

Dora Consolidated Schools
Cyber Academy



Student Handbook

2019 - 2020

Table of Contents

<u>Table of Contents</u>	<u>1</u>
<u>Introduction</u>	<u>3</u>
<u>Registration Requirements</u>	<u>3</u>
<u>Current Dora High School Students</u>	<u>4</u>
<u>Attendance Policy and Procedures</u>	<u>4</u>
<u>Academics</u>	<u>5</u>
<u>High School</u>	<u>5</u>
<u>Concurrent Enrollment</u>	<u>7</u>
<u>Grading System</u>	<u>8</u>
<u>General Policies and Guidelines</u>	<u>10</u>
<u>Use of Prohibited Substances</u>	<u>11</u>
<u>Rules of Appropriate Use and Permission Form</u>	<u>13</u>
<u>Signature Page</u>	<u>14</u>

Welcome to Dora Cyber Academy

Student Handbook

We welcome the opportunity to introduce Dora Consolidated Schools' newest and most innovative educational delivery system. It is our privilege to offer to you and your family the best possible educational services, technology and curriculum.

We believe that every child deserves the highest quality educational opportunities, regardless of his or her abilities or location. The Dora Cyber Academy (DCA) provides K-12th grade students access to courses from its technology center or from the students own home. We have invested our resources to develop a strong distance learning school, where the needs of students are our priority.

DCA is dedicated to the success of all students who have not had their needs met in a traditional educational setting. Highly qualified licensed teachers teach classes on-site and from remote locations. A member of the instructional supervision team is also assigned to work with each student for consistent contact and guidance. Tutoring is available for students in need of additional support. Courses offer flexibility in scheduling as well as frequent feedback and encouragement from highly trained teachers.

Students who wish to enroll at the Online Academy need to complete an application and an interview with an administrator or instructional supervisor. During the interview process, an educational and career plan is developed through the collaborative efforts of the student, parent, principal and instructional supervisor. The student may undergo a needs' assessment to determine the appropriate course level for enrollment.

We look forward to providing one of the most innovative and effective educational experiences available anywhere.

Our Mission

Dora Cyber Academy believes that every child deserves the highest quality educational opportunity regardless of circumstances. Our mission is to provide students and parents with a quality-learning environment that is flexible and maximizes student potential.

Registration Requirements

- A. Student's immunization record
- B. Original Birth Certificate or Certified Copy
If the student is living with someone other than his/her parent/guardian, a notarized power of attorney from the parent/guardian is required.
- C. Social Security Card
- D. Proof of residence that shows parent/guardian name and address (utility bill, lease agreement, purchase agreement)
If a student is living with another family, the hosting family must submit a notarized letter stating that they are the primary residence for the student, and a copy of a utility bill must be provided.

- E. Copy of student's transcript or latest report card
- F. If the student is currently enrolled at another school, a copy of the current class schedule is required.
- G. An official withdrawal form from the previous school.
- H. A letter from the Superintendent from your home district.
- I. IEP documents if applicable.

Current Dora High School Students

Students who are currently enrolled at Dora Consolidated Schools may enroll in the Dora Cyber Academy if the following guidelines are met:

- A. Has maintained at least a 3.5 grade point average in their high school courses or a 3.5 grade point average during their previous 8th grade year.
- B. Has passed their most current SBA tests.
- C. Maintains a 3.5 grade point average for each semester enrolled.
- D. Dora Consolidated Schools' reserves the right to approve special situations at the discretion of the administration.

Attendance Policy and Procedures

You cannot learn the curriculum if you do not log on and read the lesson before trying to answer the questions. As an Elementary/Middle School student, you will be given adequate chances to make the lesson grade target set for you by your parent. As a High School Student, you will be more responsible for your own lessons. You will be given only two chances on each lesson to acquire a grade for that lesson.

Attendance is based on you submitting and completing the assigned weekly assignments. A record of school attendance is kept in the student's permanent file.

By enrolling at the Dora Cyber Academy, the student and parent/guardian understand and agree to abide by the requirements listed below.

Students and parents/guardians should be aware that our computer system provides us with the data necessary to track the student's attendance and progress. For attendance purposes:

- The student must log on to enrolled classes at least four times per week. Failure to meet this threshold will result in absences being recorded for the student. **A student should complete 1.4% of their coursework per day to complete the class on time.** A total of ten absences, **which equates to being 14% or more behind in a course,** will result in withdrawal from the course with a grade of "Withdraw/Fail" for that course.
- Students have a regular school calendar year to complete the courses unless special arrangements have been made prior.
- State testing must be taken at the Dora Consolidated Schools facility and must be proctored by DCA staff.

