

*Dora Consolidated Schools*  
*Cyber Academy*



*Student Handbook*

2013 - 2014

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**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 8<sup>th</sup> 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 total of ten absences 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. If the course is not completed, the student will receive a failing grade and will pay a \$200.00 re-entry fee to retake the class.
- 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. Concurrent Enrollment**

Through agreements with other institutions it is permissible for students to receive high school credit as well as college credit for certain classes. Concurrent enrollment allows capable secondary-level students to enroll in academic and/or vocational courses at postsecondary institutions, for which they will receive credit at both the secondary and postsecondary levels. Because students will be receiving dual credit, classes taken by concurrent enrollment will be at a level of sophistication sufficient for postsecondary credit.

1) The purposes of concurrent enrollment are:

- Increase opportunities for capable high school students in the 10th, 11th and 12th grade to receive instruction not available in their secondary schools;
- Increase efficient use of instructional staff, facilities, and equipment, at both secondary and postsecondary schools;
- Increase the articulation between secondary and postsecondary institutions;
- Increase the educational opportunities available to students.

2) Limits of concurrent enrollment

It is not the intent of concurrent enrollment to replace secondary courses or programs that are offered by Dora Consolidated School District. It shall not be the intent of concurrent enrollment to shift the responsibility of providing basic, academic, vocational, or developmental educational education to any institution of higher learning.

3) Requirements for approved concurrent enrollment programs

Any class offered as part of the regular school day shall be considered as subject to the following stipulations:

- Only students attending Dora High School with at least a 3.0 cumulative Grade Point Average shall be considered for such classes. A student with below a 3.0 may request special consideration from the Principal.
- Admission to the concurrent enrollment program will be considered for students who have completed their freshman year in high school. All students who apply must have the certification and unconditional recommendation of the Principal prior to each semester of participation in the concurrent enrollment program.
- Students who enroll in the concurrent enrollment 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 as concurrent enrollment.
- Some courses and programs may have additional requirements placed on them by the institution.
- If a student fails the course or withdraws they may be charged all course fees incurred by Dora Consolidated Schools.
- A student who fails a class or withdraws from a class may not be eligible to take another class.
- An eligible Junior or Sophomore student may choose to take one concurrent course per semester. A senior student may choose to take more than one concurrent course per semester. The Principal will evaluate special considerations on an individual basis.
- 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.
- A student who applies for any program or course must meet the basic requirements set by each school or program before being allowed to register.

4) Concurrent courses grades

Courses taken, as part of the Clovis Community College Technical Career Vo-Tech program, will not be weighted. Final grades for college level ITV or online classes taken will be based on the weighted grading scale.

5) Concurrent Fees

Dora Consolidated Schools shall pay the tuition for Dora High School students enrolled in concurrent courses under the following conditions (students will be responsible for all fees):

- In the event that it becomes necessary to withdraw said student from a class for any disciplinary reason, the student and his/her parents/guardian shall be responsible for all costs of the class. The student shall be placed in the most appropriate class in the regular curriculum
- In the event the student must be withdrawn prior to successfully completing the course because of the lack of effort or failing grades, all cost must be incurred by the parent/guardian. The student shall be placed in the most appropriate class in the regular curriculum
- In the above two situations, the High School transcript will reflect a Withdrawn Failing (WF) notation; and that will be calculated in the student’s overall Grade Point Average.
- If the student chooses to withdraw from the course for any other reason, they must do so before the withdrawal date by the college. It is the responsibility of the student and his/her parents to pay for all expenses incurred by Dora Consolidated Schools. That class will reflect a (W) on the High School Transcript and the student will be assigned to the most appropriate class in the regular curriculum.
- Concurrent or correspondent work students are doing for credit recovery or to replace a credit, could be done at the expense of the parent. This is for work done outside the normal school environment, with administration approval.
- Correspondence work must be approved by the administration. No more than two units by correspondence will be accepted toward graduation. Required courses may not be taken by correspondence unless it is impossible to get them at Dora High School. Correspondence grades must be received at least 30 days prior to graduation if they are to count toward graduation.
- The student and his/her parents shall be responsible for paying for books and any other expenses incurred for the course other than tuition. However, the student and parent may be reimbursed if receipts are turned into the business office.
- If a student must travel to the concurrent enrollment school for participation, the student and parents will be responsible for the transportation or cost involved and Dora Consolidated Schools will not have liability for the student once off campus. Dora Consolidated Schools will not provide transportation.

**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 percent .....A
  - ii. 89 – 80 percent.....B



- iii. 79-70 percent.....C
- iv. 69-60 percent.....D
- v. Below 60 percent .....F
- 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)

## **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. 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 possible development, and the educational process. The Board 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 student activities, including athletics.

B. Accordingly, no student covered by this policy shall distribute, dispense, possess, use, transport, give, sell, or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, tobacco products or unlawfully

manufacture, distribute, dispense, possess or use, give, sell, or transport or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedules 1 through V of section 202 of the Controlled Substance Act (21 U.S.C., Statute 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, or use, possess, dispense, sell, give or transport any prescription drugs without a prescription, solvents, or other substances used for intoxication, mind or mood alteration or "look-alike" drugs, before, during, or after school hours.

C. A violation of this policy shall be determined when 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, as listed above in paragraph B.

Drugs and Alcohol- A student violating the drug policy (in possession, under the influence, exchanging any drug or substance listed in paragraph B, including alcohol) will:

**First Offense:** A student will be suspended from 30% of their prospective competitions and will attend mandatory counseling with the school counselor or approved outside agency. Counseling must be completed before resuming competition.

(Outside agency will be at the student/guardian expense).

**Second Offense:** A student will be declared ineligible for the entire school year and will attend mandatory counseling with the school counselor or approved outside agency. (Outside agency will be at the student/guardian expense). Counseling must be completed prior to the next school year before resuming competition.

D. The use of tobacco in any form and use or possession of alcohol, drugs and other substances, as listed above in paragraph B, is prohibited by state law and school policy while on school property or participating in a school sponsored events. Further, abstinence from the use and/ possession of these substances is required of the student during a sport season, activity or off-season program participation. The same abstinence is expected of the student at all other times as a matter of observance of law and appropriate good habits and discipline.

**First Offense** - Mandatory tobacco awareness counseling.

**Second Offense** -1 Game Suspension

**Third Offense** - A student will be suspended from 30% of their prospective competitions

**Fourth Offense** - A student will be declared ineligible for the entire school year and will attend mandatory counseling with the school counselor or approved outside agency. (Outside agency will be at the student/guardian expense). Counseling must be completed prior to the next school year before resuming competition.

## **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 - Laboratory Addendum

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.

Parent / Guardian Permission and Student Use Agreement

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 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.)

\_\_\_\_\_  
*Student's Printed Name (First and Last)*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

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.**

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Parent Signature

**Mail to:**

**Dora High School  
 PO Box 327  
 Dora, NM 88115**