



Pecos Cyber Academy
Student Handbook
2022-2023

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Handbook Accessibility, Purpose, and Organization

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

Executive Director:

Dr. Kim Hite-Pope

khitepop@pecosca.us

1841 Old Route 66, Suite B

Edgewood, New Mexico 87015

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: recording attendance, 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 (Appendix 1).

School Information

<i>School Information</i>	<i>School Contact</i>
<i>School Phone Number</i>	<i>1 (505) 886-3900</i>
<i>School Fax Number</i>	
<i>School Location</i>	<i>1841 Old Rt66 St B Edgewood, NM 87015</i>
<i>School Website</i>	<i>www.pecosca.us</i>
<i>School Hours</i>	<i>8:00 a.m. – 4:30 p.m., M-F</i>
<i>Technical and General Support Pearson K-5 9-12</i>	<i>888-679-7740</i>
<i>Technical and General Support Stride 6-8</i>	<i>877.820.5097</i>
<i>Executive Director</i>	<i>Dr. Kim Hite-Pope</i>
<i>Communications</i>	<i>All staff and support services are located in the Learning Management Systems Connexus- webmail Stride - email (Office 365)</i>
<i>Board of Directors</i>	<i>Refer to the school website for most current contact information.</i>

School Schedule

The PCA 2022-2023 School Year Calendar

PCA 2022-2023 CALENDAR

July 2022				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

July 4- Observance July 4th
 July 19 Board Meeting
 July 26 First Day Teachers
 July 26-29 Prof. Dev. in Service
 July 18 First Day Counselors

Jan. 2 Winter Break
 Jan. 3 Prof. Dev. in Service
 Jan. 4 Students Return
 Jan. 16 Martin Luther King Jr.
 Jan. 17 Board Meeting

January 2023				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
15	16	17	18	19
23	24	25	26	27
30	31			

August 2022				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Aug. 1-5 Prof. Dev. in Service
 Aug. 8 First Day of School
 Aug 23 Board Meeting

Feb. 8 120th Day Reporting
 Feb. 14 Board Meeting
 Feb. 20 President's Holiday

February 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

September 2022				
M	T	W	TH	F
				1 2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Sept. 5 Labor Day Holiday
 Sept. 20 Board Meeting

Mar. 13-17 Spring Break
 Mar. 21 Board Meeting

March 2023				
M	T	W	TH	F
			1	2 3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

October 2022				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Oct. 10 Fall Break
 Oct. 12 40th Day Reporting
 Oct. 18 Board Meeting

Apr. 18 Board Meeting

April 2023				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

November 2022				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Nov. 11 Veteran's Day
 Nov. 15 Board Meeting
 Nov. 23-25 Thanksgiving Break

May 5 Senior Last Day
 May 16 Board Meeting
 May 19 Last Day of School
 May 19 Graduation
 May 22-26 Prof Dev-Inservice
 May 26 Last Day Teachers
 May 29 Memorial Day

May 2023				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

December 2022				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Dec. 1 80th Day Reporting
 Dec. 13 Board Meeting
 Dec. 19-30 Winter Break

June 2 Last Day Counselors
 June 20 Board Meeting

June 2023				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

98 Staff Days - 89 Student Days
 Professional Dev. 9 Days

	First/Last Day Students
	Holiday
	Board Meetings
	Prof. Dev. - In Service
	Admin 12 Months
	Counselors

Board Meetings	
July 19, 2022	January 17, 2023
August 23, 2022	February 14, 2023
September 20, 2022	March 21, 2023
October 18, 2022	April 18, 2023
November 15, 2022	May 16, 2023
December 13, 2022	June 20, 2023
195 Teacher Days - 180 Student Days	

97 Staff Days - 91 Student Days
 Professional Dev. 6 Days
 School hours 8:00AM - 4:30 PM
 PD Hours = 105 hours
 180 Days = 1260 hours

5/5/2022

Required Instructional Hours

Based on a 180-day school year:

<i>Grade(s)</i>	<i>Required Hours per Day</i>	<i>Required Hours per Week</i>	<i>Required Hours per Year*</i>
<i>K – 6</i>	<i>5.5 Hours</i>	<i>27.5 Hours</i>	<i>990 Hours</i>
<i>7 – 12</i>	<i>6 Hours</i>	<i>30 Hours</i>	<i>1,080 Hours</i>

*Note that these are the minimum hours required by the state, and 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.

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. In New Mexico, the maximum age limits are:

1. General education students who turn nineteen (19) on or before September 1st; students who are over the age of nineteen (19) should contact the school for more information
2. Students who receive special education and related services who are not twenty-two (22) years of age on the first day of the school year

Maximum age limits also apply to students who choose to re-enroll.

Kindergarten Admissions Policies

Consistent with state law, to be enrolled in kindergarten, a child shall be at least five (5) years of age prior to 12:01 a.m., on September 1, of the School year in which they are enrolling.

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.

Withdrawing 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, <https://www.pecosca.us/o/pca/page/request-to-withdraw> and provide the following information: next school student will be attending, type of next school, and reason for withdrawal.

Students who are withdrawn from the school, whether by the Caretaker or PCA, will not be eligible for re-enrollment at PCA for at least six (6) months after the withdrawal date. Students must obtain approval from a school administrator in order to re-enroll within six (6) months of the last withdrawal date.