- Students must choose their courses carefully, as they are not permitted to enroll in and drop a course without penalty.
- The student and/or the parent/guardian will be liable for the full replacement cost of equipment or supplies that are damaged or that are not returned to Dora Cyber Academy.
- Fees not paid will prevent the student from re-enrolling, prevent the issuance of transcripts or report cards, and will prevent a senior student from graduating.

Academics

A. High School Requirements

1. Minimum Requirements for class 2013 and beyond 24 credits
 - a. Four (4) units of English
 - b. Four (4) units of Math (1 must be Algebra II level or higher)
 - c. Three (3) units of science (1 must be a lab science)
 - d. Three and half units of social studies (.5 NM history, US. History, World History, Government/Economics.
 - e. Career Cluster, Work Place Readiness, Foreign Language one (1) unit
 - f. One (1) unit Physical Education
 - g. Seven and ½ (7 ½) units of electives

Courses offered in middle school that meet high school requirements such as Spanish or Algebra will be given high school credit.

2. Curriculum for Grades 9-12
 - a. LANGUAGE ARTS
 - i. English I
 - ii. English II
 - iii. English III
 - iv. English IV
 - v. Short Stories
 - vi. Greek Mythology
 - vii. Roman Mythology
 - viii. Poetry
 - b. MATHEMATICS
 - i. CP Algebra I
 - ii. Integrated Math I
 - iii. CP Geometry
 - iv. Integrated Math II
 - v. CP Algebra II
 - vi. Integrated Math III
 - vii. Business Math
 - viii. Advanced Math
 - ix. Intervention Math
 - x. Transition to College Math

- c. SOCIAL STUDIES
 - i. NM History
 - ii. World History
 - iii. U.S. History
 - iv. Government
 - v. Economics
 - vi. Citizenship

- d. SCIENCE
 - i. Physical Science
 - ii. Integrated Physical Science
 - iii. Biology
 - iv. Integrated Biology
 - v. Environmental Science
 - vi. Integrated Environmental Science
 - vii. Integrated Science
 - viii. Marine Biology
 - ix. Introduction to Aviation
 - x. Forensic Science
 - xi. Physics

- e. FOREIGN LANGUAGE
 - i. French I
 - ii. French II
 - iii. French III
 - iv. French IV
 - v. Spanish I
 - vi. Spanish II
 - vii. Spanish III
 - viii. Spanish IV

- f. TECHNOLOGY
 - i. Computer Applications
 - ii. Introduction to the Internet
 - iii. Microsoft Excel
 - iv. Microsoft PowerPoint
 - v. Microsoft Word

- g. Art
 - i. Art History
 - ii. Renaissance Art

- h. Other
 - i. ACT Prep
 - ii. Family Living
 - iii. Student Leadership
 - iv. Other classes maybe available by request

- i. Health
 - i. Health

B. Dual Credit Program

The Dual Credit Program allows eligible students to enroll in academic and/or vocational courses with postsecondary institutions. Through agreements with these institutions, it is permissible for students to receive high school elective credit as well as college credit for certain classes. Classes taken through the Dual Credit Program will be at a level of sophistication sufficient for postsecondary credit. It shall not be the intent of the Dual Credit Program to shift the responsibility of providing basic, academic, vocational, or developmental education to any institution of higher learning. Nor, is the intent of the Dual Credit Program to replace secondary courses or programs that are offered by Dora Consolidated School District. Therefore, dual credit classes will count towards high school elective credit except for students who meet the qualifications.

Enrollment requirements

- Only 10th – 12th grade students may apply for admission to the Dual Credit Program.
- Students must have at least a 3.0 cumulative Grade Point Average to be eligible for college level Dual Credit classes. All students who apply must receive the approval of the Principal prior to each semester of participation in the Dual Credit Program.
- Students will need to have demonstrated readiness for college coursework through PARCC or AccuPlacer assessments.
- Some courses and programs may have additional requirements placed on them by the institution.
- Students who enroll in dual credit classes will do so with the understanding that the classes will count toward their overall Grade Point Averages.
- Only programs approved by the Principal will be used for dual credit classes.

