



**Pecos Cyber Academy**  
**High School Student Handbook**  
**2025-2026**

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# **Handbook Accessibility, Purpose, and Organization**

If you have difficulty accessing the information in this document because of disability, please contact:

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Dr. Kim Hite-Pope

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505.886.3900

The purpose of this student handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at Pecos Cyber Academy (PCA). Pecos Cyber Academy is subject to the rules and regulations of New Mexico Public Education Department (NMPED).

PCA has the right to amend the school handbook, as new state regulations come available and at the discretion of the district. If PCA makes changes to the student handbook during a school year, the administration of campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information. A current copy of the handbook will be maintained on the school website.

When the handbook uses the term “parents,” it means the parents, the legal guardian, or the person who has accepted responsibility for the student, at least regarding school matters. Both parents and students should become familiar with the Pecos Cyber Academy School Handbook, which are documents adopted by the school board and is intended to promote school safety and an atmosphere for learning. This school handbook does not define all types and aspects of student behavior; however, the PCA Board of Education has the responsibility to set forth policies, rules and regulations to help all students conduct themselves in a proper manner as good citizens of the school community.

## School Mission and Overview

### Mission Statement

The mission of Pecos Cyber Academy is to empower all students to embrace learning, achieve their personal best and build their emotional, social, and physical well-being through a quality virtual learning community.

### School Organization and Roles

#### Roles and Responsibilities

Role: Caretaker / Learning Coach Parent or Legal Guardian)

PCA applies the term “Caretaker” and or “Learning Coach” to the student’s parent(s) and/or legal guardian(s) who enrolls the student and satisfies the student’s enrollment requirements. All Caretakers/Learning Coaches are provided “Learning Coach” access in the Learning Management System, so they are able to perform the Learning Coach duties. They must agree to and sign the Parent/ Learning Coach Acknowledgement (PLCA) as part of the enrollment process. Students may have more than one Learning Coach as designated by the legal guardian. The parent/legal guardian always has full and final responsibility for the child’s education and educational decision-making with the school, and therefore must be available to the school staff as needed for discussions related to the student’s educational and other school-related needs.

#### Responsibilities

Responsibilities of the Caretaker/Learning Coach include: reviewing lessons, providing supervision/daily oversight of the student’s work and school related activities, partnering and communicating with teachers. Each student must have at least one Learning Coach.

#### Student

The student’s role at PCA is to learn to the best of his/ her abilities. Therefore, students should expect to take age-appropriate individual responsibility for their own learning. This is accomplished by applying themselves to their studies in a focused and serious manner, working hard, becoming engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, and capitalizing on strengths. Students at all times are expected to complete their own work and uphold the principles of the Honor Code.

# School Information

School Phone Number (oice)	505 886-3900
High School Principal June E Boles	505 433-1932
School Office Location	1841 Old Rt 66 St B Edgewood, NM 87105
School Website	pecoscyber.org
School Hours	8:00 am - 3:30 pm
Technical Support for High School Computers	888-679-7740
Executive Director	Dr. Kim Hite-Pope
Communication	All staff and support services are located in the LMS Connexus - Webmail
Governing Board of Directors	Refer to the school website for most current members information

### **Required Instructional Hours:**

Students in New Mexico Public Schools are expected to attend school for a minimum of 30 hours per week. Students are responsible for mastering all material, which may require additional time.

### **Emergency Information:**

In the event of an emergency, PCA will send information via the school's Learning Management System as well as the Student Information System, Powerschool.

### **Enrollment, Withdrawal, and Transfers**

#### **Maximum Age to Enroll**

The maximum enrollment age of a student is determined by state law. The maximum enrollment age may also vary by student, depending upon the program in which a student is enrolled.

### **Enrollment After the Start of the School Year**

Students may enroll after the start of the School year, provided there is space available in the School at the time of application. Families should contact the enrollment team at the school for details on the school's enrollment capacity at the given time of application or inquiry. Families enrolling mid-year are subject to all the same enrollment requirements as families that enroll prior to the start of the School year. Enrollment may be closed before the end of the School year if the School reaches its enrollment cap set by the Governing Council of the Charter School.

## **Additional Information for High School Students**

High school students entering mid-semester must submit report cards, progress reports and/or teacher notes from their previous school as part of the enrollment process. PCA teachers review the student's work and progress up to that point in the semester and enter an equivalent grade into the PCA grade book that represents the student's efforts at the previous school. That grade will be averaged in with the PCA grades earned in that same semester.

Students entering mid-semester who have experienced a disruption to their education as defined under New Mexico Public School Code, will receive priority placement in courses that meet state graduation requirements when enrolling, as well as academic support and/or counseling support. For more information, please contact the school counselor.

## **Dual Enrollment in Another K-12 Program**

Because the School is a full-time program, students may not be concurrently enrolled in another public school on a full or part-time basis.

In certain special circumstances, it may be possible for a student to participate in a course or activity at another local school within the parameters described below. Seeking such permission should be initiated after the start of the PCA school year. The Caretaker's decision whether or not to enroll in PCA should not be contingent on approval to participate in a course or activity at another institution.

## **Withdrawning from School**

Caretakers withdrawing their student should contact their homeroom/advisory teacher. Caretakers must then complete the request to withdraw form found on school's website.

## **Assessment**

It is essential that student performance is regularly assessed. PCA uses the following types of assessments to determine students' skill levels, to evaluate performance, assign educational plans, and to develop a permanent school record.

### **Interim Assessment: Renaissance**

At the beginning, middle, and end of each academic year, the school may administer the STAR360 Math and Reading Assessments or other evaluation tools as pre-, mid-, and post-assessments to students in grades K-12. These assessments provide instructional guidance for teachers and Learning Coaches, help teachers to construct and implement individualized instruction, and measure the student's academic gains over the year. These assessments are a requirement of PCA and NMPED.

### **Assessments within the Curriculum**

As they progress through their courses, students will engage in many different types of formal and informal assessments as well as synchronous and asynchronous learning. Note that some assessment types count more heavily towards the student's final course grade than others.

### **Mandatory Testing**

As required by the State of New Mexico all students attending a public school, including virtual school, must attend State Testing in person. The New Mexico Public Education Department (NMPED) sets the testing windows for all schools across the state. As required by the New Mexico Public Education Department, grade level designation is used to determine state assessments. PCA will provide testing location throughout the state to provide a convenient way for families to take their students to the required testing. Attendance is mandatory. For more information on assessments please see the school calendar on the website or reach out to PCA's District Test Coordinator.

## Attendance

Attendance is recorded daily by homeroom teachers. The student must log on to his/her Learning Management System before 2:00 pm daily in order to be counted as present. All attendance is recorded in the Powerschool system.

## Types of Absences

Absent means not in attendance for a school day for any reason, excused or not excused except for in person testing. Reasons for excused absences may include, but are not limited to, the following:

- **Health problems**—Students are unable to participate in schoolwork due to physical or mental health problems. If a student misses more than three (3) consecutive school days, the Learning Coach must fill out the absence form found on the school website.. The School will also require a doctor's note for absences of more than three (3) consecutive days related to health issues. Families can upload the doctor's note on the absence form.
- **Other excused absences**—Examples of other reasons for excused absences include a family illness that requires the absence of the student, a death in the immediate family, religious holidays, court appearances requiring the student's attendance, and other special circumstances that show good cause, have been approved in advance by the School's leader, and for which the family provides appropriate documentation as required by the School.
- **Unexcused absences**—Absences that are not approved by the School will be considered unexcused.

If a student is absent, the student is still responsible for completing all required lessons and assessments for the school term. It will be the student's responsibility to request make-up work and make appropriate arrangements to make up any tests missed due to absence.

PCA follows the Student Success Act of New Mexico which  
can be viewed at [pecoscyber.org](http://pecoscyber.org)

At the high school, we follow these guidelines:

**SY 24/25 High School Attendance Procedure**

- **Tier 1-Whole School Prevention:** Whole school prevention for all students, including those who missed less than 5% of classes or school days for any reason (up to 9.9% = 2 days absent in a month / will receive Tier I letter)
- **Tier 2-Individualized Prevention:** Targeted intervention strategies for students who have missed five percent or more but less than 10% of classes or school days for any reason (10% = 3 days absent in a month after receiving Tier I letter)
- **Tier 3-Early Intervention:** Interventions for students considered chronically absent and missing 10% or more but less than 20% classes or school days for any reason (10% - 20% = 4 days absent in a month / after receiving Tier I; and II letters)
- **Tier 4-Intensive Supports:** Interventions for students considered excessively absent and missing 20% or more of classes or school days. Focuses on students who have not responded to previous interventions provided by the school and may lead to referrals to CYFD (more than 20% = 5 or more absences in a month / after receiving Tier I; II; and III letters)

Power school monthly reports are used to determine attendance letters.

## Grading Scale for High School Students at PCA

Grade	%	Non Weighted	Weighted Honors	Weighted AP
A+	98-100	4.0	4.5	5.0
A	92-97	4.0	4.5	5.0
A-	90-91	3.7	4.2	4.7
B+	88-89	3.3	3.8	4.3
B	82-87	3.0	3.5	4.0
B-	80-81	2.7	3.2	3.7
C+	78-79	2.3	2.8	3.3
C	72-77	2.0	2.5	3.0
C-	70-71	1.7	2.2	2.7
D+	68-69	1.3	1.8	2.3
D	62-67	1.0	1.5	2.0
D-	60-61	0.7	1.2	1.7
F	0-59	0.0	0.0	0.0

## Grades and Grade Point Averages (GPAs)

Students are awarded credit only for courses in which they have earned a grade of D- (60%) or higher. This applies both to courses taken at PCA and at other schools. The School's grading scale is below. Semester and year-end GPA calculations will follow a four-point scale (see chart on page 14). Grade point averages will only include graded courses; pass/fail courses will not be averaged into a student's GPA. Grades for Honors courses are weighted with one-half (0.5) extra grade point. Grades for Advanced Placement (AP) courses are weighted with one (1) extra grade point.

## Class Rank

Students who have not yet successfully completed any high school courses for credit directly from PCA will be excluded from the class rank calculation. For the purposes of calculating the class rank, the student's cumulative Grade Point Average (GPA) will be used, which may include weighted grades for Honors or Advanced Placement courses. Courses transferred in from other accredited institutions will also be included in the class rank as long as there is a grade assigned for that course. The cumulative GPA is calculated to the hundredth of a point. Students whose class rank rounds off to the same hundredth of a point will be considered tied and will receive the same class rank. The ranking will compare students within the same grade level at the same school. The class rank is *not* included on the student's official high school transcript but is available for release upon written request.

## Academic Honesty/ Plagiarism

PCA requires the original work of all students and in so doing, prohibits plagiarism of the work of others. Students shall be expected to properly cite the origin of work that is not the student's own. If work content, other than commonly known facts, if not properly cited, attributed, or credited, the work may be determined to be plagiarism.

Teachers will review plagiarism in their class and will outline the steps that will be followed if plagiarism is suspected.

## High School Classification or Reclassification

All students must be classified based on their first year of high school, typically their freshman year. Cohort is the year of the expected graduation year.

### High School Graduation Requirements

High school students' graduation requirements are based on their individual cohort (the year they started high school as a freshman). You can review your student's graduation requirements at the PED website:

<https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>

If you would like to schedule a meeting to discuss your student's status in regards to graduation, please contact [jboles@pecosca.us](mailto:jboles@pecosca.us) via email and we will schedule a meeting

## National Collegiate Athletic Association (NCAA) Eligibility

In order to be eligible for National College Athletic Association (NCAA) scholarships, students must meet certain academic and other requirements, including but not limited to taking NCAA-approved high school courses. Many of PCA's core and elective courses are NCAA-approved; however, students interested in NCAA scholarships should contact their school counselor to determine an appropriate course schedule that will help them meet NCAA requirements. Students should also visit the NCAA website for more information.

## Release of High School Educational Records

PCA will provide educational records, including official high school transcripts, class rank, test scores, and letters of recommendation to third parties such as post-secondary institutions, scholarship committees, and/or potential employers, only with prior written approval from the student's Caretaker or

from the student if they are aged eighteen (18) or older or an emancipated minor.

In order to ensure that application deadlines are successfully met, we require advance notice of at least ten (10) working days for requests to provide educational records to students, parents or Caretakers, and/or third parties. We require thirty (30) days' notice for letters of recommendation. Note that class rank is only calculated twice a year.