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

Caretaker and Learning Coach Responsibilities for Attendance

Coaches can record attendance hours if their child attends PCA learning events. The hours in attendance at the learning event count for in-school hours.

Only the Caretaker, Learning Coach and in some cases the teacher (not the student) will record attendance. Once the Caretaker enters the number of hours of attendance for a given day, the attendance record cannot be changed by the Caretaker. If the Caretaker has entered incorrect attendance hours, they must send written documentation to the teacher requesting a change. If the Caretaker has entered attendance hours without evidence of work completed, those days will be counted as unexcused absences.

Hours of Schooling

PCA students must attend school a specific number of hours per week. The hours vary by grade level (please see the chart below). This means that if a student is required to attend school for thirty (30) hours each school week but attends only twenty (20) hours during a week, your child is absent for one-third (3rd) of that week. PCA reports to the state the time your child worked.

Students should attend school for, and Caretakers or Learning Coaches must log in the Learning Management System attendance system, the recommended number of hours for the day and the week. Note that attendance should be recorded *daily*. Students are required to complete at least the minimum *required* hours per day and/or week in order to stay on track to successfully complete the required hours for the year and to avoid chronic or excessive absenteeism.

<i>Grade(s)</i>	<i>Required Hours per Day</i>	<i>Required Hours per Week</i>	<i>Required Hours per Year*</i>
<i>K – 6</i>	<i>5.5 Hours</i>	<i>27.5 Hours</i>	<i>990 Hours</i>
<i>7 – 12**</i>	<i>6 Hours</i>	<i>30 Hours</i>	<i>1,080 Hours</i>

*NOTE: these are required minimum hours. Students are expected to master course material, which may take additional time.

Teachers verify the attendance records through a combination of LiveLesson attendance and work completion. Students are expected to attend LiveLesson instruction and complete a minimum of six percent (6%) of overall work completion per week. Caretakers or Learning Coaches may include and log attendance for work completed by the student on the weekends or during the official vacations and holidays as indicated on the School's instructional calendar, and these hours will count towards that week's hours of attendance. The school week runs from Sunday to Saturday. Because students have flexibility in when they can complete coursework on any given day, a "class period" for a day at PCA is defined as anytime from 12:00 a.m. to 11:59 p.m. on the day the student completed work.

Types of Absences

Absent means not in attendance for a class or school day for any reason, excused or not excused except for interscholastic extracurricular activities. 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 send a written note or WebMail message to the student's teacher(s) documenting the health issue. 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 a note for excused absences via pecosca.us.
- **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, family trips that can be taken only during the normal school calendar year (see the section on extended absences), court appearances requiring the student's attendance, attendance at special events of educational value that have been approved by a teacher, 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.

Extended Absences

If a Learning Coach is aware that a student is going to be unable to complete their learning activities for more than three (3) consecutive school days, the Learning Coach should contact the teacher as soon as possible to inform the School of the planned absence. Students will still be expected to complete all the required work by the end of the course.

Varying the School Holiday Schedule

If students wish to complete schoolwork during the School's designated holiday period(s) and then take an equivalent number of days off at another time, request must be made to their teachers for approval from building administration at least one (1) week prior to the requested change.

Teachers and school administrators will consider factors such as mandatory school events (testing, etc.) and the School's attendance regulations when reviewing such requests, and they will notify Caretakers if the request can be granted. If the request is allowed, teachers will help the family adjust learning schedules, as appropriate, to ensure proper attendance and compliance with state regulations.

School Responsibilities

- A. **Review Attendance Records** – Teachers monitor and review attendance records on a weekly basis. They remind Learning Coaches to enter hours of schooling for all days of the week. If a teacher has concerns about the validity of a student's attendance records, they may place the student in an "alarm" status and contact the School's designated attendance coordinator for further assistance.
 - a. Teachers also verify attendance records on a regular basis and may change a student's attendance status if there is insufficient evidence to verify attendance, and/or if they are unable to determine if a student was participating in learning. In reviewing attendance documentation, teachers must determine that each student has met or exceeded the required amount of instructional time.
 - b. Teachers may make changes to attendance records for the following reasons:
 - i. Upon request by a Learning Coach to record Attendance - If requested to do so by the Learning Coach, teachers may enter the appropriate attendance code in a blank attendance field because the Learning Coach is not able to access a computer or does not have Internet access, but the student has been able to continue his/ her studies using offline materials. Teachers will note in the student's Log the reason for the Learning Coach's request and may request additional documentation that the student was engaged in learning. This method of recording attendance should only be done in exceptional circumstances.
 - ii. Upon request by a Learning Coach to correct an error - If a Learning Coach makes an error entering an attendance code, a request may be made for the teacher to enter the correct code. Teachers will note the basis for the request in the student's Log and may request additional documentation.
 - iii. Upon review by a teacher or other authorized school staff to validate attendance - A teacher or authorized school staff member will change the number of hours worked to a "0," or the "present" code may be changed to an excused or unexcused absence code, if, after communication with the Learning Coach and/or a review of the student's activity in the Learning Management System, the teacher or staff member believes there is insufficient evidence to support that the student was in attendance (e.g., insufficient lesson completion, teacher contact, and/or assessment completion, including state test attendance).