First Semester / Provisional Enrollment

- During the first semester of a student's participation in the Dual Credit Program, they will be under provisional enrollment and may only enroll in one course.
- All 10th graders will remain under provisional enrollment until the completion of their sophomore year.
- Students who do not meet the cumulative 3.0 requirement, may provisionally enroll in the Clovis Community College Technical Career Vo-Tech courses that do not require college level reading, writing, and math. Student must be progressing toward high school graduation and receive the approval of the Principal prior to each semester of participation in the Dual Credit Program.
- Students earning a grade of C or lower in a dual credit course, will return to provisional status for the next semester and may only enroll in one course.

Ongoing Eligibility

- Students who earn an A or B grade in dual credit courses taken may:
 - Take two dual credit course each semester and two summer courses.
 - Enroll in college mathematics and/or college English courses
- If a student fails a course, he/she will not be eligible to take another course the next semester.
- In the event the student must be withdrawn prior to successfully completing the course because of a lack of effort, failing grades or disciplinary reason, the student shall be placed in the most appropriate class in the regular curriculum and will not be eligible to take another course the next semester.
- If the student chooses to withdraw from the course for any other reason, they must do so before the withdrawal date by the college, and the student will be assigned to the most appropriate class in the regular curriculum.

- The Principal has the right to limit the number of courses an individual may attempt per semester in the best interest of the student and program.

Dual Credit grades

Final grades for all college level courses will be based on the weighted grading scale. Final grades for courses taken as part of the Clovis Community College Technical Career Vo-Tech program will not be weighted.

Dual Credit Fees

Dora Consolidated Schools shall provide for the tuition and textbooks for Dora High School students enrolled in dual credit courses under the following conditions:

- The student and his/her parents shall be responsible for all other expenses and fees incurred for the course other than tuition and textbooks.
- If a student withdraws from a course once it has begun, they will be responsible for reimbursing the school district the cost of the textbook.
- If a student must travel to the Dual Credit enrollment school for participation, the student and parents will be responsible for the transportation or cost involved. Dora Consolidated Schools will not provide transportation and will not be held liable for the student once off campus.

C. Grading System

1. Grades and Reporting

- a. Parents and students have access to the student’s progress and grades at all times.
- b. Grading System
 - i. 100 – 90 percentA
 - ii. 89 – 80 percent.....B
 - iii. 79-70 percent.....C
 - iv. 69-60 percent.....D
 - v. Below 60 percentF
- c. Your final semester grade for each semester will be made up as follows:
 - i. 4/5 of the final semester grade will consist of the grades earned in each of the two nine-week grading periods.
 - ii. 1/5 of the final semester grade will consist of the grade earned on the semester test. Final exams will be administered to all students in all classes offered for credit.

2. Promotion/Retention

Credits required for grade classification in the high school as of the beginning of each school year.

Freshman.....0 credits
 Sophomore.....5 credits
 Junior.....12 credits
 Senior.....18 credits

Students who do not accumulate these numbers of credits will not move to the next higher classification. Upon successful completion of, eighth grade Algebra curriculum, students may receive high school credit.

College (year 13/14) Coursework – If dual credit, the district pays.

3. Hints to Achieve Better Grades

Make sure you know and understand your lesson before you begin answering the questions. Remember that your responsibility is to learn as much as you can. Don't be afraid to communicate with your teacher through email, or make an appointment with your teacher for help. Often, one of your friends may also be able to help you gain a better understanding of a subject with which you are having difficulty. The point is that help is available, but you have to ask for it.

By developing good study habits, the student accepts the responsibility for completing assignments promptly, for using time wisely, and for becoming better learners. Since student success is a shared concern, parents are asked to encourage their children to maintain good study habits and ensure an environment conducive for independent study.

4. Student

- a. Set a special time and place to study.
- b. Submit lessons equivalent to one lesson per subject per week.
- c. Know that redo lessons must be redone before grade is complete.
- d. Be an independent learner and do your own work.
- e. Get extra help by asking your instructor for help via email.
- f. Access tutoring systems online if needed.
- g. Get a tutor if you are having trouble in any subject.

5. Parent

- a. Provide a quiet study place, consistent time, and materials for completion.
- b. It would be realistic to expect your child to average 3 – 4 hours of work per school day.
- c. Be positive and encouraging when discussing their online work.
- d. Praise their efforts and good class work habits – this may be the key to success.
- e. Support self-study and refrain from doing you're your child's work.
- f. Parents may need to invest in a personal tutor to insure academic success.