Requests for records should be made through PCA's website, Request for Transcripts tab

## **Transcripts**

To request an official copy of a transcript, families must complete the Transcript Request form on the PCA website. Official transcripts are generated at the School. These have official school signatures, raised seals, and are sent in a sealed envelope.

## **Schedule Changes**

Students may request changes to their schedules within the first ten days of enrollment or in the first ten days of the semester. To add or drop a course, a Learning Coach must submit a request using the Schedule Change Request Form found on the school website.

## **Credit from Other Schools**

As part of the enrollment process, families submit their students' most recent report cards and/or transcripts. Counselors analyze previously earned credits and determine which credits will transfer to PCA. The School Counselor may require complete unofficial transcripts or complete end-of-year report cards. Official transcripts are required within the first thirty (30) days of school for final credit transfer approval and for final course approval. Upon graduation or withdrawal, the official PCA transcript will display both the credits earned at PCA as well as any transfer credits.

## Credit Recovery

Credit recovery is offered to students in grades 9-11 in the summer for any core class not passed in the school year. Seniors may take CR classes during their senior year if needed for graduation.

## Credit for Coursework Completed in a Non-Standard School Program

Students may request to receive credit for courses completed in previous educational settings other than fully accredited schools, including home school, non-accredited public, private, alternative, or international schools.

There are two (2) options for requesting and being granted credit by PCA for coursework completed in a non-standard school program:

- **Assessment:** the student takes and achieves a passing grade (C-) on the PCA exam(s) associated with the course. This may be the midterm and final exam or End of Course Assessment as determined by the content area teacher. Alternatively, the student may take a state-approved standardized test. If the student achieves a score of “Proficient” or higher they will be granted credit for that course. The test(s) must be taken in a school-approved proctored setting.
- **Portfolio and Competency:** The student submits a portfolio documenting coursework, which may include:

- Samples of prior work
- List of texts used in prior courses
- Artwork
- Writing samples
- Report card from prior school
- Student Interview
- Other materials as requested by the School Counselor

The portfolio will be reviewed by each content area teacher. The content area teachers will make final decisions about credit(s) to be granted for the student’s prior coursework. The student must also document the number of hours per week and overall hours that were spent on this course.

For example, a student who shows sufficient evidence of having successfully completed Algebra I, Geometry, English 9 & 10, Earth Science, Biology, U.S. History, Government, and French I & II, will be granted credit by each content area teacher for each of the courses documented, and will be placed in PCA at the grade level appropriate for the number of credits granted.

The School Counselor and/or Executive Director may review the student's portfolio along with the content area teachers, but the content area teachers will be responsible for determining if the student is indeed proficient and may require a competency test based on New Mexico State Standards in the specific subject to determine whether or not credit is to be granted.

Students may use a combination of the above-listed methods for requesting credit. For example, a student may choose option #1 for mathematics and science courses, and #2 for humanities courses and foreign languages. Credits for courses completed in a non-standard school program are granted as described above, but no grades are assigned. Students receiving credit will be given a grade of "Pass," which is not included in the calculation of the student's GPA. These credits are not entered into the student's records until the student has completed a full semester in PCA. The transcript will reflect these credits as "Passed."

### **High School Courses Taken in Middle School**

A PCA student not yet in high school may enroll in and receive credit or a grade for a high school course, as long as that course is taught by a NM Licensed Teacher. In addition, a middle school course for which high school credit is granted must cover the same content as the equivalent high school course and must be approved by the School Administration in advance. A student may retake a course to earn a higher grade. However, credit cannot be earned twice for the same course.

### **Dual Enrollment**

The New Mexico Administrative Code (NMAC) establishes procedures for dual credit course offerings, for secondary students who meet eligibility requirements, under the Memorandum of Understanding process established by the state. The purposes of dual credit are:

- to increase educational opportunities for high school students, and

- to increase the overall quality of instruction and learning available through secondary schools.

It is the policy of PCA to offer Dual Credit courses to eligible students and to comply with the Dual Credit regulation by approving Memorandum of Understanding with the post-secondary institutions within the State of New Mexico to be determined by the Executive Director College credit and letter grades from dual enrollment courses will appear on the Cyber Academy transcript. \*\*Please see Appendix 4 starting on page 79 for policy, eligibility, enrollment, course load, grades & transcripts and financial responsibility.\*\*

## **Credit for Other Experiences**

Many students are involved in activities outside their school experiences, such as: music, dance, and art lessons, foreign language instruction, and participation on athletic teams. While PCA recognizes the value of these activities, they cannot be used to earn high school credit.

## **Students Driving to Testing Sites**

It is highly recommended that students not be permitted to drive unaccompanied to PCA testing or any PCA event.. Preferred options include having a Learning Coach or designated adult drive and supervise students, or having students use public transportation options.

However, we recognize that in certain circumstances students may need or wish to drive to an Event without supervision from an adult. In order to be able to drive unaccompanied to a PCA Event students must meet the following guidelines:

- Must possess a valid driver's license.
- Must have access to a currently registered, inspected, and insured vehicle.

Under no circumstances shall students drive other students to an Event. If a student nevertheless permits another student or students to ride with him/her, PCA shall not be liable for any injuries or damage to any parties. The student, the student's Learning Coach, and/or any insurance maintained by the Learning Coach and/or the student, will be responsible for any and all injuries and/or any damage that may occur.

Even if a Learning Coach does grant permission for a student to drive unaccompanied, it is important to note that driving a car to an Event is a

privilege for a student and not a right, and such privilege may still be denied or revoked by the School at any time. Safe driving practices must be followed at all times. Students who endanger other drivers, individuals, pedestrians, or property, and/or do not follow school rules and/or procedures for Events, may have their permission to drive unaccompanied to school Events revoked by the School. Furthermore, students may be reported to school authorities and, if warranted, may also be reported to the police for further action.

### **Valedictorian and Salutatorian Policy**

The selection of Valedictorian and Salutatorian shall be based upon an overall GPA and upon good standing in terms of character. Class rank will be calculated within the first week after senior course completion. The GPA calculation shall consider credits toward high school graduation (including electives), adjustments for honors/ AP (Please refer to GPA Scale in handbook) and shall be weighted based on the credit hours.

Students found guilty of academic dishonesty or similar offenses shall be disqualified from being Valedictorian or Salutatorian. Both the Valedictorian and the Salutatorian must have been continuously enrolled for 2 years of school at PCA. In case of a GPA tie for either Valedictorian or Salutatorian, the Head Administrator shall convene a committee of High School faculty to make the final tie-breaking determination based on the academic and character records as well as the civic and community involvement of the students in question.

### **Early Graduation Policy**

Any student desiring early graduation must complete the PCA Early Graduation Application prior to the end of their 10th grade year.

### **Student Organizations**

All students are eligible to participate in the Technology Student Association. This organization encourages students to work on their leadership skills and to participate in state level activities of various categories. For more information contact the TSA sponsor Ms Jennifer Rose at [jrose@pecosca.us](mailto:jrose@pecosca.us).

Students enrolled in Career Technical Education classes are also encouraged to participate in the CTSO (Career Technical Student Organization) associated with their pathway. Ask your CTE teacher for more information.

## **Services for Special Populations**

### **Individuals with Disabilities Education Act (IDEA) Eligible Students**

#### **Enrollment Requirements**

At the time of enrollment, all Learning Coach who indicate their students have special needs are asked to submit a copy of the student's most recent Individualized Education Program (IEP). It is important that the IEP is current and complete, and that any educational assessments and evaluation reports that support the IEP are also submitted. The most current Multidisciplinary Evaluation report is also required. When such documents are not submitted upon enrollment, the parent or guardian will be required to sign a *Release of Information* to enable PCA to obtain the appropriate documents. These documents include, at least, the most recent annual IEP and evaluation.

All documents are reviewed by the Director of Special Education, and if necessary, a member of the special education staff contacts the family to discuss specific student needs or to clarify the information. A student's IEP will be amended or accepted within thirty (30) days of enrollment to reflect the needs of the virtual environment.

The student's annual review date is noted, and once enrollment is complete the team begins to schedule IEP meetings, as necessary.

#### **During the School Year**

At the beginning of the school year, the special education team ensures that teachers have access to the student IEPs. The teachers are made aware of each student's special learning needs and are given guidance on how to make the necessary program accommodations.

#### **Conducting IEP Meetings**

The special education team plans for and schedules all annual reviews and other IEP-related meetings. They contact families and establish mutually beneficial meeting times. Although typically held virtually, the IEP meetings occur in compliance with all state and federal laws.

## **Special Education and Related Services**

According to their IEPs, some students qualify to receive special education and related services. Due to the virtual nature of the School, the services are typically provided virtually over the internet with real-time conferencing software. The IEP team ensures the service is provided in compliance with the IEP. The team locates and secures the provider and handles all contracting and financial issues.

## **New Referrals**

Throughout the year, both teachers and Learning Coaches may detect that a student is having difficulties with learning and they may believe there could be a need for individualized intervention strategies. If this is suspected, the teacher will first help the Learning Coach implement a series of interventions. If those documented strategies are unsuccessful, they will then refer the student to the School's Student Assistant Team (SAT). This team will meet and suggest additional strategies and considerations, and they will also work to gather more information about the student's learning history and profile. If after all the recommended strategies are unsuccessful, the team (along with the Caretaker) will consider a referral to the School's special education team. Once the team receives a referral they will begin the process of determining if the student is in need of a special education evaluation.

## **Rehabilitation Act of 1973: Section 504 Eligible Students**

### **Enrollment Requirements**

Learning Coach of students with Section 504 plans seeking to enroll in the School are asked to submit a copy of the Section 504 plan during the enrollment and academic placement process.

When a student enters the School with a Section 504 plan developed by a prior school, the School will review the plan and supporting documentation and comply with Section 504.

## **During the School Year**

At the beginning of the school year, the 504 Coordinator ensures that teachers have access to a student's 504 Plan. The teachers are made aware of each student's special learning needs and are given guidance on how to make the necessary program accommodations. Students who have Section 504 plans will participate in the regular education environment, with the use of supplementary aids and services. The regular education teachers (with the support of the Section 504 coordinator and/or special education staff) will implement the provisions of Section 504 plans. A case manager will be assigned to notify teachers about the accommodations and to assist with and monitor implementation of the Section 504 plan.

Teachers will also have access to information as to accommodations and modifications on their home page.

## **Reevaluation**

The School shall establish procedures for periodic reevaluation of students, consistent with the requirements of Section 504. Transitions from primary grades to intermediate grades, elementary school to middle school, and middle school to high school are often appropriate times to review and update a student's Section 504 plan. For students who enter the School with an existing Section 504 plan, the schedule for the reevaluation will be determined by the Section 504 coordinator based on the following: how recently the plan was developed, the appropriateness of the plan for the virtual school setting, changes to the student's impairment, etc.

## **Section 504 Accommodations**

According to their Section 504 plans, some students qualify for accommodations and modifications to their educational program. Due to the virtual nature of the School, the services are typically provided virtually over the internet with real-time conferencing software. The 504 Coordinator ensures the service is provided in compliance with the student's Section 504 plan.

## **New Referrals**

Throughout the year, both teachers and Learning Coaches may detect that a student is having difficulties with learning, and they may believe there could

be a need for accommodations and modifications, supplemental aids and services as required under Section 504.

If documented strategies are unsuccessful, the student will be referred to the School's Student Assistance Team (SAT). This team will meet and suggest additional strategies and considerations, and they will also work to gather more information about the student's learning history and profile. They may even consult with a member of the special education team and/or Section 504 Committee. If all the recommended strategies are unsuccessful, the team (along with the Caretaker) will consider a referral to the School's special education team and/or Section 504 Committee. Once the team receives a referral they will begin the process of determining if the student is in need of evaluations and a Section 504 plan.

Federal law requires PCA to provide its students, regardless of disability, with an equal opportunity to participate in and benefit from the School's education program. PCA is committed to providing its students with equal access to its education program. We provide students with accessibility through resources tailored to each student's individual abilities and needs, including assistive technologies and individualized support.

If your student is in need of assistance in order to fully participate in PCA's education program, please contact the School's Special Education Director or the School's 504 coordinator. 7.4 Gifted Students

If you would like your student to be assessed for the gifted program, please contact the homeroom teacher or the school grade level SAT coordinator to begin the SAT process.

## **Conduct, Due Process, Grievance, and Communication**

### **PCA Student Dress Code**

Students and parents/caretakers are responsible for the dress and grooming of students.