- iv. In all cases, a teacher or another school staff member will discuss with the Learning Coach any perceived differences between the student's recorded attendance and his/ her documented lessons completed and assessments submitted. If the teacher or other school staff member makes any changes to the student's attendance record in the Learning Management System, they will promptly inform the Learning Coach and document the change in the student's Log. Learning Coaches who have disputes related to attendance should contact the Executive Director to resolve the dispute, then follow the dispute resolution procedures if the issue is not resolved with the Executive Director.
- B. **Monitor Attendance Issues** – The School's attendance coordinator monitors student attendance. Attendance Coordinators contact families with low attendance rates, and work to help them stay in compliance. Attendance Coordinators also identify and record excused absences.
- C. **Maintaining the Integrity of the Attendance Data** – The attendance system prohibits further editing of attendance data at certain points. Any requests for adjustments to the previously verified records must be submitted in writing to the School for review, approval and adjustment.
- D. **Official Attendance Record** – the Learning Management System attendance system is the record of Learning Coach documented attendance. It is however only one of many sources used to determine if a student is meeting the minimum instructional hour's requirement. In certain cases, where it has been determined that a student has not completed enough work or that certain other program requirements have not been fulfilled, the attendance coordinator may invalidate the Learning Coach record resulting in sanctions up to and including withdrawal.
- E. **Attendance Lockdown** – Schools are required to regularly report attendance records to their respective state education agencies. To ensure that reports are accurate, student attendance records are "locked down;" at set intervals so records can only be modified by authorized school personnel. Lockdown generally occurs every two weeks (meaning that any dates that are 15 or more days in the past can only be edited by authorized school personnel), but some schools have defined dates. After attendance records have been locked down, teachers are not able to make changes to attendance records. Therefore, Learning Coaches should request to update attendance records as soon as they realize there is an error. To request alterations to the attendance record for days that are far enough in the past that they are "locked down," Learning Coaches should still contact their student's teacher, but be aware that their student's teacher must then discuss the attendance alterations with the appropriate authorized school personnel.

Chronic Absence

Compliance with School Rules and Expectations for Attendance

Chronic Absence tracks both excused and unexcused absences. In accordance with the Attendance for Success Act, PCA will provide interventions for students who are missing school, depending on the number of absences. Students who have missed more than five (5) percent but less than ten (10) percent of the school year for any reason warrant individual prevention and are required to have a meeting to address attendance concerns focusing on keeping students in an education setting by:

- Providing assistance to the student’s family to help identify and remove barriers to the student’s attendance.
- Identifying solutions to improve the student's attendance behavior and discuss necessary interventions for the student or the student's family;
- Providing additional education opportunities to students who are struggling with attendance.

If a student accrues 25% or more school days absent, they must be withdrawn from the school provided that the withdrawal is not of a student the school is required to intervene with and keep in the educational setting, as provided in the Attendance for Success Act.

The Escalation System (below) provides to students, Caretakers, Learning Coaches, and teachers’ early warnings of potential non-compliance with attendance requirements. Caretakers are held responsible for ensuring that their students are fully participating in school, even if they have designated another adult as the Learning Coach. The information below is intended to help Caretakers and designated Learning Coaches understand how to comply with school attendance rules, and to understand the consequences of non-compliance. Students who fail to meet PCA attendance requirements, including reported attendance, required contact with teachers, submission of assignments, and documentation of lesson completion will be considered non-compliant with attendance school rules which may lead the School to eventually institute truancy proceedings, or otherwise report the student to the appropriate authorities, consistent with state law as described below.

In order to avoid non-compliance, the Caretaker/Learning Coach must ensure that the following activities are taking place:

- The student completes assigned lessons and assessments.
- The student participates in educational activities for an appropriate number of hours, as outlined in the Required Hours of Instruction and the Learning Coach records these attendance hours in the Learning Management System on a daily basis. The student is available for regularly scheduled telephone calls with teachers.
- The student attends all assigned LiveLesson sessions.
- The student is able to demonstrate that they are doing their own schoolwork.
- The student attends mandatory state testing. The Caretaker has communicated with the homeroom teacher in advance if they need to deviate from the regular school calendar (for example, switching a day off and school day).
- No later than three (3) days following an absence, the Caretaker and/or Learning Coach shall provide an explanation of any absence to the homeroom teacher.
- If the student’s teacher(s) become aware that the student is not fully participating in school as outlined above, the student will be marked absent at the teacher’s discretion. The Executive Director or homeroom teacher may override the number of attendance hours previously entered by a Learning Coach, changing the attendance hours to a 0, if the student’s teacher(s) believes the student has not participated as required. These absences will be considered “unexcused.”

Intervention for Absenteeism

The state of New Mexico defines “chronically absent” or “chronic absenteeism” as a student who has been absent for ten (10) percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten (10) days. “Unexcused absence” is an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or policies of the governing board.

“Individualized Prevention” is targeted prevention strategies for students who are missing five (5) percent or more, but less than ten (10) percent of classes or school days for any reason. If a student has been identified as “in need of individualized prevention”, the attendance team will speak with the Caretaker and inform them of the student's attendance history, the impact of student absences on student academic outcomes, the interventions, or services available to the student or family and the consequences of further absences, which may include referral to the children, youth and family’s department for excessive absenteeism.

