program to stay on track.

Blended Services Students

Blended Service refers to students from RRCA who may obtain credits from a traditional RRPS high school or students from traditional RRPS schools who earn no more than one credit from RRCA per school year. Courses for blended students are reserved for students recommended by a teacher with an Off-Campus Agreement Form in grades 9, 10, 11, 12 based on course availability. Students must be enrolled in their home school before enrolling as a Blended Student at RRCA. RRCA will not provide courses for high school recovery (courses failed or not completed). Students must enroll at RRCA prior to September 15 of the current school year for first semester and February 15 for the second semester. This is necessary to ensure course completion. Fall semester courses must be completed no later than December 21st. Spring semester courses must be completed no later than May 15.

Blended seniors must complete work no later than April 15 of that school year so that grades may be reported to the cooperating school in time to be incorporated into their transcripts and grade point averages. Failure to complete course work by this date could result in denial of participation in the cooperating school's graduation ceremony.

College Entrance Examinations

RRCA School Code for college entrance exams is: 320537. This code must be entered on your test. Information on the costs, dates of registration, test locations and dates of administration of college entrance examinations may be found on their respective websites:

ACT	www.act.org
SAT	www.collegeboard.com
PSAT/NMSQT*	www.collegeboard.com/student/testing/psat

*This is the National Merit Scholarship Qualifying Test.

Students Receiving Special Services

Students who are receiving special education services may enroll at Rio Rancho Cyber Academy only if RRCA services are recommended or required pursuant to an Individual Education Plan (IEP). Because RRCA does not offer one-on-one teaching support, the RRCA program is not appropriate for all special education students.

Section 504 Accommodations

Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. The 504 Coordinator for Rio Rancho Public Schools is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, you may contact the 504 Coordinator at the Rio Rancho Public Schools District Office, 500 Laser Road NE, Rio Rancho, NM 87124, or call 505-896-0667.

Standardized Testing

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

Participation in these tests is required as a condition of enrollment at RRCA. Students must make the necessary arrangements to be present for the full battery of tests.

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

Re-Enrollment for Subsequent Years

Students will be pre-enrolled in the spring for the subsequent academic year based on an annual evaluation of progress and behavior.

Supplemental Textbooks and Materials

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

Transportation

Transportation for students living within the Rio Rancho Public School District is provided by Durham School Services. In the event of a problem or concern, Durham School Services may be reached by calling 891-8966. Bus schedules and bus stop locations are determined prior to the beginning of the school year. At the time of registration, students must advise the Registrar of their desire or intention to ride the school bus.

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

Student Activities

Various student activities are scheduled at Rio Rancho Cyber Academy throughout the course of the school year. As they are scheduled they will be included on the RRCA calendar. The Service Learning requirement for the E-Portfolio may be completed through participating in the activities with Student Council. A rubric will be used to determine the completion of the project.

Transfers within the Rio Rancho Public School District

Students beginning the semester as a full-time student at one RRPS school, then withdraws and enrolls as a full-time student in another RRPS school, must complete the semester at the second school. No transfers will be accepted into RRCA after the dates published in the annual RRCA calendar. Before a student can enroll in the second school the student must withdraw from the first school.

Withdrawal from a Course

Students who enroll at the Cyber Academy should choose their courses wisely, as school policy does not routinely permit withdrawal from a class without penalty.

Withdrawal from RRCA

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

Health and Wellness

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

Programs Available to Help Students

Rio Rancho Cyber Academy offers a variety of programs to assist students in reaching their personal and educational goals.

Tutoring

Tutoring is available both on-line and in the RRCA computer lab, by appointment or through established small group schedules.

RRCA Personnel

Academic success is a priority; however, if any extra help is needed, teachers, social worker, nurse and principal are available.

Summer School

Rio Rancho School District offers summer school to all students. RRCA will announce summer school schedule in early May.

Computer Use at RRCA

RRCA requires that students respect and properly care for all school equipment. All students and their parents or guardians are required to sign the district's Rules of Appropriate Use form which details the rules for using our internal computer network as well as the Internet.

Student Network Account

Students must know the following before using their network accounts:

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

RRCA computers and equipment may only be used for educational activities. This is a policy of the Rio Rancho Public Schools Board of Education.

Electronic Devices

The use of CD players, MP3 players, iPods, cell phones, and other electronic devices are NOT permitted during lab instructional time. RRCA will not be responsible for loss or damage of any personal electronic device.

Searches

For the protection and security of individuals and property on the District's campuses, School Board policy authorizes the search of individuals, including students, their personal effects, lockers, desks and vehicles on school property, as permitted under federal and state law. Such searches may be conducted without prior parental consent or the presence of a parent. In certain circumstances, random searches of personal effects, District property (such as lockers and desks) and vehicles on campus may occur, including random searches with the assistances

of canines. Any illegal or unauthorized objects found in any search are subject to seizure.
[School Board Policy #339]

Code of Conduct and Student Consequences

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

Visitors

RRCA is a closed campus with an extensive amount of technological equipment, students will not be permitted to bring visitors to school. All visitors to the campus must check in and receive a visitor's pass at the front desk located in the reception area. The Receptionist will contact the appropriate staff member or student who will meet the visitor in the reception area and escort him/her to the approved destination.

References

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

<http://www.rrps.net/default.htm>

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

The following information is available at RRCA website:

<http://www.rrps.net/CyberAcademy/index.htm>

- Course Offerings
- RRCA's Calendar
- Internet Safety Guidelines
- Frequently Asked Questions
- Links for plug-ins and updates to your computer to effectively run RRCA's online curriculum
- Parent Advisory Information

INSTRUCTOR PHONE EXTENSIONS AND EMAIL ADDRESS LIST			
RRCA Phone - 892-7222			
Last Name	First Name	Extension	Title/Email
Apodaca	Margheritte	102	Secretary <i>mapodaca@rrca.rpps.k12.nm.us</i>
Brown	Carol	113	Registrar <i>cbrown@rrca.rpps.k12.nm.us</i>
Friesner	Kate	111	Language Arts Teacher <i>kfriesner@rrca.rpps.k12.nm.us</i>
Jucha	Gay	116	K-8th Grade Teacher <i>gjucha@rrca.rpps.k12.nm.us</i>
McIntyre	Bob	119	Physical Education Teacher <i>mcintyre@rrhs.rpps.k12.nm.us</i>
Oliveri	Joan	103	Receptionist <i>joliveri@rrca.rpps.k12.nm.us</i>
Parnell	Heidi	122	Virtual Curriculum Specialist <i>hparnell@rrca.rpps.k12.nm.us</i>
Thorstensen	Sue	109	New Mexico History Teacher <i>sthorstensen@rrca.rpps.k12.nm.us</i>
Wormington	Patty	121	Math and Science Teacher <i>pwormington@rrca.rpps.k12.nm.us</i>