6. Teacher

- a. Check all submitted lessons and provide intermittent instructional feedback.
- b. Provide students with guidance for finding and using internet resources.
- c. Communicate concerns or positive progress.
- d. Be available for extra tutoring needs if necessary.

7. Plagiarism

Students commit plagiarism when they use someone else's words, ideas, or creative productions as if they were their own. In publications, plagiarism is illegal, and in scholarly work it is unethical. Assignments are plagiarized if they are completed in

whole or part by anyone other than the student who claims credit. Copying homework, computer work, test answers, or creative productions of any kind is plagiarism. Submitting a paper or signing a name to a creative project that has been originated in any way by another is plagiarism. Although teachers often encourage students to seek help from friends or family in completing assignments, that help must be limited to suggesting ways that students could correct or edit their own work. Plagiarism can occur from printed material, the internet, as well as from people, but students can avoid plagiarism by precisely quoting borrowed material and carefully crediting the source. Students must submit their own work for credit. Anyone who allows someone else to copy his or her work will receive the same consequences as the plagiarizer. On the first offense the student will lose credit for the lesson and the parents may be called in for a conference with a teacher and principal. A subsequent offense could result in the loss of credit for the class. (Dora High School Student Handbook)

D. Graduation Requirements

All students must demonstrate competency in the subject areas of reading, writing, mathematics, science, and social studies in order to receive a New Mexico Diploma of Excellence. Students may demonstrate competency by meeting any of the cut-scores or methods for demonstrating competency that have been provided by the New Mexico Public Education Department.

However, students who are unable to demonstrate competency using the traditional assessments have the opportunity to demonstrate competency through an alternative demonstration. Students may demonstrate competency with a rigorous portfolio of standards-based evidence by using the local procedures adopted by the Superintendent pursuant to this policy. Performance-based evidence must, be complete and scorable, address the appropriate academic content standards, and be determined as adequately showing competency. An alternate demonstration of competency must not contain those items listed in Rule 6.19.7.10(B) NMAC.

A Portfolio Review Committee will be established consisting of:

- High School Principal or Designee
- Counselor
- Content Teacher Representatives
- Special Education Representative as applicable.

The Portfolio Review Committee will review the performance-based evidence of any student who has SUCCESSFULLY COMPLETED THE REQUIRED TWENTY FOUR (24) UNITS BUT HAS NOT DEMONSTRATED COMPETENCY BY MEETING ANY OF THE CUT-SCORES OR METHODS FOR DEMONSTRATING COMPETENCY THAT HAVE BEEN PROVIDED BY THE NMPED.

Portfolio documents to be reviewed as evidence of Demonstration of Competency may include but are not limited to:

- **End of Course Exams**
End of course exams will consist of a combination of the two semester exams. Students who achieve a combined average of 70% will be considered having demonstrated competency.

- **Short Cycle Assessments**
Students who achieve proficient on a final short cycle assessment will be considered having demonstrated competency.
- **College Transcripts**
Students who have passed a college level course for the appropriate subject with a 70 or better will be considered having demonstrated competency. Remedial college courses are not eligible.
- **State-Approved ADC scores**

Upon review of this comprehensive body of evidence, the committee will determine whether or not the student has demonstrated competency by this portfolio of performance-based indicators. The student will be awarded a Diploma of Excellence if the committee determines the student has demonstrated competency. A student in disagreement with the committee's determination may appeal to the superintendent or designee.

A student with an IEP is entitled to receive any modifications, variations, waivers, or accommodations described in the student's IEP while demonstrating competency.

In all cases the Superintendent or Designee makes the final determination of whether or not a student has demonstrated competency in the required subjects. The Superintendent's determination of alternative demonstration of competency will include whether the alternative demonstration of competency is complete and whether the portfolio addresses academic content standards, and adequately demonstrates competency. Students may demonstrate competency during school or up to five years after they exit school.

General Policies and Guidelines

1. Textbooks for Students

Textbooks or kits are furnished for some classes DCA. You are responsible for their care, and books must be returned at the end of the course for which it was provided in the same condition as when you received them, except for normal wear. DCA will keep records of books issued to students. You must pay for any lost or damaged textbooks or kits.

2. Procedures for Withdrawing from School during the Year.

You cannot officially withdraw from DCA without a statement from your parent/guardian. Contact DCA for information on procedures for withdrawing.