A student in need of “Early Intervention” is a student who is considered “chronically absent” and has missed ten (10) percent or more but less than twenty (20) percent of classes or school days for any reason. If a chronically absent student has been identified as in need of “Early Intervention”, written notice will be given requiring the Caretaker to meet with appropriate school staff to discuss intervention strategies and develop a plan and follow-up procedures that focuses on keeping the student in school and on track educationally. The attendance team shall be convened to establish a specific intervention plan for the student that includes establishing weekly progress monitoring and a contract for attendance. These students will be identified through the Attendance Status and Escalation System as well as webmail. An invite to the Attendance Team Meeting will be sent to the parent’s personal email address. This meeting will focus on:

- Providing assistance to the student’s family to help identify and remove barriers to the student’s attendance.
- Identifying solutions to improve the student's attendance behavior and discuss necessary interventions for the student or the student's family;
- Providing additional education opportunities to students who are struggling with attendance.
- An intervention plan to address barriers and provide service coordination, physical/mental health supports, and mentoring

Excessive Absenteeism

"Excessively absent" or "excessive absenteeism" means a student who is identified as needing intensive support and has not responded to intervention efforts implemented by the school. "Intensive support" means interventions for students who are missing twenty (20) percent or more of classes or school days for any reason. If a student exhibits excessive absenteeism and has been identified as in need of intensive support, the School will notify the Caretaker in writing, of the consequences of further absences, establish non-punitive consequences at the school level and identify appropriate specialized support that may be needed to help the student address the underlying causes of excessive absenteeism.

If a student misses twenty (20) percent or more classes or days of school, the school must report the absence to the Office of Probation Services of the judicial district where the student resides. Excessive

absenteeism and unexcused absences may warrant withdrawal from school only after all intervention efforts to maintain enrollment have been exhausted. A student who is disenrolled for excessive absenteeism is subject to a one (1) semester suspension prior to re-enrollment at PCA, during their suspension, the student must demonstrate good attendance in another environment.

The Attendance Status and Escalation Systems include processes by which the school documents steps taken to address a student's chronic absence rate in accordance with the law including:

1. attempts by the School to notify the Caretaker that the student had unexcused absences;
2. attempts by the School to meet with the Caretaker to discuss intervention strategies; and
3. intervention strategies implemented to support keeping the student in school.

These students will be identified through the Attendance Status and Escalation System as well as webmail. An invite to the Attendance Team Meeting will be sent to the parent's personal email address. This meeting will focus on:

- identifying solutions to improve the student's attendance behavior and discuss necessary interventions for the student or the student's family;
- Review of the intervention plan to include specialized supports
- Non-punitive consequences if further absences occur

Definition of "Missing a Day of School" at PCA

Missing a "day" of school is defined as "missing a day's worth of hours in a week." For a PCA student in grades K-6, this would be the equivalent of completing fewer than twenty-two (22) hours of school in a week (a minimum of twenty-seven and one half (27.5) hours per week are required). For students in grades 7-12, this would be the equivalent of completing fewer than twenty-four (24) hours (thirty (30) hours per week are required).

An unexcused absence of hours totaling up to fifty (50%) percent of the recommended hours for a day shall be counted as one-half (0.5) day absence, and the unexcused absence of more than fifty (50%) percent of the recommended hours for a day shall be counted as one (1) full-day absence.

In compliance with NM regulation, PCA will report all student absences, including chronic and excessive absences in half-day and full-day increments based on overall weekly attendance hours recorded in the Learning Management System to NMPED at each reporting date and the end of the school year and shall document intervention efforts made to keep students in an educational setting.

Upon a written request by a parent for attendance data the school shall provide the following information within five (5) days:

- The cause(s) absence data
- Preventive measures
- Resources to address the causes
- A corrective action plan and interventions including follow-up procedures. Grading and Student Evaluation

Grading Scale for Grades K-12

<i>Grade</i>	<i>Grade %</i>	<i>Passing?</i>	<i>Non-Weighted</i>	<i>Weighted (Honors)</i>	<i>Weighted (AP)</i>
<i>A+</i>	<i>98-100</i>	<i>Yes</i>	<i>4.0</i>	<i>4.5</i>	<i>5.0</i>
<i>A</i>	<i>92-97</i>	<i>Yes</i>	<i>4.0</i>	<i>4.5</i>	<i>5.0</i>
<i>A-</i>	<i>90-91</i>	<i>Yes</i>	<i>3.7</i>	<i>4.2</i>	<i>4.7</i>
<i>B+</i>	<i>88-89</i>	<i>Yes</i>	<i>3.3</i>	<i>3.8</i>	<i>4.3</i>
<i>B</i>	<i>82-87</i>	<i>Yes</i>	<i>3.0</i>	<i>3.5</i>	<i>4.0</i>
<i>B-</i>	<i>80-81</i>	<i>Yes</i>	<i>2.7</i>	<i>3.2</i>	<i>3.7</i>
<i>C+</i>	<i>78-79</i>	<i>Yes</i>	<i>2.3</i>	<i>2.8</i>	<i>3.3</i>
<i>C</i>	<i>72-77</i>	<i>Yes</i>	<i>2.0</i>	<i>2.5</i>	<i>3.0</i>
<i>C-</i>	<i>70-71</i>	<i>Yes</i>	<i>1.7</i>	<i>2.2</i>	<i>2.7</i>
<i>D+</i>	<i>68-69</i>	<i>Yes</i>	<i>1.3</i>	<i>1.8</i>	<i>2.3</i>
<i>D</i>	<i>62-67</i>	<i>Yes</i>	<i>1.0</i>	<i>1.5</i>	<i>2.0</i>
<i>D-</i>	<i>60-61</i>	<i>Yes</i>	<i>0.7</i>	<i>1.2</i>	<i>1.7</i>
<i>F</i>	<i>0-59</i>	<i>No</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>

Grade Change Policy

PCA teachers diligently maintain in the Learning Management System records that justify the final course grade awarded to a student. Assuming due diligence on the part of the teacher, and that no mistake or clerical error has been made in the tabulation of grades, every student is ultimately responsible for the grade they are awarded.