Approved dress and grooming:

- During all in-person student events and LiveLessons, students must wear clothing including both a shirt and pants, skirt, short, or the equivalent. All students attending field trips/ events must also wear shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face and ears to be visible to staff.

Not-Approved Dress and Grooming:

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious ailiation, political beliefs, or any other protected groups.
- If the student's attire or grooming threatens the health or safety (e.g., attire that is ailiated with a gang) of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

All persons who are visible during student LiveLessons should adhere to the student dress code. This applies to parents, caretakers, siblings, or others within view of the web camera.

## **Drug, Alcohol, and Tobacco-Free School**

PCA is a drug-free, alcohol-free, and tobacco-free environment. The use of controlled substances, alcohol, and/or tobacco is prohibited at all face-to-face school events and activities such as but not limited to learning events, testing, and graduation ceremonies. This applies to all members of the school community including students and their families, teachers, staff, and visitors.

The use of tobacco, including smoking tobacco, chewing tobacco, or snuff, or the possession of or use of any of the following by any member of the school community while on school premises or at a school Event or activity as described above, will be considered a violation of this policy:

1. alcoholic beverage(s)
2. Illegal, controlled, and/or dangerous substances and/or narcotics (unless prescribed by a physician for medical purposes, and properly documented as such), or substances purported to be such. Illegal, dangerous, or controlled substances and substances purported to be such include, but are not limited to, narcotics, amphetamines, marijuana, cocaine, heroin, hallucinogens, barbiturates, prescription or non-prescription drugs of any nature and medications such as diet pills, caffeine pills, bath salts, and others.
3. drug paraphernalia

It shall also be a violation of this policy for any member of the school community to sell or distribute, or attempt to sell or distribute, tobacco; drugs or drug paraphernalia; illegal, dangerous, or controlled substances, or any substances purported to be such, while on school property or at school Events or activities.

If a PCA student attends a school Event or activity under the influence of or in possession of an illegal, dangerous, or controlled substance or alcohol, the student's Caretakers and local authorities will be notified. The student's Caretakers will be notified if a student is found to be in possession of or using

tobacco. Caretakers will be required to make arrangements for immediately removing the student from the school Event or activity in such event.

Any non-student member of the school community who attends a school Event or activity under the influence of or in possession of alcohol or illegal, dangerous, or controlled substances or substance purported to be such will be asked to remove themselves from the school Event or activity. Local authorities may be notified at the discretion of the Executive Director depending on the nature of the violation. Any non-student member of the school community who attends a school Event or activity and uses tobacco will be informed of the School's tobacco-free policy for a first violation. If more than one violation occurs, further action may be taken by the School.

If a student is found to be engaged in communications arranging for the sale or exchange of alcohol or illegal, dangerous, or controlled substances or any substances purported to be such at a school Event or activity, the student will be removed from the school Event or activity and the School will contact both the student's Caretaker and local authorities to report this behavior.

Any other member of the school community found to be engaged in communications arranging for the sale or exchange of alcohol or illegal, dangerous, or controlled substances or any substances purported to be such at a school Event or activity will be removed from the school Event or activity and the School will contact local authorities.

Students who fail to comply with this drug-free, alcohol-free, and tobacco-free policy will be subject to disciplinary action in accordance with school disciplinary policies. All other school community members in violation of this policy will be asked to leave the event or activity and/or will be reported to local authorities.

In all cases, this policy will be implemented in accordance with state laws.

## **Bullying and Other Forms of Prohibited Behavior**

PCA is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students, and encourages the promotion of positive interpersonal relations among members of the school community.

This policy applies to all school-related activities and/or engagements, including, but not limited to, online school-related activities such as LiveLesson sessions, participation in clubs and activities, WebMail messages or interschool email, text messages, discussions, telephonic communications, and message boards; and in-person activities, such as state testing, learning events, open houses, and any other in-person school-related activities on school property. This policy also applies to those activities or engagements which occur off school property if the student or staff member is at any school-sponsored, school-approved, or school-related activity or function, such as learning events or events where students are under the School's control, in a school vehicle, where a staff member is engaged in school business, or where the prohibited behavior is facilitated through the use of any school property or resources (collectively referred to in this policy as "School Activities").

Harassment, intimidation, bullying, cyber-bullying, and/or hazing toward any member of the school community at School Activities, whether by or toward any student, staff, Learning Coach, Caretaker, or other third parties, is strictly prohibited and will not be tolerated. Examples of such prohibited behavior include, but are not limited to, stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. This prohibition includes aggressive behavior; physical, verbal, and psychological abuse; and violence within a dating relationship. These types of behavior are forms of intimidation and harassment and are strictly prohibited, regardless of whether or not the target of the prohibited behavior are members of a legally protected group, such as sex, sexual orientation, race, color, national origin, marital status, or disability.

The following definitions are intended to provide guidance in assessing whether a particular behavior is a prohibited behavior in the course of or at School Activities. They are not exhaustive in their scope and are not intended to replace the intuition of the individual. When in doubt as to whether or not a

particular suspected behavior is prohibited behavior, you are urged to rule on the side of caution and report your concerns to the appropriate school official, as provided for in this policy. If any of these prohibited activities occur outside of School Activities, students and Learning Coach should notify local law enforcement authorities.

## Definitions

**Bullying** – means any severe, pervasive, or persistent act or conduct that targets a student, whether physically, electronically, or verbally, and that:

May be based on a student's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability, or any other distinguishing characteristic; or an association with a person, or group with any person, with one or more of the actual or perceived distinguishing characteristics; and

Can be reasonably predicted to:

- Place a student in reasonable fear of physical harm to the student's person or property;
- Cause a substantial detrimental effect on a student's physical or mental health;
- Substantially interfere with a student's academic performance, attendance, or participation in extracurricular activities; or
- Substantially interfere with a student's ability to participate in or benefit from the services, activities, or privileges provided by a school or school-affiliated entity.

**Cyber-bullying** – any bullying that takes place through electronic communication. This includes, but is not limited to, cell phone, email, instant messaging, social media websites, Twitter, etc., to support deliberate and hostile behavior by an individual or group, that (i) is intended to harm others or (ii) that an objectively reasonable person would expect to cause harm to others.

Cyber-bullying can also include the posting or other transmission of text, video, or images that are embarrassing, demeaning, or threatening in nature, regardless of whether the subject of such text, video, or images directed, consented to, or otherwise acquiesced in the at issue posting or other transmission.

**Electronic communication** – a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, pager or video or audio recording device.

**Gender identity** - a student's self-perception, or perception by another, of the student's identity as a male or female based upon the student's appearance, behavior, or physical characteristics that are in accord with, or opposed to, the student's physical anatomy, chromosomal sex, or sex at birth.

**Harassment** - a pattern of conduct that is intended to annoy, seriously alarm, or terrorize another person or group of people.

**Hazing** – the use of ritual and other activities involving harassment, bullying, cyber-bullying, intimidation, abuse or humiliation for the purpose of initiating a person or persons into a group, regardless of whether such person(s) consented to or otherwise acquiesced in the at issue behavior(s) and action(s).

**Intimidation** – a course of behavior that instills fear or a sense of inadequacy.

**Physical or cognitive disability** - a physical or cognitive impairment that substantially limits one or more of a student's major life activities.

**Progressive discipline** - disciplinary action other than suspension or expulsion from school that is designed to correct and address the basic causes of a student's specific misbehavior while retaining the student in class or in school, or restorative school practices to repair the harm done to relationships and other students from the student's misbehavior, and may include:

- Meeting with the student and the student's parents;
- Reflective activities, such as requiring the student to write an essay about the student's misbehavior;

- Counseling;
- Anger management;
- Health counseling or intervention;
- Mental health counseling or intervention;
- Participation in skill-building and conflict resolution activities;
- Community service; and
- In-school detention or in-school suspension that is for a constructive purpose and may take place during lunchtime, recess, after school, or during weekends.

**Regular volunteers** – those persons, including relatives of students, who commit to serve on a regular basis at a school district, charter school, or other educational entity without compensation.

**Sexual orientation** – heterosexuality, homosexuality, or bisexuality, whether actual or perceived.

**Violence within a dating relationship** - any behavior by a student at or during any School Activity exhibited towards that student's dating partner that is an attempt to gain and/or maintain power and/or control over a dating partner through violence, threats of violence, and/or physical, verbal, psychological, and/or mental abuse.

**Sexting** – knowingly using a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another minor any photograph or video which depicts nudity and is harmful to minors. Knowingly possessing a photograph or video that was transmitted or distributed by another minor as described above.

**Prohibited behaviors** include all of the above.

The School Administration (and Governing Board, if applicable) will not tolerate any gestures, comments, threats, or actions which (i) cause, threaten to cause, or, an objective and reasoned person would find was intended to cause bodily harm or personal degradation, or (ii) creates, or an objective and

reasoned person would determine was intended to create an intimidating, threatening, or abusive environment for any student, staff member, member of the administration, Learning Coach, or other third-party.

Any student or student's Learning Coach who believes that student, any other student, or other third-party, has been or is the recipient of any of the above-described prohibited behaviors should immediately report the situation to the School Counselor, Executive Director, Principal, Homeroom Teacher or to local law enforcement authorities when the activities are outside of School Activities as defined above. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate school administrator. Complaints about prohibited behavior against the Executive Director should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be prohibited behavior. Reports may be made to those identified above. If a student or other individual believes there has been prohibited behavior, they should report it and allow the administration to determine the appropriate course of action. Any teacher, school administrator, or school staff member who does not timely make a written report of an incident of prohibited behavior shall be subject to appropriate disciplinary action in accordance with the School's disciplinary process.

All complaints about prohibited behavior shall be kept confidential to the extent possible under the circumstances and be promptly investigated. The Executive Director or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether any prohibited behavior(s) were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action, shall be in the report. Where appropriate, written witness statements shall be attached to the report.

When the target of the prohibited behavior is a student, the School shall provide that student with a written copy of the rights, protections, and support services available to them.

If there is any evidence that the student has experienced physical harm as a result of the prohibited behavior, the School shall promptly communicate that

information to the appropriate personnel, including, but not limited to, emergency personnel and / or law enforcement.

If the investigation finds an instance of harassment, intimidation, bullying, dating violence, or any other prohibited behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action in accordance with the School's disciplinary process. This may include up to discharge for staff; exclusion for Caretakers, guests, volunteers, and contractors; and removal from any official position and/ or a request for a Board member(s) to resign. Individuals may also be referred to law enforcement officials. Remedial and/or disciplinary action for staff will follow the procedures outlined in the Employee Handbook. Remedial and/or disciplinary action for students will follow the procedures outlined in the Student Handbook.

- Disciplinary action for students involved in acts of bullying may include the least restrictive means necessary to address a hostile environment resulting from harassment, bullying, or cyberbullying that may include:
  - Counseling
  - Mediation
  - Development of a student safety support plan for protection of targeted students
  - Progressive discipline as defined above.

Prior to taking any remedial or disciplinary action against a student, the school will consider surrounding circumstances such as, the nature of the incident, developmental age of the student responsible for bullying as well as, the student who has been the subject of bullying and any history of problems or behavior

When appropriate, the target(s) of the prohibited behavior (and/ or such target(s) Caretaker(s)) shall be notified of the findings of the investigation, and, when appropriate, that action has been taken. In providing such notification care shall be taken to respect the privacy of the accused perpetrator of such harassment, intimidation, bullying, and/ or dating violence.

If after investigation the act(s) of prohibited behavior by a specific student is/are verified, the Executive Director or appropriate administrator shall notify in writing the Caretaker of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

**Retaliation** against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying, dating violence, or any other prohibited behavior will not be tolerated, independent of whether a complaint is substantiated. Such retaliation shall be considered a serious violation of school policy, and suspected retaliation should be reported in the same manner as prohibited behavior. Making intentionally false reports about prohibited behavior will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## **Complaints**

Students and/or their Learning Coach may file **written** reports regarding any suspected prohibited behavior by sending a webmail to the homeroom teacher and/or the Principal or Executive Director. Such reports should be reasonably specific including the person(s) involved, number of times and places of the alleged conduct, the target of the suspected prohibited behavior(s), and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Executive Director for review, investigation, and action.

Students and/or their Learning Coach may make informal complaints of conduct that they consider to be prohibited behavior(s) by verbal report to a teacher, Executive Director, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected prohibited behavior, and the names of any potential student or staff witnesses. This written report shall be promptly forwarded by the school staff member and/or administrator to the Principal for review, investigation, and appropriate action.