3. Student Records

Records of transferring students are released to receiving schools upon written request from the parent/guardian or student of legal age, or from appropriate authorities at the receiving school.

4. Library

DCA students have access to the area libraries. The library is a place where books, magazines, and newspapers may be used for information and enjoyment. Current replacement price is imposed on any lost or excessively damaged material. Refunds may be made if the lost and paid for item is returned in good

condition within the same license year. Fines may be charged for overdue materials. Grades or Transcripts may be withheld for any delinquent accounts. When using the library, please respect the rights of others by remaining courteous and quiet.

5. Visitors

- a. DCA office staff can be reached Monday through Thursday 8:00 a.m. – 4:00 p.m. or by appointment.
- b. All visitors to the DCS office must report to the front office. Parents, community members, and guest speakers are welcome.

6. Class Rank

Global Cyber Academy students are not eligible for Valedictorian or Salutatorian.

7. Athletics & Extra-Curricular Activities

Dora Cyber Academy students are eligible to participate in Dora athletic programs and extra-curricular activities providing that they meet all eligibility guidelines for that activity.

USE OF PROHIBITED SUBSTANCES

A Statement of Need and Purpose

The Board of Education recognizes that abuse of tobacco, alcohol and other drug use are problems afflicting our society and that they are treatable health-related problems. Health problems of youth are primarily the responsibility of the home and community. The school shares that responsibility because substance-abuse problems often interfere with school behavior, student learning, maximum development, and the educational process. The Board of Education further recognizes the health and safety problems which substance abuse can create for student athletes and students involved in extra-curricular activities. Therefore, the Board prohibits the use of tobacco products, in any form, and the use or possession of alcohol or drugs, as defined below, by students involved in extra-curricular activities. These activities include: FFA, BPA, Volleyball, Football, Basketball, Softball, Baseball, Track, Rodeo, and any other activity sanctioned by the New Mexico Activities Association (NMAA).

Objectives

- To provide for the health and safety of all students involved in school activities
- To undermine the effects of peer pressure by providing a legitimate reason for students involved in school activities to refuse to use illegal drugs
- To encourage students involved in school activities who use drugs to participate in drug treatment programs. The program is designed to create a safe, drug free, environment for students involved in school activities and provide them with a list of agencies to seek help when needed.
- To prevent injury, illness, and harm as a result of drug use and its effects.
- To ensure that students involved in school activities set an appropriate example for their fellow students, for whom they are often role models.

Use of Prohibited Substances

No student covered by this policy shall distribute, dispense, possess, use, transport, give, sell, or be under the influence of any substance which may include, but are not limited to:

- Alcoholic beverages
- Marijuana; Cocaine; Opiates; Amphetamines; Methaqualone; Benzodiazepines; Phencyclidine (PCP); Methadone; Barbituates; and Propoxyphene
- All prescription drugs that were obtained without authorization
- All prescription and/or over-the-counter drugs that are being used in an abusive manner
- Performance-enhancing drugs
- Tobacco Products
- Inhalents
- Other substances used for intoxication
- "look-alike" drugs
- Any other controlled substance

The use of tobacco in any form and use or possession of alcohol, drugs and other substances, as listed above, is prohibited by state law and school policy while on school property or participating in a school sponsored event. Further, abstinence from the use and possession of these substances is required of the student during participation in extra-curricular activities season or off-season program. Students involved in extra-curricular activities should serve as role models, and therefore are expected to not knowingly attend an event where any of these controlled substances are present.

Consent for Drug Testing

All students in eighth (8) through twelfth (12) grades who wish to participate in at-least one extra-curricular activity during the course of the school year at Dora Consolidated Schools must declare that intention at the time of their registration each school year. The student shall be provided a copy of policy JJH: DRUG USE IN SCHOOL ACTIVITIES (Random Drug, Alcohol, and Tobacco Screening). They will also be provided with a "Drug/Alcohol/Tobacco Testing Consent Form" which shall be read, signed, and dated by the student and parent or legal guardian before that student shall be eligible to practice or participate in any extra-curricular program. They will then be subject to the random testing program for the entire school year. All students will participate in the first scheduled drug testing after their initial enrollment at Dora Consolidated Schools or after the implementation of this policy. Students who do not declare their desire to participate in an extra-curricular activity upon their initial enrollment each school year and later decide to join an extra-curricular activity, will not be eligible to participate until they have completed a drug test. They may participate in the next random drug test or their guardian may choose to pay for the expense of an individual drug test.