- Changes to an assignment grade: Once issued by the teacher, changes to an assignment may occur only where there has been a clear mistake, clerical error, or mis-identification of the student by the teacher. The teacher who issued the assignment grade may change or direct the changing of the grade due to a clear mistake, clerical error, or misidentification. Requests for grade changes on assignment shall be handled between the student and the teacher, with the teacher being the final determinant of the decision. The teacher shall document the justification

for the assignment grade change. Nothing in this policy is intended to apply to grade changes for statewide tests used to determine adequate yearly progress or graduation from high school. If there is a need to change a grade or result on such state-mandated testing due to a clearly clerical mistake as where a student has been misidentified, the Director shall promptly notify the assessment and accountability division of the Public Education Department for guidance.

- Changes to course grades: Changes to course grades may be made by a teacher where there has been a clear mistake or clerical error in the tabulation or misidentification of the student. Such course grade changes must be brought to the attention of, and approved by, the Executive Director, upon authorization and proper documentation by the teacher.

A student of legal age or Caretaker who requests a course grade change shall use the following procedure:

- The student/Caretaker must complete and submit to the Executive Director a signed, written “Grade Change Request” form stating reasons for the course grade change request, within **five (5) days** of receipt of the course grade.
- Upon request, the student or Caretaker will be permitted to review any available records and documents belonging to the student related to the determination of how the grade was awarded.
- The Executive Director will consult with the teacher to determine if there has been any clear mistake or clerical error, or if there has been any misidentification of the student.
- In further consultation with the teacher, the Executive Director will determine if a change in final course grade is merited for any other justifiable reason, such as extenuating circumstances articulated and demonstrated by the student or Caretaker, additional graded work submitted by the student, additional or make-up testing, or other meaningful criteria that can be verified.
- The teacher who issued the course grade shall provide to the Executive Director their reasons to support or oppose the requested grade change, and shall not be pressured into or retaliated against for making a certain recommendation.
- As part of fact-finding, the Executive Director will meet with the student/Caretaker and the teacher, together or separately, to determine the validity of the student’s/Caretaker’s request.
- A written, signed response which includes the Executive Director’s findings and decision will be provided to the student/Caretaker within five (5) days of the meeting. The response shall include whether the request is denied or allowed, and the grade entered if allowed. If a grade change is allowed, the Executive Director’s response shall articulate the reasons and basis for the grade change.
- The Executive Director will be the final determinant of the decision.
- If the Executive Director decides that a grade change is merited, in addition to the student or Caretaker, the Executive Director shall comply with any NMPED notification requirements. If the Executive Director decides that a course grade change is merited for a specific student, the grade change must be equally available and applied to all students who are similarly situated.
- The “Grade Change Request” form and a copy of the Executive Director’s decision shall be placed in the student’s permanent cumulative record file. The student/Caretaker may request of the Executive Director that the documents be removed and destroyed upon the student transferring or graduating from the school. The Executive Director has full discretion in complying with the student’s/Caretaker’s request.

Due to the urgent nature of determining whether a grade change is merited, the timelines established herein shall be considered maximums.

PCA shall strictly adhere to the Family Educational Rights and Privacy Act (FERPA) in administering this Grade Change Policy. Under no circumstances will the identity of the student involved in the grade change request be made known publicly, and confidentiality involving the request and the identity of the student will be maintained among those personnel involved in addressing and processing the grade change request. Additionally, the identity of any other students whose grades may be used for comparison purposes shall not be disclosed publicly, or to the student/Caretaker making the grade change request.

Adherence to FERPA requirements and regulations regarding student records and information shall be required of all school personnel.

This Grade Change Policy in no way limits or eliminates the rights afforded to Caretakers under the Individuals with Disabilities Education Act and FERPA, both as they relate to amendment of a student's educational records.

Pecos Cyber Academy Retention and Promotion Policy

Elementary and Middle School Retention Process

Although PCA has many tools available to quickly identify and assist students who are struggling academically, some students may continue to struggle and be in danger of eventually being retained. Therefore, teachers recognizing students with significant educational progress deficiencies shall notify the Executive Director as soon as they believe a student may not be on track to successfully complete the year or move to the next level. Notification must happen no later than the end of the second grading period (end of first semester) if retention is anticipated.

NOTE: Because grades are available to families twenty-four/seven (24/7) through the Learning Management Systems, PCA does not have formal quarterly grading periods. Therefore, notification of deficiencies or potential failure will be made to appropriate stakeholders at the mid-point or end of each semester (the equivalent of notifying quarterly). The teacher will work closely with the Executive Director, Principal, counselor, and support personnel to develop a special support program for the student. The Caretaker will be notified no later than the end of the second (2nd) grading period (end of first semester) of the possibility of retention. Parental help should be elicited when initial concerns arise.