## Privacy/Confidentiality

The School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## Bystanders

Bullying and cyberbullying (both referred to here as "bullying") involves not only those who are bullies and their victims, but also the bystanders who are witnesses. PCA recognizes that bystanders may be negatively affected by bullying, but that they also have the potential to play a positive role in responding to it. A bystander could be a person who is not the direct target of a virtual attack, but is part of a communication chain; e.g. copied on an email.

Bystanders may be negatively affected in the following or other ways:

- be afraid of being associated with the victim of bullying for fear of becoming a target of the bully themselves
- feel discomfort or fear at witnessing bullying
- feel guilt, helplessness, or loss of control for not standing up to the bully
- be drawn into the bullying behavior by group pressure
- or feel unsafe in the situation
- not withdrawing from online activities for fear of becoming the target of bullying.

Conversely, bystanders may be able to help victims of bullying by doing the following:

- Ask for help from a trusted adult such as a teacher, Executive Director, or other school official.

- Help the person being bullied: create a distraction to focus attention on something else; try helping the person who is being bullied leave the scene by telling him/her that an adult needs to see them, etc.
- Don't give bullying an audience: bullies are often encouraged by the attention they receive, so don't support them by watching.
- Set an example: do not bully others; don't encourage bullies; create posters against bullying; join an anti-bullying club; tell a bully that their actions are not funny.
- Be a friend to the person being bullied.
- Spend time with the person being bullied: talk to them; listen to them; tell them you think that bullying is bad; tell them to talk to a trusted adult for help.

PCA's expectation is that student bystanders will report bullying to a school official or other appropriate adult in a timely manner. If it comes to the attention of the Executive Directorship or staff that a student bystander did not report bullying, the School will initiate a conversation with the student regarding the School's expectations for bystanders to report bullying. Second and subsequent occurrences of non-reporting of bullying may subject the student to more serious disciplinary action.

Additionally, if it is determined by the Executive Directorship that a student who was initially a bystander became actively involved in the bullying, s/he may be subject to disciplinary action for bullying as described in section 9.3 *Discipline and Due Process for Students* in this handbook.

## Discipline and Due Process for Students

All students enrolled in PCA are expected to conduct themselves in accordance with the rules for the School, and Learning Coach are expected to cooperate with the School staff in helping students to maintain this conduct. Student codes of conduct are set forth in this

handbook. School students are also guaranteed due process of law as required by the 14th Amendment to the Constitution.

## **Prohibition of Racialized Aggression and Prohibition of Discipline**

### **Related to Race, Religion or Culture**

1. Pecos Cyber Academy shall not allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion or culture or because of the student's use of hairstyles or cultural or religious headdresses. Racialized aggression, defined as any aggressive act that can be characterized, categorized or that appears as such to be racial in nature, is prohibited. As used in this section:
  - (1) "cultural or religious headdresses" includes hijabs, head wraps or other headdresses used as part of an individual's personal cultural or religious beliefs;
  - (2) "protective hairstyles" includes such hairstyles as braids, locks, twists, tight coils or curls, cornrows, bantu knots, afros, weaves, wigs or head wraps; and
  - (3) "race" includes traits historically associated with race, including hair texture, length of hair, protective hairstyles or cultural or religious headdresses.

Statutory Reference, NMSA 1978, Sections 22-5-4.3 (2021) and 22-8B-4 (2021).

2. The above passage was approved by PCA's Governing Board on 11/16/2021 and will be placed in the PCA student handbook upon NMPED approval.
3. Staff will be provided virtual training 1/3/2022 on Culturally Responsive Classroom Strategies Power Point, Cultural Competence and Racial Bias, Diversity Awareness Staff to Student, Making Schools Safe and Inclusive for LGBTQ Students, Making Schools Safe and Inclusive for Transgender provided by Vector

Location of Virtual meeting with Governing Board and stakeholder on 11/16/2021 at 4pm. Public Comment was given.

4. Discipline PCA shall strive to provide and maintain a safe, fair, affirming, and appropriately challenging environment that promotes learning and positive personal growth. Disciplinary measures shall be aimed toward assisting each student in the development of self-control, social responsibility, and the acceptance of appropriate consequences for his or her actions. PCA's Governance Board shall not permit or allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion or culture or because of the student's use of hairstyles or cultural or religious headaddresses. Racialized aggression, defined as any aggressive act that can be characterized, categorized or that appears as such to be racial in nature, is prohibited.

Administrators shall use the procedures and options specified in the PCA Processes Handbook for Student Success and administrative procedural directive encourages parent/legal guardian to view the student handbook.

## **Discipline Measures**

There are three levels of disciplinary measures utilized by the School: 1) Warning and Interventions, 2) Suspension, and 3) Expulsion. Each level has associated conduct breach definitions and corresponding disciplinary actions that may occur.

### **Warning and Intervention**

Students that receive warnings from the School will have a conference (via phone or in person) with their Caretaker(s) and the School administrator(s), and the incident will be formally documented in writing and will become part of the student's permanent record. The student will not have a disruption in schooling and will not be removed from the class (Learning Management System). Warnings are issued when a student demonstrates a breach of

expected conduct, but not as serious as those listed under the suspension and/or expulsion categories in this Supplement.

## Intervention Matrix

<b>Obscenity/Profanity/Vulgarity:</b> inappropriate language/attire and/or ethnic/racially aggressive slurs -- offensive materials on personal/school items -- Gestures - including gang signs	<p><i>Possible Interventions</i></p> <p><i>Contact Parent/Guardian</i></p> <p><i>Acknowledge positive behavior</i></p> <p><i>Teach substitute words</i></p> <p><i>Counseling with focus on perspective taking, social skills/friendship and emotional management</i></p> <p><i>Behavior contract with focus on respect agreement</i></p> <p><i>Check in check out with specific goals related to appropriate language</i></p> <p><i>Reflection sheet</i></p>
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<p><b>Hate violence:</b> racially aggressive behaviors, harassment, teasing, threats, intimidation, or bullying including but not limited to a physical or mental disability, gender, nationality, race, religion or sexual orientation</p>	<p><b>Possible Interventions</b></p> <p><i>Peer and student mentoring: Mentoring programs allow young people to build sustained, positive relationships with older peers and adults, and motivate them to emulate positive behavior. Such interactions help reduce risk behaviors in students and create a safe and secure atmosphere in school so that students feel comfortable talking to adults if they need to. Peer mentoring can also help to increase understanding between diverse groups, strengthen the sense of community within a school, and build the self-esteem of those participating.</i></p> <p><i>Conflict resolution and peer mediation: Comprehensive conflict resolution programs train selected students to serve as neutral third parties who will mediate disputes among their peers. Teachers and administrators are also trained to intervene in student conflicts in ways that foster team-building, problem-solving, and leadership skills. By teaching young people how to peacefully resolve their conflicts, and providing them with positive problem-solving strategies and role models, such programs foster a school climate of respect and caring.</i></p>
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<p><b>Bullying:</b> Including, but not limited to, racially aggressive behaviors, bullying committed by means of an electronic, verbal, written or physical act directed specifically toward a pupil or school personnel</p>	<p><b>Possible Interventions</b></p> <p><i>Contact Parent/Guardian</i></p> <p><i>Possible sanctions include having the student apologize;</i></p> <p><i>discuss the incident with the teacher, principal, and/or parents;</i></p> <p><i>Weekly meetings to communicate to students clear and consistently enforced expectations and to engage them as resources in preventing bullying behavior.</i></p> <p><i>Ongoing communication with parents.</i></p> <p><i>Appropriate and serious talks with bullies and victims.</i></p> <p><i>Appropriate and serious talks with the parents of bullies and victims.</i></p> <p><i>Role playing of non-aggressive behavior with bullies.</i></p> <p><i>Role playing of assertive behavior with victims</i></p> <p><i>Learning opportunities for...</i></p> <p><i>Conflict resolution</i></p> <p><i>Friendship/Relationship skills</i></p> <p><i>Coping skills</i></p> <p><i>Relaxation techniques</i></p>
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<p><b>Vandalism, graffiti, defacing school property or property of others:</b> including but not limited to books, computers, electronic files, databases and e- mail</p>	<p><i>Possible Interventions</i></p> <p><i>Parent /Guardian contact</i></p> <p><i>Counseling with focus on perspective taking and empathy</i></p> <p><i>Restitution</i></p> <p><i>Community Service</i></p> <p><i>Behavior contract with focus on respect agreement</i></p> <p><i>Mentoring</i></p> <p><i>Check in/out</i></p>
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## **Suspension**

When a student is suspended, they are temporarily removed from class (the Learning Management System) or a school sponsored program or activity. The length of a suspension is determined by the School administrator (up to ten (10) days at a time). A suspension will be documented in writing and will become part of a student's permanent record.

During a period of suspension as defined by the Executive Director, a student's permission to log on to and/or use parts of the Learning Management System is restricted. Student access to WebMail, interschool email, the message boards, online clubs/activities, and/or all of the Learning Management System may be revoked. In such cases where the student's access is completely revoked, the Learning Coach is responsible for logging on to the Learning Management System and obtaining the student's assignments, responding to WebMail, interschool email and recording assessment responses for the student. The student should continue with their schoolwork during a suspension.

Violations that may lead to suspension include, but are not limited to, the following breaches of conduct:

- *Criminal or delinquent acts* are acts defined as criminal under federal and state law, and any applicable municipal or county criminal ordinances.
- *Sexual harassment* means unwelcome or unwanted conduct of a sexual nature (verbal, non-verbal or physical) when submission to such conduct is made either explicitly or implicitly a term or condition of the advancement of a student in school programs or activities such that this conduct substantially interferes with a student's learning or creates an intimidating, hostile or offensive learning environment.
- *Disruptive conduct* means willful conduct which: (1) materially and in fact disrupts or interferes with the operation of the public schools or the orderly conduct of any public school activity, including individual classes; or (2) leads an administrative authority to reasonably forecast that such disruption or interference is likely to occur unless preventive action is taken.
- *Gang related activity* is disruptive conduct.
- *Refusal to identify self* means a person's willful refusal, upon request from school personnel known or identified as such to the person, to identify himself or herself accurately.
- *Refusal to cooperate with school personnel* means a student's willful refusal to obey the lawful instructions or orders of school personnel whose responsibilities include supervision of students.
- *Cheating on tests or daily work:* A student who knowingly participates in copying, using another's work, and representing it as their own (for example, students transmitting their work electronically for another student's use), or who provides other students with test answers, answer keys, or otherwise uses unauthorized materials in an assignment or assessment situation.
- *Plagiarism:* A student's use of another person's words, products, or ideas without proper acknowledgement of the original work with the intention of passing it off as their own. Plagiarism may occur deliberately (with the intention to deceive) or accidentally (due to poor referencing). It includes copying material from a book, copying-and-pasting information from the Internet, and getting family or friends to help with coursework.

- *Abusive conduct:* A student who uses abusive language or engages in abusive conduct in the presence of others either in person or electronically/virtually.
- *Bullying:* A student that repeatedly engages in negative actions against another student in an attempt to exercise control over him/her.
- *Harassment:* A student who demonstrates verbal, written, graphic, or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the School's programs that: 1) has the purpose or effect of creating an intimidating or hostile environment, 2) unreasonably interferes with an individual's educational performance, or 3) otherwise adversely affects an individual's educational opportunities.
- *Vandalism:* A Student who intentionally damages or destroys school property or records (physical or electronic). In these instances, the School reserves the right to contact the proper law enforcement agency.
- *Theft and robbery:* A student who takes money or other property (physical or electronic) with the intent to deprive another person or the School of that property. The threat or the use of force or violence is considered a serious breach of conduct. In these instances, the School reserves the right to contact the proper law enforcement agency.
- *Sexual harassment:* A student who subjects another to any unwelcome sexual advances including verbal harassment, unwelcome or inappropriate touching, or suggestions, requests, or demands for sexual favors.
- *Violation of acceptable use policy:* Students who violate the acceptable use policy in one form or another are open to disciplinary action including suspension. This would include signing on as Caretakers.
- *Repeated violation of any disciplinary issues.*

## **Expulsion**

When a student is expelled, they are separated from the School for an extended period of time, or permanently, for disciplinary reasons. An expulsion will be documented in writing and will become part of a student's permanent record.