Selection for Drug Testing

The Superintendent will conduct up to ten (10) drug tests per school year. Students will be selected for each drug testing based upon the following factors:

- 1) Chosen by the random selection basis;
 - a) At least ten percent (10%) and not more than twenty-five percent (25%) of students involved in extra-curricular activities shall be randomly selected to be tested for drug use at each test. Students will be selected by a random selection process on the testing dates. A random number generator will be used to determine which students are to be tested to ensure that all students in the pool will have an equal chance of being selected on an unannounced basis for the testing. Students

who are selected to be tested during one (1) test period will be eligible for future tests and if selected may be tested in successive tests.

- 2) Chosen based upon reasonable suspicion from observed behavior or valid reports;
- 3) Required by a previous violation;
- 4) A student voluntarily discloses, or a parent reports, use or abuse by the student;
- 5) Has yet to complete their initial enrollment test; and
- 6) Did not declare their intention to participate in extra-curricular events at the beginning of the school year.

Students who are selected to be tested for drug use will be required to provide a sample when requested to do so. A refusal to provide a sample, or the alteration or falsification of a specimen or test result, will be treated as resignation from all extra-curricular activities for the next 365 calendar days.

Procedures for Drug Testing

All aspects of the drug-testing program will be conducted in a manner that will safeguard the personal and privacy rights of the students to the maximum degree possible. The random testing of students shall be performed by a certified drug testing company contracted by the District. The company chosen to conduct the testing shall be required to have detailed written procedures to assure proper chain of custody of the samples, proper laboratory control, and scientifically validated testing methods. Tests for alcohol use may be by means of a breathalyzer or saliva test.

The Superintendent or the Superintendent's designee shall designate a staff member to accompany the students to a restroom or other private area where the sample is to be produced under supervision and presence of a designated health care professional. The monitor(s) shall not observe the student while the sample is being produced but shall remain within hearing distance in order to guard against tampered samples and to ensure an accurate chain of custody of the sample. If at any time during the sampling procedure a monitor has reason to believe that a student is tampering with the sample, the monitor may inform administration who will then determine if a new sample should be obtained.

The monitor shall give each student a form on which the student may list any medications the student has taken or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding four (4) days. All samples will be identified with students' individual student identification number, sealed, and submitted to a licensed professional for testing.

The licensed professional will promptly contact the Superintendent or the Superintendent's designee if the result of the drug use test for any students involved in extra-curricular activities is positive. The principal and/or athletic director will promptly contact the student and the student's parents or guardians, if the student is under the age of eighteen (18). A conference will be scheduled at which time the student or parents may offer any explanation of the positive result. Parents or guardians may provide any doctor's prescriptions of drugs that the student was taking that might have affected the outcome of the drug use or alcohol test and may request that another test be conducted on the remaining portion of the sample. The parent or legal guardian will be financially liable for the additional test.

Violation of Drug Use Policy

A violation of this policy shall be determined when:

- A student tests positive to a drug/alcohol/tobacco test administered under this policy.
- A student is found by any school employee, law enforcement official or investigation by coach/sponsor/administrator to be using (including the smell thereof), in possession of, or under the influence of, any prohibited substance.
- A violation of this policy shall also be determined if a student attends an event where any of these prohibited substances are present, and the student does not make an appropriate attempt to immediately leave the event.

Sanctions

All offenses are cumulative for the student's enrollment in grades eight (8) through twelve (12) in the Dora Consolidated School District. A student found to have been in violation of this policy shall be subject to the following consequences:

A. Drugs, Alcohol, and Tobacco

1. First Offense:

- a) The student will be suspended from 30% of their combined extra-curricular activities for the current season (fall, winter, or spring). The 30% will round to the nearest whole game. If less than 30% of the current season remains, then the remaining percentage will be served in their next upcoming extra-curricular season. If a student is not currently competing, the suspension will begin when a student begins a season during the next 365 calendar days.
- b) The student will attend mandatory counseling with the school counselor. Counseling must be completed before resuming activities.
- c) The student will be subject to each random drug test for the remainder of the current school year and for the entire next school year.

a. Second Offense:

- a) The student will be declared ineligible for the next 365 calendar days.
- b) The student will attend mandatory counseling with an approved outside agency. (Outside agency will be at the student/guardian expense). Counseling must be completed prior to resuming competition.
- c) The student will be subject to each random drug test for the remainder of their time at Dora Consolidated Schools.

b. Third Offense:

- a) The student will be suspended from participation in all extra-curricular activities for as long as he/she attends Dora Consolidated Schools.