No student will be retained without documentation of remediation/intervention strategies provided to the student. Strategies should be based on the school remediation plan and recommendations from school support staff members and should be designed to address the specific/unique learning needs of the student.

Decision to Retain

If a student is to be retained, a conference consisting of the Executive Director, Principal, teacher, counselor, and Caretaker must be scheduled by the Student Assistance Team (SAT), and the Caretakers notified of the conference. All factors will be taken into consideration. There should be a review of all records, and all significant points of view should be aired by all interested parties.

A Caretaker who refuses to allow their child to be retained must sign a waiver indicating that the child's promotion is against the specific advice and recommendation of the certified school instructor and the Executive Director.

The waiver is completed by the Executive Director and the original is placed in the student's cumulative folder.

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.

Parental Notification

Upon review of transcripts (during enrollment) and at the end of each year (through the Next Step Plan Review), Caretakers will be notified by the counseling office, in writing, if their student(s) has failed a required course and must complete a Credit Recovery course or summer school to remain on track for graduation.

A standard deficiency notice will be mailed to Caretakers of failing students at the ninth (9th) week of the first (1st) semester and second (2nd) semester.

Notification of Student Failures

Teachers will mark deficiency notices and they will be mailed to Caretakers at nine (9) weeks of the grading period. Teachers will note the appropriate reasons for deficiency.

Failure of Caretakers to receive notice does not constitute grounds for passing the student. The report card/transcript provides verification of loss of credit for the semester.

NOTIFICATION FOR SENIORS

In addition to the steps outlined above, at the end of the first grading period, second semester, high school personnel should mail letters and/or call Caretakers to inform them of the possibility that their student is failing a class that may jeopardize their ability to graduate. After the fourth quarter deficiency notice, teachers will submit Tentative Senior Failure lists to the Senior Counselor. Following final exams, school administration will inform Caretakers of failures resulting in non-graduation.

High School Programs and Policies

Area and Subject Requirements

Students must earn the following credits in the following areas and subjects in order to graduate:

Freshman 2017-2018 Graduating Class of 2021-2022	
24 Credits to Include:	
<p style="text-align: center;">English – 4 Credits</p> <ul style="list-style-type: none"> ● English 9 ● English 10 ● English 11 ● English 12 	<p style="text-align: center;">Science – 3 Credits, 2 with Lab*</p> <ul style="list-style-type: none"> ● *Biology ● *Chemistry ● *Physics ● *Physical Science ● Earth Science <p style="text-align: center;"><i>Any Other Approved Science</i></p>
<p style="text-align: center;">Mathematics – 4 Credits</p> <ul style="list-style-type: none"> ● Algebra I ● Geometry ● Algebra II ● Pre-Calculus ● Calculus <ul style="list-style-type: none"> ● Statistics <p style="text-align: center;"><i>Other Approved Mathematics</i></p>	<p style="text-align: center;">Social Studies – 3.5 Credits</p> <ul style="list-style-type: none"> ● NM State History (.5) ● World History ● U.S. History ● American Government (.5) ¹ <p style="text-align: center;">Economics (.5)</p>
<ul style="list-style-type: none"> ● Physical Education ² – 1 ● Health – (.5) ● Career Cluster, Workplace Readiness, Language Other than English – 1 ● Electives – 7 	<p style="text-align: center;"><i>Note: One of the above units must be either Honors, Advanced Placement (AP), Dual Credit, or Distance Learning.</i></p>

²Participation in a local school district marching band, athletic team or sport, or junior reserve officers' training corps (ROTC) may qualify for credit toward the Physical Education requirement.

PCA uses a standard whereby one credit equals approximately 180 hours of instruction (sometimes referred to as Carnegie Units). Students are required to be enrolled in a minimum of four courses per semester in order to be considered full-time students.

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 Eligibility Center](#) for more information.

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.

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.

Prerequisites

Students must meet all course requirements prior to registering for prerequisites. Prerequisites are listed by each course's overview in the course catalog. Semesters A and B of a course cannot be taken concurrently.

Duplicate Course Work: Repeating a Course

Students may repeat a course in order to improve their grade. Only the higher of the two grades will be included in the GPA. Credit will be awarded only once, for the higher of the grades. Both courses and both grades will show on the transcript.

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 to the School Counselor.

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. Parents will be able to view an unofficial transcripts by contacting their counselor.

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 who fail or have failed a core course.

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.

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 Sanctioned Events

It is highly recommended to Learning Coach that students not be permitted to drive unaccompanied to PCA sanctioned events (“Event(s)”). Preferred options include having Learning Coach or designated adults 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 sanctioned Event students must meet the following guidelines:

- Must be eighteen (18) years of age. Where students are under the age of eighteen (18), even though states may permit minors to drive, an adult is required to supervise a minor at an Event.
- Must possess a valid driver’s license.
- Must have access to a currently registered, inspected, and insured vehicle.
- Must be a student in good standing, with good attendance, and with no disciplinary actions noted in the student’s file.
- Obtain School permission to drive unaccompanied to Events.