Violations that may lead to expulsion include, but are not limited to, any behavior that indicates that a student is a serious threat to the safety of others, possession of firearms, dangerous weapons, bombs, or explosives, criminal behavior, arson, under the influence of or possession of, or sale of controlled substances or paraphernalia.

Suspensions or expulsions for children designated as exceptional follow all appropriate state and federal policies, regulations, and laws. The School will not discipline students protected under Section 504 of the *Rehabilitation Act of 1973*, the *Individuals with Disabilities in Education Act (IDEA)*, or the *American with Disabilities Act (ADA)* unless the School complies with the requirements of those acts and state law.

## **Discipline for Students with Disabilities**

If a student with a disability violates a code of conduct, they will be disciplined according to the discipline measures described above for up to ten (10) days. Upon violations that result in suspensions that exceed ten (10) days, the School will determine if the behavior manifested from the student's disability. If the School determines that the violation is not a manifestation of the student's disability, the School will apply the discipline procedures to the student in the same manner and for the same duration as the procedures would be applied to students without disabilities. However, if it is determined that the violation manifested from the student's disability, the School will conduct a functional behavior assessment and develop a behavior plan to address the behavior violation so that it does not recur.

## **Due Process for Students**

The following actions will be conducted by the School, per each of the disciplinary measures as outlined below:

- Suspension (up to ten (10) days) An informal hearing will be convened with the student, Learning Coaches, Executive Director and other staff members as appropriate. At this hearing, the student will be provided all due process as required by law.
- Suspension of an additional ten (10) days, or an Expulsion If the Executive Director believes that a student has committed an offense that might require expulsion, the Executive Director may suspend the student for 10 days pending a committee of the board hearing (where appropriate)... If a student is expelled, the School administration may assist with finding an alternative school option for the student as outlined in Students Rights and Responsibilities in NMAC.

## **Pecos Cyber Academy Health Services Policy**

### **Immunization**

All students must present satisfactory evidence of commencement or completion of immunization in accordance with the immunization schedule and rules and regulations of the public health division in order to complete enrollment in PCA. Note, however, that a student may be exempt from the immunization requirement upon filing with the governing authority:

- a. a statement or certificate signed by a licensed physician or certified nurse practitioner stating that the physical condition of the person seeking enrollment is such that immunization would seriously endanger the life or health of the person; or
- b. an exemption granted by the public health division on the basis of:
  - a. notarized affidavits or written affirmation from an officer of a recognized religious denomination that such child's Learning Coach are bona fide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing; or
  - b. notarized affidavits or written affirmation from a Caretaker that their religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or another immunizing agent.

Exemptions from obtaining the required immunizations are valid for a period not to exceed nine (9) months and will not extend beyond the end of the school year in which the child is currently enrolled.

In addition, children of military families eligible for enrollment in PCA shall be enrolled and conditionally placed in PCA for thirty (30) days while the student obtains the required immunizations. For a series of required immunizations, students of active military families must obtain at least the first in the series of required immunizations within thirty (30) days of the date of enrollment.

If satisfactory evidence of commencement or completion of immunization or an exemption from immunization is subsequently determined to be invalid for any reasons and the student is unable to provide either valid satisfactory evidence of commencement or completion of immunization or a valid exemption from immunization, PCA will begin disenrollment proceedings.

The School will keep records showing the required immunization status of every child enrolled in PCA. These records will be kept current and made available to public health authorities as needed. The name of any Learning Coach who neglects or refuses to permit his (her) child to be immunized against diseases as required by rules and regulations promulgated by the public health division shall be reported by the head administrator of the public health division within a reasonable time after such facts become known to the Executive Director or designee.

## **Students' Rights to Self-Administer Certain Medications**

Because students at PCA will attend school at home or another location other than a physical school building, students and/or their Learning Coaches are responsible for the administration of all required medications and treatments. This responsibility will also extend to any medication that needs to be administered at in-person events such as learning events.

## **Human Immunodeficiency Virus (HIV)**

PCA provides all students infected with HIV who are eligible to enroll in PCA with appropriate access to public education and protects their rights to privacy. PCA also ensures that the rights to privacy of all school staff members infected with HIV are protected.

PCA provides instruction about HIV and related issues in the required health courses to all students. Content is appropriate to the age group being taught. The instructional program shall include, but not necessarily be limited to:

- definition of HIV and acquired immune deficiency syndrome (AIDS);
- the symptoms and prognosis of HIV and AIDS;
- how the virus is spread;

- how the virus is not spread;
- ways to reduce the risks of getting HIV/ AIDS, stressing abstinence;
- societal implications for this disease;
- local resources for appropriate medical care; and
- ability to demonstrate refusal skills, overcome peer pressure, and use decision-making skills

PCA will solicit input from Learning Coach, staff, and students which will be in the development of policies and the review of instructional materials.

## **Grievance Process for Caretakers/Learning Coaches**

The School is committed to ensuring stakeholder satisfaction, and takes its responsibilities for the provision of educational services to the student very seriously. These school responsibilities are set out in the Parent/Legal Guardian Agreement (PLCA) and the School Handbook and include such things as: contacting the family regularly, delivering educational materials and equipment, and providing accessible support.

### **Caretaker Remedies**

If a Caretaker has concerns, s/he may institute the following Grievance Process:

#### **Grievance Process**

1. A Caretaker with the grievance must, in writing, report the dissatisfaction, and submit it to the student's teacher (or other appropriate PCA staff member, as necessary). All parties involved must be appropriately defined, and the problem must be clearly outlined.
2. The recipient of the grievance must review the issue with their supervisor and respond to the Caretaker within three (3) school days.
3. If the original recipient did not resolve the grievance, the Caretaker should request a meeting with the recipient's supervisor. The supervisor should investigate the matter, and schedule a meeting with the Caretaker, the student, if necessary, and any other staff member (if necessary), within five school days.
4. If either party does not resolve this grievance, the Caretaker should then request a meeting with the School administration. School administration will investigate the

matter, and schedule a meeting within five (5) school days. If a resolution was not reached at the above three (3) meetings, the Caretaker may request a meeting with the PCA Governing Council, who will investigate the matter, and arrange a meeting within five (5) school days. Current contact information for Governing Council members will be listed on the School webpage.

## **Caretaker Access to Teacher Qualification Information**

PCA makes information about the teachers of the School available to the Learning Coach of all enrolled students. Learning Coaches are free to contact the School, and make arrangements to review the teachers' credentials.

## **Student and Staff Communications**

All educational and/or school related communications with teachers, Executive Directors, or any school staff member are required to be conducted via the approved tools and platforms. All communications must be appropriate and remain educationally relevant.

## **External Video and Web Conferencing Services**

PCA may use external video and web conferencing services and tools (e.g., Zoom) in addition to the Education Management System. When using external communication services and/ or tools students must comply with the expectations provided by their teacher, school policies and the Honor Code.

## **Educational Materials Provided by the School**

### **Printing Fees**

The Learning Coach may request up to two (2) copies of materials printed free of charge; the School will charge a printing fee of \$0.10 per page for additional copies of materials..

### **Technology**

A virtual school requires the use of technology to promote and support student learning. All school participants, including Learning Coaches, students, and staff, will use the Learning Management System and the Internet to communicate and share information. In addition, the student, Learning Coach(es) must all be reachable by phone for required communications with teachers and other school staff.

The school's hardware and software requirements for accessing the Learning Management System can be met by using the equipment provided by the school according to your school's specific agreement. If the school does not provide this equipment, families may use a personal computer, a computer in a public institution, or any other computer as long as the equipment used meets the school's specifications and permits the student and/or Learning Coach to have access for a period of time adequate for completing the required lessons each day and throughout the year. Due to certain licensing restrictions, some of the additional software provided with the school computer may not be available for use on personal computers. Families with computers provided by PCA may contact Technical Support if they have specific questions about the computer's software or hardware.

## **Use of Cyber Equipment and Installed Software**

### **School Equipment**

Learning Coaches are responsible for confirming that any equipment provided by PCA matches the tracking email received. They must notify Student Technical Support within seven (7) school days of receipt of equipment of any discrepancies between the tracking email and what was actually received, or if any equipment does not arrive in good working condition.

Though Cyber may provide used equipment for student use, any equipment provided will be in good working condition and should function in accordance with the requirements of the school's educational program. Used equipment is supplied with only PCA-authorized software installed. All computer hard drives are reimaged and reconfigured prior to being shipped to the next user.

Any equipment provided by PCA is to be used only for school purposes, although limited access to personal email using a personal ISP and web-based email account is permitted. Anyone using any unauthorized email programs risks permanently losing any email if the computer has to be restored, reimaged, or returned for repair. PCA will not be responsible for loss of any such emails.

### **Software**

All software settings, default configurations, and administrative privileges will be maintained at the original settings unless a change is authorized by Technical Support.

PCA equipment may contain software that permits remote access to the equipment, permits its use to be monitored, or enables it to be shut down remotely. Personal information is not collected or maintained by PCA or their partners, and any access is only for the purpose of making repairs, verifying acceptable use, or disabling equipment.

Each software application provided by PCA must be used in accordance with the license and/or use agreement that accompanies that software application. Breaking a license agreement is an illegal act and is punishable by law. Under

no circumstances can Learning Coaches or students redistribute any software provided to them by PCA.

Modification of any equipment or software without PCA's consent is strictly prohibited and may result in financial charges to the household for any required repairs.

The Technical Support representatives must retain an administrative account on each computer. Under no circumstance will PCA provide administrator rights over the system configuration. Users who tamper with the administrative account access will forfeit their rights to the assistance provided by Student Technical Support and may be required to return all PCA computer equipment.

Software installation may also be required when adding approved external hardware. Approved external hardware includes, but is not limited to, printers, keyboards, mice, and USB devices. When purchasing these external hardware devices, families may contact Technical Support representatives, who may assist with installation if staff resources are available. The maintenance of such additional devices is solely the responsibility of the purchaser. In no case may any hardware be installed that requires internal compartments of the computer be opened or tampered with in any way.

Educational software not provided by PCA may be installed only if specifically authorized by Technical Support. The decision to permit the installation is solely determined by Technical Support. Learning Coaches will be responsible for the costs of any repairs required as a result of unauthorized software installation.

## **Malfunction/Damage/Loss/Theft of School Equipment and/or Installed Software**

As permitted by state law and/or regulation, Learning Coaches are solely liable for any loss, damage, or misuse of computer equipment provided by PCA while in their possession or the possession of students or Learning Coaches.

## **Accidental Damage to Equipment**

Where damage to the equipment and/or software is not intentional (accidental) but is caused by user negligence or carelessness, the school reserves the right to invoice the Learning Coaches, where permitted by state law and/or regulation. The school will limit Learning Coaches liability to the cost of repairs for the computer equipment. For all subsequent accidental damage, the school reserves the right, where permitted by state law and/or regulation, to invoice the Learning Coach for the full cost of the repair or replacement plus the cost of shipping.

Accidental damage to equipment includes but is not limited to damage caused by carelessness or negligence such as leaving equipment in an area where it is exposed to excessive heat or cold, damage to equipment caused by spills or liquid, dropping equipment, etc.

## **Non-Accidental Damage to Equipment**

Where damage to the equipment and/or software is caused by a user and is not accidental or is the result of repeated failures to follow the school's policies and directions, the school reserves the right to invoice the Learning Coach, where permitted by state law and/or regulation, for the full cost of the repair or replacement plus shipping.

Examples of such damage include, but are not limited to, vandalism or malicious destruction, opening the computer casing, installation/removal of internal hardware components, installation/removal of software without the school's permission, and/or manipulation of system BIOS settings. Learning Coaches may appeal a determination of damage as not being accidental by following the procedures in the Caretaker Grievance section.

## **Loss or Theft of Equipment**

On the first occurrence, where there has been a loss or theft of equipment, Learning Coaches may be responsible for a maximum replacement charge of up to \$400, plus the cost of shipping a replacement. Based on the instance and circumstances the following information may be requested from the Caretaker in instances of loss or theft of equipment:

- a copy of a filed police report or insurance loss report; and

- documentation from the insurance carrier confirming that no reimbursement is available under homeowner's or renter's policies or a notarized letter from the Caretaker indicating that they are not insured.

If this documentation is not provided - or if there are any subsequent incidents of loss or theft - Learning Coach may be responsible for the full replacement cost of any equipment and software.