Appeals

A student may appeal a suspension under this policy by providing a written notice of appeal with the Superintendent and a copy to the principal whose decision is being appealed within five (5) school days of the principal's decision. The notice shall state the reasons the suspension should be reversed. The principal shall provide the Superintendent the reasons the suspension should be sustained.

The Superintendent or the Superintendent's designee shall review the principal's suspension decision in light of the provisions of this policy and issue a decision in writing sustaining or reversing the suspension.

A student may appeal the Superintendent's decision to the Board of Education by providing a notice of appeal to the Superintendent within five (5) school days of the date of the Superintendent's decision. The Superintendent may provide the Board with the reasons the suspension should be sustained. The Board's decision shall be final.

Students will remain ineligible for extra-curricular activities pending appeals.

Self-Referral Policy

Students with drug dependence may voluntarily be tested and obtain intervention. Students who voluntarily come forward and ask for help for their drug problem should be given help without automatic loss of eligibility, if the self-referral happened prior to the day of the random drug testing and prior to any investigation by administration, coaches, or other staff. The student will be required to attend mandatory counseling with the school counselor as a condition of this self-referral policy. An athlete may only self-refer one (1) time while they are enrolled in the Dora Consolidated School District.

Rules of Appropriate Use

These guidelines, along with DCS Board policies, must be followed to prevent loss of network and Internet privileges.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not download or install your own software, shareware, or freeware.
4. Do not violate copyright laws.
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
6. Tell an adult in charge immediately if, by accident, you encounter materials which violate the rules of appropriate use.
7. Do not share your password with another person.
8. Do not open someone else's folders, work, or files without permission.
9. Do not waste limited resources such as disk space, printing capacity, or network connections.
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 or legal action.

PRIVACY: Computer storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to 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 such material by accident, please notify the adult in charge immediately. All use of DCA computers, networks, and the Internet must be in support of educational goals.

PLEASE SIGN THIS PAGE AND RETURN TO DORA CYBER ACADEMY

Dora Cyber Academy Technology Agreement

1. I understand that DCA e-mail is limited to legitimate academic purposes, and is only allowed in order to correspond with DCA staff.
2. I understand that I will use the lab computers in a responsible, ethical, and respectful manner.
3. I understand that authorized representatives of the Dora Consolidated School District may monitor my use of technology, which includes their ability to monitor Internet access, reading of my electronic mail, and viewing of files that I am using or working on.
4. I agree not to waste limited resources such as disk space, printing capacity, or network connections (bandwidth), by such activities as listening to Internet music and playing Internet games.
5. I understand that the use of the DCA computer laboratory is a privilege than can be revoked.
6. I understand that, as a student of DCA, I must log on at least 4 times per week to be in compliance with the WPOA attendance and truancy expectations.

As a student and user of Dora Consolidated Schools computer networks, I agree to comply with the above stated rules and to use the network and the Internet in a constructive manner while honoring all relevant laws and restrictions.

Student's Printed Name (First and Last) *Student's Signature* *Date*

As the parent/guardian of the minor student signing above, I have read the above information about the appropriate use of computers at the school, and I understand that this agreement will be kept on file at the school. I grant permission for my son/daughter to access networked computer services. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet usage and setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media available with the Internet. (Questions should be directed to the District Office for clarification.)

Guardian's Printed Name (First and Last) *Guardian's Signature* *Date*

Dora Cyber Academy Handbook Agreement

I have read the Dora Cyber Academy Handbook and understand the Attendance policy.

- The student must log on to enrolled classes at least four times per week. **DCA requires the student to submit and complete the weekly assigned lessons.** Students not making adequate progress may be required to attend supervised lab time. Failure to meet this threshold will result in absences being recorded for the student. A total of ten absences in a course will result in withdrawal from the course with a grade of "Withdraw/Fail" for that course.

***Please Note!!! High School Seniors MUST complete all work by the end of the second week in May.**

Student's Printed Name (First and Last) *Student's Signature* *Date*

Guardian's Printed Name (First and Last) *Guardian's Signature* *Date*

**Mail to:
Dora High School
PO Box 327
Dora, NM 88115**