In addition, it is the responsibility of the student who attends an Event without a parent, legal guardian, or designated adult to do the following:

- Document parental permission to drive to Events for the current school year by submitting a completed and signed *PCA Sanctioned Event Student Driving and Attendance Authorization* to the School (form available on the PCA website).
- Document School permission to drive to Events by obtaining the Executive Director’s (or designee) signature on the *PCA Sanctioned Event Student Driving and Attendance Authorization*.
- Obey all time schedules.
- Obey all school rules including maintaining acceptable attendance and disciplinary standards. If a student arrives late, privileges may be revoked.
- Adhere to school rules and procedures for Events.

Under no circumstances shall the School be responsible for students who make their own personal travel arrangements and/or are not accompanied by an adult. The conduct of unaccompanied student drivers at Events will remain the responsibility of their parents/legal guardians. If a student driving to or from an Event is involved in an accident, PCA will not be liable for any injuries or damage; all liability rests with the student, their Learning Coach and/or any insurance maintained by the Learning Coach and/or the student.

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

Students desiring early graduation must complete the PCA Early Graduation Application. Students must submit a request prior to the end of their 10th grade year.

The High School Principal and Executive Director may accept requests after this date in special circumstances.

The application must contain the reasons for the request and the approval of the student's parents or guardian. Students must meet all credit and competency requirements prior to the early completion date. Students are required to take all state exams for their cohort.

Students will only be permitted to take a maximum of 9 credit hours during their final year. If a student is deficient in credits, they may take summer school courses offered by PCA's curriculum vendor. Note: There may be a fee for summer school courses. Summer School fee is per credit hour that will be the responsibility of the Learning Coach. The High School Principal and Executive Director will review each request for early graduation. Upon pre-approval the student and parent will present their request before Pecos Cyber Academy's Governing Council for final approval.

A mid-year graduate must declare his/her intent to participate in spring graduation activities in writing to the High School Principal and Executive Director at the time of enrollment.

Diplomas normally will be awarded only at the completion of the spring semester. However, final transcripts will be provided as soon as the high school requirements have been met.

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.

Clubs and Activities

The clubs and activities program offers students the opportunity to interact with other students from other virtual or ground setting schools, regardless of geographic location.

Participation in clubs and/or activities is voluntary and does not impact a student's GPA.

The PCA Code of Conduct applies to all clubs and activities and students who engage in prohibited or unacceptable behavior, such as bullying or harassment of other students, may be removed from the program.

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 affiliation, political beliefs, or any other protected groups.
- If the student's attire or grooming threatens the health or safety (e.g., attire that is affiliated 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.

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.

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 identify, 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.

- 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.

- Discipline PCA shall strive to provide and maintain a safe, fair, affirmative, 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 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.

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

<p>Obscenity/Profanity/Vulgarity: inappropriate language/attire and/or ethnic/racially aggressive slurs -- offensive materials on personal/school items -- Gestures - including gang signs</p>	<p>Possible Interventions</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>
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	<p><i>Check in check out with specific goals related to appropriate language</i></p> <p><i>Reflection sheet</i></p>
<p>Hate violence (Grades K-8): 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>Possible Interventions</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.</i></p> <p><i>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>
<p>Bullying: 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>Possible Interventions</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>
<p>Vandalism, graffiti, defacing school property or property of others: 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>

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.

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, is not properly cited, attributed, or credited, the work may be determined to be plagiarism.

Students may not plagiarize in written, oral, or creative work. In general, plagiarism occurs when a student uses another person's words, products, or ideas without proper acknowledgement of the original work and 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.

First Offense

The first time a student is determined to have plagiarized, the student will receive a warning. The student's teacher will contact the student to explain to the student the specific reason(s) why the work submitted is considered plagiarism and will discuss with the student how to avoid plagiarizing again. The student will be required to resubmit the question/assignment with original work. If a student chooses not to resubmit the work, the student will receive a zero for that question/assignment.

Second Offense

The second time a student is caught plagiarizing, s/he will be required to redo the question/assignment but can only receive up to half credit. If a student chooses not to resubmit the work, the student will receive a zero for that question/assignment.

Third Offense

The third time a student is caught plagiarizing; s/he will receive a zero and will not have the opportunity to redo the question/assignment. Such repeated offenses of plagiarism by a student may result in a recommendation by the Executive Director that the student be determined to be a repeat violator of school policy and a disruption of school discipline. Such recommendation may result in a determination to suspend or expel the student.

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 Coach 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

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 Provided by Pecos Cyber Academy

Consult the Hardware and Connectivity section of your School website to find out what technology is provided by the School.

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 schools specifications (see the Use of Personal Equipment section) 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 the Learning Management System

Regular use of the Learning Management System is required in order to participate in the school. The school provides training on using the Learning Management System, and users are required to complete this training. Anyone using the Learning Management System must also comply with the Terms of Use Policy (Appendix 3). By using the Learning Management System, users agree that they have read, understood, and will comply with these terms.

The Learning Management System is generally available 24 hours a day, except for a regularly scheduled weekly maintenance window from 4:00–7:00 a.m. Eastern Time on Sunday. There may be other scheduled maintenance times when the Learning Management System will not be available; these scheduled maintenance times will generally occur in the early morning or on weekends. Users will be notified in advance of any maintenance that is anticipated to disrupt service for an extended period of time.

Security and Privacy

Security and privacy are very important to maintaining the integrity of the information stored in the Learning Management System and are taken very seriously at PCA. Each Learning Management System user is responsible for keeping their username and password confidential; this responsibility includes

frequently changing the password to prevent unauthorized use. Usernames and passwords should not be provided to anyone at any time.