### **Notice to School**

Learning Coaches must notify PCA and the partner Learning Management Company of any malfunction, loss, or damage to computer equipment from any cause whatsoever within seven (7) school days of the loss or occurrence of the damage. Learning Coaches must contact Student Technical Support for any and all repairs and must follow all instructions for repair as directed by the Student Technical Support representatives. Learning Coach must not contact the manufacturer or a third party to repair the computer equipment unless instructed to do so by a Student Technical Support representative. If a Learning Coach do not comply with this policy and if there is any evidence of manufacturer or third-party involvement, the school may void the damage limitation it offers for accidents and may invoice the Learning Coach for the full cost of repair or replacement.

### **Contacting Student Technical Support**

- The Student Technical Support team should be called for the following reasons:
  - Equipment or materials supplied by Cyber do not match the items listed on the materials list
  - A user cannot log in to the Learning Management System.
  - Equipment, software, or materials supplied by PCA do not function or have been damaged or lost (be sure to check any training resources or the Online Help section of the Learning Management System first).
  - A request needs to be made to authorize the installation of hardware or software on equipment supplied by the school.

- More information is needed about obtaining an ISP or assistance is needed with creating ISP accounts for providers preinstalled on school equipment.

When contacting Student Technical Support via email, WebMail message, or voicemail message, please clearly describe the issue and provide specific contact information for a Student Technical Support representative to respond to your issue. When submitting a service request, families should provide the following information:

- Learning Coaches and student name,
- Phone number (including extension), email address, and state or school,
- Brief description of the problem (If contacting Support Services via email, include this information in the email subject line),
- IssueAware tracking ticket number if the issue is a continuation of an existing request (If contacting Student Technical Support via email, include this information in the email subject line, in the voicemail message, or to the Student Technical Support representative).
- Level of severity,
- Detailed description of the problem, including any steps required to reproduce the problem,

### **Returning School Educational Materials and Equipment**

All school-provided non-consumable (identified as such on the materials lists and/or as noted by the school or its vendor partners) materials and equipment must be returned to the school's appropriate partner, Pearson K-5, 9-12) or Stride (6-8) following reasons:

- The school year has ended. Note: The Executive Director may permit the family to retain the materials for the summer in special cases, but under no circumstances can non-consumable materials be kept past August 1. If the family has indicated intent to return for the following school year, PCA may not require the family to return the school-provided computer equipment.
- The student is no longer enrolled in the school (for any reason).

- The student has an extended absence away from his/ her residence as defined in the Attendance section.
- The materials are being repossessed due to a violation of the Parent/Legal Guardian (Caretaker) Acknowledgment or a violation of the policies outlined in this Handbook.
- The student has completed the related courses and is being assigned to new courses requiring different materials.
- The school is upgrading or replacing the equipment.
- The student has had an approved placement change for a course.
- Equipment and/or materials were sent in error .

Note: If the student withdraws, all materials (both consumable and non-consumable) must be returned to the school, since consumable materials may not be used yet.

Except when materials were sent in error, or in cases of missing or damaged equipment, the vendor will contact the Learning Coach by phone, by email, or by mail to make arrangements for the return of equipment or materials. The Learning Coach has seven (7) days from the receipt of the return instructions to return all requested materials and/or equipment. Learning Coach should NOT initiate a return shipment until they have been contacted by the vendor and provided with instructions. Families who arrange return shipping on their own prior to being contacted by the partnering Learning Management System company and will not be reimbursed for shipping costs.

Except in the case of repossession, the partnering Learning Management System Company is responsible for the cost of return shipping as long as the Learning Coach follows the return instructions and coordinates the return with PCA. The Learning Coach is responsible for being at home during the required period for a United Parcel Service (UPS) or Federal Express (FedEx) pickup or for transporting the equipment to an authorized UPS or FedEx center. The Learning Coach may be responsible for the shipping cost of any items that were forgotten in a return shipment and/or were not properly packed and

returned. To find a local, authorized UPS or FedEx shipping outlet, refer to the following websites:

- UPS ([https://www.ups.com/dropoff?loc=en\\_US](https://www.ups.com/dropoff?loc=en_US))
- FedEx ([http://www.fedex.com/locate/index.html?locale=en\\_US#start](http://www.fedex.com/locate/index.html?locale=en_US#start))

In all cases, Learning Coaches must maintain a copy of the UPS or FedEx return receipt. All non-consumable materials shall be returned in the same condition as delivered with the exception of normal wear and tear. Learning Coaches will be responsible for, and may be invoiced for, any damage to the materials.

Learning Coaches shall be responsible for keeping all packing materials provided by the vendor and returning all equipment in its original packaging. If the original packaging is not available, Learning Coaches must purchase replacement packaging at an authorized UPS or FedEx center at their own expense. Learning Coaches may be invoiced for any damages, as permitted by state law and/or regulation, resulting from improper packaging and/or shipping procedures. If materials and/or equipment are not received by the vendor and the UPS or FedEx receipt bearing a valid tracking ID is not available, the Learning Coaches may be responsible for the cost of replacing any missing materials and/or equipment.

The failure to complete a timely return of any equipment or materials upon request shall constitute a theft and may result in invoicing or legal action as outlined in the Learning Coaches Due Process section.

**Important:** Any computer files that need to be kept by the family should be extracted and any family-owned peripheral devices must be removed from computers before they are returned. Neither the school nor the school's vendor partners have any responsibility for returning any family-owned devices or materials returned with the computer, nor to maintain or restore any files.

Equipment is not available for purchase.

## Internet Safety Policy

It is the policy of PCA (“the School”) to:

- prevent user access over its computer network to, or transmission of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access to and other unlawful online activity related to inappropriate material via the Internet;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information
- comply with the Children’s Internet Protection Act (“CIPA”) (Pub. L. No.106-554 and 47 USC 254 (h)).

To the extent practical, technology protection measures (or “Internet filters”) shall be made available for all computers accessible by students and placed on the computers located at the School site locations. As required by CIPA, this blocking technology is applied to visual depictions of material deemed obscene or child pornography or any other material deemed to be harmful to minors.

Technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

To the extent practical, the School takes steps to promote the safety and security of users of the Learning Management System when using electronic mail, chat rooms, instant messaging, and any other form of direct electronic communications.

Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

To the extent practical, the School, through its handbook, is committed to educating, supervising and monitoring the appropriate usage of the Learning Management System and access to the Internet in accordance with this policy,

CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

This Internet Safety Policy was adopted by the Board of PCA at a public meeting, following normal public notice, on September 27, 2016.

## **Wellness Policy and PCA**

Pecos Cyber Academy is committed to the optimal development of every student. The school/district believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health promoting learning environments at every level, in every setting, throughout the year. Pecos Cyber Academy has developed and implements wellness policies that are supported, monitored and maintained by the district, with regulations, and exhibits to ensure all students have equitable learning environments that help meet their academic potential and enjoy lifelong health.

Pecos Cyber Academy Wellness Policy addresses the components of a Coordinated School Health Model approach to student health and well-being, ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, the policy and regulations establish goals and procedures to ensure that:

1. Ensure that identified staff at each school campus provide oversight in fulfilling the district's wellness policy
2. A School Health Advisory Council (SHAC) is established at the district and school levels
3. Develop goals within the regulation that address:
  - a. Nutrition and nutrition education;
  - b. Physical activity;
  - c. Physical education;
  - d. Health education; (High School Course)

- e. Behavioral health;
- f. School safety
- g. Staff wellness and professional learning

Pecos Cyber Academy has developed a plan, measuring the implementation and evaluation of the wellness policy and supporting regulations and exhibits. In addition, the district has taken actions to continue to develop and monitor opportunities for students, families, and community to enhance the wellness culture of the district and schools, meeting the Public Education Department Wellness rule 6.12.6 NMAC:

- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged to supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the school in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

A comprehensive school district wellness policy is essential to the academic success and lifelong well-being of students and staff at Pecos Cyber Academy. The intent of a wellness policy is to create a learning environment that allows students and staff to achieve their full academic potential and enjoy lifelong health, while meeting the Public Education Department Wellness Policy rule 6.12.6.6 NMAC and the requirements of Section 204 of Public Law 108-265-June 30, 2004- Child Nutrition and WIC Reauthorization Act of 2004.

## Communication Systems

The Learning Management System contains several unique and efficient mechanisms for families and school staff members to communicate with one another. Because the Learning Management System is a closed system, no communication can be made to or from anybody outside of the system.

In situations where a student, Caretaker, and/or Learning Coach is hearing impaired, that individual may request alternative/additional methods or tools for communicating with teachers and other

Cyber school staff outside of the Learning Management System (e.g., text messaging).

Caretakers and/or Learning Coaches should contact the school to discuss their situation and must request approval to use alternative communication methods or tools in order to ensure the communication method and/or tool is secure and appropriate. Learning Coaches, teachers, and students are advised that all messaging communication is archived and available for review by the school at any time.

## Communication Requirements

Both students and Learning Coaches are required to have regular synchronous communications with their teachers. Acceptable types of communication - and whether the contact is more often with the student or the Learning Coach - vary among the grade levels.

## Student and Teacher Communication

PCA expects most students will have daily contact with their teachers through a combination of phone calls, interschool email, WebMail messages, LiveLesson sessions, face-to-face interaction, and the daily review of assessments via the electronic Grade Book. At a minimum, all students will interact synchronously (e.g., via phone, LiveLesson session, or face-to-face) with a teacher every two weeks so the teacher is able to monitor academic progress and verify student learning.

## **Collection and Release of Student Information by the School (FERPA)\***

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents/legal guardians (referred to as “Caretakers” or Learning Coach by PCA) and students over eighteen (18) years of age, attending a post-secondary institution, and/or emancipated minors (Eligible Students) certain rights regarding the student’s educational records. These rights include the ability to review and correct educational records and the protection of a student’s educational records and “personally identifiable information” from unauthorized disclosure. For complete FERPA information, see Appendix 2, FERPA Notification. See also the Release of Student Information and Educational Records to Third Parties below. FERPA rights are extended to both the Caretaker and noncustodial parent/guardian unless the school is provided with a judicial court order (custody order, protective order etc.), state statute, or legally binding document that specifically revokes or restricts a noncustodial parent’s/guardian’s FERPA rights. If a state law and/or enforceable court order provides the noncustodial parent/guardian’s greater or more restrictive access than provided for by FERPA, that state law and/or court order will be followed.

Other statutes protecting students include the Protection of Pupil Rights Amendment (“PPRA”) (See Appendix 6, Protection of Pupil Rights Amendment Policy) and the Children's Online Privacy Protection Act of 1998 (“COPPA”) (See Appendix 4, Privacy Policy), as well as state law in the state in which the student is enrolled.

## **School Use of Student Images, Recordings, and School Work**

To help illustrate the school program and to celebrate student successes, the school may want to film, interview, and/or photograph students and their work to duplicate, broadcast, distribute, and/or display.

In order for PCA to utilize student work and/or photographs, proper consent must be obtained through the PCA website or Contact Information Form collected annually. This form is completed by the Caretaker/Learning Coach (or by the student, if the student is 18 years of age or older or an emancipated minor).

## Appendix 1: Title IX – The Final Rule

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive federal funding. The U.S. Department of Education (USDOE) enforces Title IX and has created regulations relating to how schools are required to respond to reports of sexual harassment. The regulations are known as the *Final Rule*.

Under the *Final Rule*, PCA is required to promptly respond to and investigate every formal complaint of sexual harassment by a student. The *Final Rule* establishes an emphasis on restoring a student's access to the PCAs education program and/or sanctioned events and activities using supportive measures.

Additionally, the *Final Rule* places the burden of proof on the school and requires a strict adherence to due process measures.

### Definitions

**Actual Knowledge:** Notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any designated school official/employee with the authority to institute corrective measures. Under state law, school employees are mandatory reporters. In the K-12 environment any employee may receive notice of sexual harassment.

This standard is not met when the only person with actual knowledge is the respondent. Additionally, the ability or obligation to report sexual harassment or to inform a student how to make a report of sexual harassment, or having training on how to report sexual harassment does not qualify an individual to have the authority to institute corrective measures on behalf of the school.

**Complainant:** An individual who has alleged to be the victim of conduct that could constitute sexual harassment.

**Formal Complaint:** A document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the alleged sexual harassment. A complainant must be an active student participating or attempting to participate in the education program provided by PCA.

Respondent: An individual who has been reported to be the perpetrator of conduct that may constitute sexual harassment.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

An employee of PCA conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct (quid pro quo).

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and offensive that it effectively denies a person equal access to a PCA education program or sanctioned activity.

Sexual assault as defined by 20 USC 1092(f)(6)(A)(v), dating violence, domestic violence, and stalking as defined by 34 USC 12291(a)(10), (8), (30).

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and free of charge to the complainant or the respondent before or after the filing of a formal complaint, as well as, instances where no formal complaint has been filed.

Supportive measures are designed to restore or preserve equal access to PCA education programs and sanctioned events and activities. Such measures are designed to protect the safety of all parties, the education environment, and ultimately deter sexual harassment.

Supportive measures may include:

- Counseling
- Deadline extensions or other course related adjustments, including changes to class schedule
- Modification of class schedules
- Restricted contact between parties

Supportive measures provided to the complainant and/or respondent will remain confidential to the extent that confidentiality would not impair the ability of the school to provide such measures.

Effective implementation of supportive measures is the responsibility of the Title IX Coordinator.

**Title IX Coordinator:** The employee designated by PCA to coordinate its efforts to comply with Title IX responsibilities will be referred to as the Title IX Coordinator. In addition to students and current employees, the Title IX Coordinator's contact information must be provided to prospective employees, parents or legal guardians, and all unions (if applicable).

The name or title, office address, e-mail address, and telephone number of the Title IX Coordinator shall be prominently posted on the school's website.

Any person, including a student's parent or guardian, may report sex discrimination and sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email at any time, including non-business hours.

## **Formal Complaint**

A formal complaint of sexual harassment should be filed with the Title IX Coordinator in person, by mail, by electronic mail, or by phone using the contact information provided below:

Kelley Fontanilla – Title IX Coordinator

1841 Old US Rt.66 Suite B

Edgewood, NM 87015

Phone: 505.886.3900

## **Initial Response**

The school must treat complainants and respondents equitably by offering supportive measures to a complainant and respondent. The grievance process outlined below is followed prior to imposing disciplinary sanctions or other actions outside supportive measures against a respondent.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures and consider the complainant's wishes with respect to the use of such supportive measures, inform the complainant

of the availability of supportive measures regardless of filing a formal complaint, and explain the process for filing a complaint.

Anyone may report instances of sexual harassment or potential violations to the Title IX Coordinator; reports may be anonymous. However, formal complaints of sexual harassment can only be filed by the complainant or the Title IX Coordinator.

In instances where the respondent faces allegations of sexual harassment and is determined to be an immediate threat to the physical health or safety of a student or other individual, they may be removed upon completion of an individualized safety and risk assessment. If a student is removed under emergency conditions, instant notice will be provided, and the student will be afforded the opportunity to respond to the emergency removal.

An employee respondent may be placed on administrative leave during the grievance process.

## **Required Grievance Procedures**

### **Formal Complaints**

PCA is required to follow the grievance process defined by *the Final Rule* before disciplinary measures, not to include supportive measures, against the respondent are made. The procedures include:

All parties will be treated equitably through the remediation process. Remedies under *the Final Rule* are designed to restore or preserve equal access to Pecos Cyber Academy's education program and sanctioned events and activities.

An objective and thorough investigation and evaluation of the relevant evidence will be reviewed. This includes both evidence that can establish guilt (inculpatory) and evidence that can exonerate guilt (exculpatory).

Title IX Coordinators, investigators, decision makers, and any designee tasked to assist in the informal resolution process must be free of bias or conflicts of interest. Additionally, training must be completed on:

the definition of sexual harassment;

the scope of PCAs education program or sanctioned events/activities;

the process for investigation and grievance process including, hearings, appeals, and informal resolution processes;

how to serve impartially, including by avoiding prejudgment of the facts at hand, conflicts of interest, and bias;

any person identified as a decision maker must complete training on any technology used during any part of the grievance process, on issues of relevance of questions and evidence (including instances when questions and evidence arise that are not relevant regarding the complainant's sexual predisposition or previous sexual behaviors);

any person identified as an investigator must complete training on issues of relevance to properly compose a report that summarizes the relevant evidence;

all training materials must not rely on sex stereotypes and must promote objective investigations and final disciplinary decisions (adjudications) of formal complaints of sexual harassment.

A presumption the respondent is not responsible for the alleged conduct until the conclusion of the grievance process.

A reasonably prompt time frame for conclusion to the grievance process, filing and resolving appeals and informal resolutions processes, if offered. A temporary delay or the limited extension of time frames for good cause may be granted. In such instances, written notice outlining the reason for the delay shall be sent to all parties. Examples of good cause are the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or to provide an accommodation of disabilities.

There will be a range of disciplinary sanctions and remedies that may be issued in the event responsibility of the respondent is determined.

The standard of evidence used may be the preponderance of evidence standard **or** the clear and convincing standard. The chosen standard must be used throughout the complaint process.

Include the procedures and permissible bases for the complainant and respondent to appeal. List the range of supportive measures available to complainants and respondents.

Disallow the use of questions or evidence that seek disclosure of information protected under a legally recognized privilege, unless waived by the party holding such privilege.

## **Notice**

If a formal complaint is made, written notice will be provided to all known parties. Included within the notice are the grievance process and the informal resolution process. Any details known at the time of report of sexual harassment may include the identities of the parties involved (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident (if known). The notice will include a statement acknowledging the respondent is presumed not responsible until the conclusion of the grievance process. The parties may have an advisor who may inspect and review evidence. Such an advisor may be an attorney, though the presence of an attorney is not required. All parties will be afforded enough time to prepare. Finally, the notice will include that knowingly making false statements is against the student and employee code of conduct.

If, during an investigation, PCA decides to investigate allegations not included in the original notice, the school will provide subsequent notice to include the additional allegations to all known parties.

## **Dismissal**

Under some circumstances, PCA must dismiss a formal complaint of sexual harassment.

If the conduct did not occur while participating in the school's education program or sanctioned events or activities or did not occur in the United States, the complaint will be dismissed. However, the school may pursue action under the Code of Conduct Policy.

The school may dismiss the formal complaint if:

- a complainant notifies the Title IX Coordinator in writing wishing to withdraw the formal complaint and included allegations, the respondent is no longer enrolled, registered, or employed by PCA, and
- specific circumstances prevent the school from gathering enough evidence to reach a determination regarding the formal complaint and/or allegations.
- If conditions exist that require the school to dismiss the complaint, prompt written notice indicating a dismissal including any reason(s) must be sent to all parties.

## **Consolidation of Formal Complaints**

Consolidation of formal complaints to allegations of sexual harassment may occur under the following conditions due to the same facts or circumstances:

- against more than one respondent
- by more than one complainant against one or more respondents
- by one party against the other party

## **Investigation**

Under the *Final Rule*, the burden of proof and the burden of gathering evidence to make a determination as to responsibility of alleged sexual harassment falls to PCA. Voluntary written consent must be obtained to use a party's physician, psychiatrist, psychologist or other professional treatment records.

An equal opportunity to present witnesses and evidence will be provided to all parties. The ability of either party to discuss the allegations investigated or gathered and present evidence may not be restricted.

All parties will be provided the same opportunities to have others present at any grievance proceeding. If either or both parties are joined by an advisor, including an attorney, at a proceeding, PCA may limit or restrict their participation.

Written notice of the date, time, location, participants and purpose of all hearings, investigations, or any related meetings will be provided to all parties. Such notice shall permit enough preparation time for all parties.

Equal opportunity to inspect and review all evidence regardless of intent to rely upon said evidence in reaching the final determination will be provided to all parties. Prior to the investigative report, an itemized evidence list subject to review will be sent to all parties, including advisors/attorneys if applicable, in electronic format or hard copy. The parties will have ten (10) days to submit a written response. The response will be considered by the investigator prior to completing the investigative report. All evidence subject to inspection and review will be available at any hearing for reference and purposes of cross-examination.

Finally, an investigative report will be prepared to summarize the relevant evidence and sent in an electronic format or hard copy to all parties and their advisors/attorneys, if applicable. The report shall be sent to the relevant parties at least ten (10) days prior to a hearing to permit review and the opportunity to provide a written response.

## **Hearings**

The Final Rule does not require hearings in the K-12 environment.

The designated decision maker shall provide each party the opportunity to submit relevant written questions to any party or witness, permit time for parties to respond, and subsequently allow for limited follow-up questions.

It is an important distinction that questions and evidence relating to the complainant's sexual predisposition or prior sexual history are not considered relevant to the final determination.

The exceptions to this rule are if the pertinent information proves that someone other than the respondent committed the alleged sexual harassment, or if the evidence offered relates to specific incidents and prove consent between the complainant and respondent.

## **Determination**

The decision maker may not be an investigator or the Title IX Coordinator.

The decision maker will issue a written determination with respect to responsibility. Under *the Final Rule*, the determination must include:

- A description of the allegation that meets the definition of sexual harassment
- A full description of the procedural steps from receipt of the complaint through final determination (notices, interviews, site visits, evidence gathering methods, and hearings)
- Findings of fact supporting the final determination
- Conclusions as to the application of the school's code of conduct and the known facts
- A statement and rationale for:
- Each allegation and determination of responsibility
- Disciplinary sanctions imposed on the respondent, if any
- If remedies designed to restore or preserve equal access to PCA's education program and/or sanctioned activities will be provided by the school to the complainant; any such remedies will be implemented by the Title IX Coordinator
- The school's allowable reasons and procedures for appeal (see Appeals section below)

The school shall issue written determination to all parties at the same time. The determination will be considered final when the time for filing a timely appeal has passed. If the allegations are appealed, the decision is considered final upon receipt of the final written determination.

## **Appeals**

Both the complainant and respondent have the option to appeal under the following circumstances:

- A procedural irregularity
- New evidence that could affect the outcome – not available prior to dismissal or determination
- Conflicts of interest or bias by the Title IX Coordinator, investigator(s), and/or decision maker(s)

The school may provide additional equitable circumstances as situations warrant. If a party wishes to appeal the determination, written notice will be provided to the other party that an appeal has been filed and provide procedures that apply to both parties. A new decision maker(s) will be appointed on appeal and such person will not have participated in the complaint prior to appeal, including investigators or the Title IX Coordinator.

Both parties will be permitted an equal opportunity to submit written statements supporting or opposing the outcome. A written decision will be provided to both parties at the same time and will indicate the result of the appeal and the rationale for the final determination.

## **Informal Resolution**

Informal resolutions may be offered once a formal complaint is filed.

Parties are not required to participate in an informal resolution however, the school may offer this option instead of a full investigation and determination. The school will disclose information about the informal resolution process, including the right to withdraw from the informal resolution process prior to an agreed resolution. Once a party withdraws from the informal resolution process, the grievance process of the formal complaint will resume.

If both parties wish to proceed with an informal resolution, a voluntary written consent must be obtained waiving the right to an investigation and adjudication of a formal complaint. A common example of informal resolution is mediation.

The informal resolution process may not be used in instances where the school's employee is the respondent of alleged sexual harassment against a student.

## **Recordkeeping**

The school shall maintain a complete record for seven (7) years relating to:

- All investigations, determinations regarding responsibility, disciplinary sanctions (respondent), and remedies (complainant); including audio/audiovisual recordings and/or transcripts
- Appeals and their result,
- Any informal resolutions and their result,
- Training materials used (posted publicly on the school's website), and
- Any actions, including supportive measures, in response to a formal complaint of sexual harassment.

The records shall provide a basis for the conclusion and show the response was not deliberately indifferent. Additionally, records should document the measures to restore or preserve equal access to PCA's education program or sanctioned events and activities. Further, records shall indicate the rationale for not providing the complainant with supportive measures, if applicable.

## **Retaliation**

Retaliation is prohibited. Prohibited behavior includes intimidating, threatening, coercing, or discriminating against anyone for the purpose of interfering with the rights protected by *the Final Rule*.

Specifically, retaliation because an individual made a report or complaint, testified, assisted, or participated or refused to participate in a Title IX investigation, proceeding, or hearing. Retaliation against a student for code of conduct violations that arise from the same facts and circumstances as a report or complaint of sexual discrimination/harassment is also prohibited.

Speech protected by the First Amendment does not constitute retaliation.

The identity of parties and witnesses shall remain confidential except as permitted by FERPA.

Any party that makes a false statement in bad faith may be charged with a code of conduct violation.

## **Appendix 2:**

### **Appendix 2 – The Learning Management System Terms of Use**

These Terms of Use may be updated periodically. The most current version is always available from the login page of the Learning Management System. Any changes will be effective as soon as they are posted in the Learning Management System.

#### **Applicable to All Users**

##### **Acceptance of Terms**

The Learning Management System is to be used for the purpose of accessing the education program licensed by or for the benefit of the User(s). PCA grants the User the non-exclusive, non-transferable, limited license to access, visit, use, view, and print the Content, solely for the User's own personal non-commercial use in connection with such education programs, provided the User keeps intact all copyright and other proprietary notices. Use of the Content or materials for any purpose not expressly permitted in these Terms is prohibited.

Any use of the Learning Management System for the following purposes is strictly prohibited. By using the Learning Management System, you agree that you will NOT:

- send, receive, or display pornographic, obscene, sexually explicit material, or any material harmful to minors

- impersonate any person or entity (through the use of their password or other means), including any staff member or representative of Cyber
- copy or distribute content included in the Learning Management System (including postings on the Message Boards, WebMail messages, interschool email, or curriculum materials, including answer keys) without the owner's permission
- solicit or collect information about the Users or members of this site, especially for the purpose of transmitting, or facilitating transmission of, unsolicited or bulk electronic email or communications
- use the school-provided communication services in connection with surveys, contests, pyramid schemes, chain letters, junk e-mail, spamming, or any duplicative or unsolicited messages (commercial or otherwise)
- upload files that contain viruses, Trojan horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property
- solicit or collect personal information (including name, address, and phone number) from anyone under eighteen (18) years of age without verified parental consent
- display threatening or offensive material, including using swear words, offensive, vulgar, or obscene language
- display racist, prejudiced, or discriminatory messages or pictures
- violate any state or federal law
- reveal another User's or a minor's personal address, phone number, or similar information to others without their consent or verified parental consent
- violate any copyright, trademark, patent, trade secret, or other intellectual property laws or otherwise use intellectual property of another individual or entity without the owner's permission — this includes providing links to and including other copyrighted or trademarked material from third parties in the Learning Management System (including posting on the Message Boards or in

WebMail messages or interschool email) without permission as well as using any trademarks, service marks, or other marks in social media or other websites without the owner's permission

- trespass in another's folders, work, or files
- promote commercial activities except as agreed to in writing by Cyber
- advertise products or services or engage in political lobbying
- defame, harass, insult, abuse, stalk, threaten, attack, or otherwise violate the legal rights (such as privacy and publicity) of another person or interfere with another person's work, including, but not limited to, sending unwanted WebMail messages or interschool e-mail
- provide material support or resources to (or conceal the nature, location, source, or ownership of material support or resources of) any organization(s) designated by the United States government as a foreign terrorist organization pursuant to Section 219 of the Immigration and Nationality Act

Each User will have a user name and password (the "Login Information") for the purpose of accessing the Learning Management System and the Content. Users must keep all Login Information strictly confidential, and all Login Information may be used only by the assigned User. Users are responsible for maintaining the security and confidentiality of all Login Information and for preventing access to the Learning Management System and/or the Content by unauthorized persons using a User's Login Information. Users are responsible for any and all activities that occur under their account. Users must notify PCA immediately of any unauthorized use of their account or any other breach of security. Notwithstanding the foregoing, certain staff members of PCA will be permitted to "log in as" someone other than themselves, after receiving the approval of their supervisor and undergoing specific training

## Appendix 3:

### Title I Family Engagement Policy

Pecos Cyber Academy shall publish a Family Engagement Support Policy that informs parents/legal guardians within the district of the ways Title I supports Family Engagement at the schools and within the district. The Family Engagement Support Policy shall be the response to parent/legal guardian requests explaining the work of the Title I Department in providing Family Engagement support to the participating Title I district. The following bulleted items explain in detail how Title I supports Family Engagement at PCA.

1. Title I shall notify parents/legal guardians, through the district's website and information brochures, of their right to be involved in the review and improvement of the Title I program, and of the fact that the Title I Program Plan becomes part of the District's Consolidated Application.
2. Title I shall provide support and technical assistance by posting to the district's website. An alternate format is available upon request.
3. Title I, through orientation, ongoing professional development, and ongoing onsite support, shall provide support and technical assistance to the district in planning and implementing effective family engagement activities focused on the improvement of student academic achievement in reading, math, science, and overall school performance.
4. Title I shall build the district's and parents/legal guardians' capacity for strong family engagement by:
  1. Providing materials and resources to assist in helping the families of students that are being served by Title I to understand state standardized school assessments, and how to access information on their child's progress.
  2. Providing materials and information regarding best practices in how to build relationships and have two-way conversations with parents/guardians, how to develop a welcoming environment, and how to encourage parents/guardians to access school resources and increase participation/engagement at the school.
  3. Providing information to schools on how to access translation services to develop materials, as much as is practical, for parents/guardians in a language they can understand.
  4. Providing professional development and resources to assist schools and parents/guardians in planning and carrying out effective family engagement activities.

Title I shall monitor parent/legal guardian involvement annually.

5. Title I shall collaborate with other departments and community organizations to maximize results for family engagement.
6. Title I shall hold parent/legal guardian meetings annually to review and/or revise the District Family Engagement Policy.
1. Title I shall collect and analyze data from parent/legal guardian surveys to determine best practices in Family Engagement within the district and to share that information with all stakeholders. The information will be available on the Pecos Cyber Academy webpage.

## **Appendix 4:**

### **Pecos Cyber Academy Dual Credit Policy Proposal**

**Date: November 3, 2025**

**Subject: Eligibility, Enrollment and Course Load, Grades and Transcripts, and Financial Responsibility**

#### **Purpose**

The Pecos Cyber Academy (PCA) Dual Credit Program allows eligible high school students to enroll in college-level courses that provide both high school and postsecondary credit. This policy establishes Eligibility criteria, Enrollment and Course Load, Grades and Transcripts and Financial Responsibility for participation in the Dual Credit Program in alignment with the New Mexico Public Education Department's Dual Credit Memorandum of Agreement.

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#### **Eligibility**

1. Students must be enrolled full-time at Pecos Cyber Academy and in good academic standing.
2. A **minimum cumulative GPA of 2.5** is recommended for initial eligibility.
3. To maintain eligibility for Dual Credit courses through PCA, students must pass all of their PCA and Dual Credit classes. Students may regain eligibility after successfully completing one semester of PCA classes with passing grades.
4. Students must obtain **prior written approval** from the PCA Dual Credit Coordinator before registering for any Dual Credit course.

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#### **Enrollment and Course Load**

It is recommended that students enroll in **one Dual Credit course in their first semester** and then up to **two Dual Credit courses per semester**, unless otherwise approved by the Dual Credit Coordinator based on academic performance and counselor recommendation.

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### **Grades and Transcripts**

1. Grades earned in Dual Credit courses are recorded on both the student's PCA transcript and their permanent college transcript per state guidelines.
2. Withdrawals, incompletes, or failing grades (F, W, I) will appear on both the high school and college transcripts and will affect GPA calculations.
3. Final grades are posted at the conclusion of each college term. In some cases, grades may not be received before high school graduation and should not be relied upon to fulfill final credit requirements.

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### **Financial Responsibility**

1. The higher education institution shall waive tuition for all dual credit courses as per NMSA 21-1-1.2.F.
2. Textbook materials costs are handled at the LEA level for up to two courses per semester, unless otherwise approved by the Dual Credit Coordinator based on academic performance and counselor recommendation.
3. Course fees are students' responsibility.

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## **Dual Credit 2025-2026**

### ***Benefits, Important Considerations, and Policy Overview***

- Earn College and High School Credit Simultaneously**

Students can earn college credits that may be applied toward a degree or certification program while also fulfilling high school graduation requirements.

- No Tuition or Textbook Costs**

Tuition and required instructional materials (e.g., textbooks) are fully covered by the high school. Students are responsible only for any additional course-related fees (e.g., lab fees).

- Early Exposure to College-Level Coursework**

Taking college courses while in high school helps students become familiar with college expectations, academic rigor, and time management demands.

- Enhance College Applications**

Successfully completing college-level coursework during high school may improve students' chances of admission to competitive college programs with limited enrollment.

- Broader Course Selection**

Dual Credit allows students to explore subjects not offered at their high school, expand elective options, and support academic interests.

### **Important Considerations**

- Student Responsibility**

Students are responsible for understanding and following the PCA Dual Credit process (refer to the attached guidelines).

- Academic Impact**

- Failing a DC course may result in insufficient credits for high school graduation.
- Grades earned in Dual Credit courses are recorded on both the high school and permanent college transcripts—including grades of **F**, **W (Withdrawn)**, or **I (Incomplete)**.
- These grades will affect the student's GPA and may impact future eligibility for **financial aid and scholarships**.

- Course Withdrawal Deadlines**

Students must be aware of the college's official add/drop and withdrawal deadlines. If a student chooses to drop a course, they must do so **before the college's withdrawal deadline** and must **notify the Dual Credit Coordinator at the high school**.

- Transcript Timing**

DC course grades are posted to the high school transcript at the end of each college term. In some cases, final grades may not be available before high school graduation, and should **not** be relied upon to meet final graduation requirements.

- **Not Intended for Early Graduation**

Dual Credit courses are designed to enrich academic experiences, not to accelerate high school graduation.

## **Dual Credit Policy | 2025–2026**

### **English Language Arts (ELA)**

- **Composition I**

May substitute for **ELA 11** or **ELA 12** when taken in **11th or 12th grade**

- **Composition II**

May substitute for **ELA 12** when taken in **12th grade**

### **Mathematics**

- Any college-level math course **above Algebra II** may substitute for a high school Math credit.

### **Social Studies**

- No Dual Credit courses may substitute for required high school Social Studies credits.

### **Science**

- No Dual Credit courses may substitute for required high school Science credits.

### **Electives**

- Dual Credit courses that do not meet ELA or Math criteria may count as elective credits toward high school graduation.

## **Dual Credit Spring 2025-2026**

### ***Pecos Cyber Academy Process***

To participate in the Dual Credit (DC) program, students and their guardians must first review the ***Dual Credit Benefits, Important Considerations, and Policy*** and sign the ***Dual Credit Acknowledgement Form***. Once completed, the signed form must be emailed to Jessica Gerber, the Dual Credit Coordinator at Pecos Cyber Academy (PCA). A meeting will then be scheduled to initiate the enrollment process.

The Dual Credit Coordinator will oversee and support the student throughout the registration process. It is the student's responsibility to follow these steps and to ask for assistance as needed.

#### **Enrollment Steps:**

- 1. Sign and email the *Dual Credit Acknowledgement Form* to Jessica Gerber, the Dual Credit Coordinator at Pecos Cyber Academy. [jgerber@pecosca.us](mailto:jgerber@pecosca.us)**
- 2. College Application & Registration**  
The student and their guardian are responsible for completing the application and registration process with the college or university the student plans to attend.
- 3. Course Verification**  
Once the college confirms the student's enrollment in the approved dual credit course(s), the course will be added to both the PowerSchool and Connexus systems.
- 4. Course Withdrawal**  
If a student chooses to withdraw from a dual credit course, they must do so by the college's official withdrawal deadline. The student must notify the PCA Dual Credit Coordinator immediately, who will then inform the student's grade-level counselor.
- 5. Final Grades & Transcripts**  
At the conclusion of the semester, the college will send the student's official grades to the PCA Dual Credit Coordinator. These grades will be recorded on the student's high school transcript.

#### **Graduation Credit Check**

Students must meet with their Academic Counselor to complete a credit check and ensure they are on track to meet all graduation requirements.

## **Dual Credit 2025-2026**

### ***Pecos Cyber Academy Acknowledgement Form***

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We, the student and parent/guardian, acknowledge that we have reviewed and understand the benefits, expectations, and important considerations involved in enrolling in dual credit courses as outlined in the *Benefits, Important Considerations, and Policy Overview*.

We agree to adhere to the guidelines stated in the Dual Credit Memorandum of Agreement (available on the NM PED website), as well as the policies and codes of conduct of both the high school and the participating postsecondary institution. We understand that it is the **student's responsibility** to obtain approval from the PCA Dual Credit Coordinator and their grade-level counselor **before** enrolling or withdrawing from any course.

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**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name (Printed):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full name of the college (no acronyms) you are interested in attending:**

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**Course(s) you intend to take:**

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**High school class you wish to drop (if applicable):**

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**Once completed, please email this form to Ms. Gerber at  
jgerber@pecosca.us**