Additionally, Learning Coaches are responsible for taking reasonable precautionary measures to ensure that students never obtain or use their Learning Coach's passwords. Everyone using the Learning Management System should be aware of the Privacy Policy, which is included as Appendix 4 of this Handbook, as well as on the login page of the Learning Management System. PCA agrees that it will comply with the terms of this Privacy Policy.

Learning Coaches and students having difficulty using the Learning Management System should be sure they have completed all available training sessions and accessed the help resources available from their home pages. If, after completing the training and accessing the help resources, Caretakers and/or students are still unable to resolve their problems, they should consult their teachers for questions relating to the educational program or contact Student Technical Support for any technical questions.

How Families Can Personalize Instruction

Students and families work closely with their teachers to personalize student programs, but families can also personalize their learning programs in several different ways.

- Pacing and Scheduling— Subject to requirements including, but not limited to, the required days of attendance and/or hours of instruction required and other applicable state or local regulations, the school allows students and their Learning Coaches to structure the school day to best meet the student's learning needs. This flexibility accommodates different learning styles and needs; however, the personalization of pacing and scheduling must not impact the overall amount of work that is required of each student, which is determined exclusively by state requirements and is overseen by the school's leadership.
- Limits to Program Flexibility - Every student is expected to master the essential skills and standards covered by the school's rigorous curriculum, which is designed to meet or exceed each state's standards. Families may work with teachers to adjust pacing and assigned lessons for each student; however, it is imperative that students participate fully in the school's standards-based curriculum and complete the lessons and assessments assigned by the teacher(s).

Use of Cyber Equipment and Installed Software School Equipment

Learning Coach 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)
- FedEx (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.

Use of Personal Equipment and Software

PCA provides families the necessary equipment and software needed for students and Learning Coaches to do their day-to-day schoolwork. Printers are not deemed necessary in the online environment and therefore are not provided. Families are not required to have additional personal access to equipment and software but may use their own equipment and software if they meet the minimum system requirements detailed on the School website and in the School Handbook.

Families may use their own equipment and software as long as they meet the requirements detailed in this section. PCA has no responsibility for providing any support for equipment or software that is not provided by PCA.

Users can log into the Learning Management System from different devices, such as a mobile phone, tablet, or desktop computer. Most devices are regularly tested to ensure accessibility and functionality.

For the best experience, PCA recommends that users update software and Internet browsers regularly on each device. The following browsers are recommended to access the Learning Management System:

- Google Chrome
- Mozilla Firefox
- Internet Explorer 11 or newer
- Microsoft Edge
- Apple Safari (Mac only)

Headsets with microphones may be provided where two-way audio use is required by PCA.

Many of the courses available in the Learning Management System require the use of Adobe® Flash® Player. Some courses also require the use of productivity software compatible with Microsoft® Word®, Excel®, and PowerPoint®. Some courses may have requirements in addition to what is indicated above; these requirements can be found in each course’s Course Directions and Tips.

Use of the Internet Subsidy

During enrollment, families can elect to receive a subsidy for their internet use. The subsidy is awarded on a per-family basis, not a per-student basis, and is paid via debit card. It is based on economic need and awarded to families that meet the federal low-income guidelines. The subsidy will be equal to \$16.95 a month but will be paid out three times during the year. Therefore, each check amount will be \$50.85. If the family starts school after the first day of any of the three payment periods, then the payments are prorated. Families must be enrolled at the time of the disbursement in order to be eligible. The debit cards will be sent according to the approximate schedule listed below. All students in the household must be in good standing in order to receive the subsidy.

Check Issuing Schedule

<i>Check Number</i>	<i>Approximate Cut-Off Date for Check Disbursement</i>	<i>Month Check is Issued</i>	<i>Months the Check Covers</i>
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1	November 25	December	September, October, November
2	February 25	March	December, January, February
3	May 25	June	March, April, May

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 – Honor Code

PCA Honor Code (Grades PreK-5)

PCA’s mission is to help each student maximize his or her academic potential, and we expect academic honesty to be a core value for all students, Learning Coaches, and staff. Students who are academically dishonest do not learn what they need to succeed and achieve their goals. We therefore require all students to sign the Honor Code, indicating that they agree to abide by PCA’s expectations for academic honesty.

Because Learning Coaches are an integral part of their student’s PCA experience, we also require Caretakers to agree to the Honor Code.

PCA Honor Code

I agree that I will ...

- read, (or have read to me, if needed), the contents of the Student Handbook Value learning,
- be honest,
- never copy someone else’s work,
- never give my work or answers to others,
- never look up the answer to an assessment (i.e. test or quiz) online or in a book,
- never receive help on assessments (i.e. test or quiz), including from my friends/peers, Learning Coach, or any others,
- follow all Cyber Student Conduct guidelines for use of the Internet and Cyber' equipment and materials provided to me,
- accept the consequences, including disciplinary action, of breaking this Honor Code. Never provide a forged document or signature to the School.

I understand that this Honor Code is not limited only to the examples listed above. By checking the box below, I confirm that I have read (or had read to me, if needed), and agree to abide by, the Cyber Honor Code and the expectation for academic honesty.

For the 2022–2023 School Year, by checking this box, as a student:

I confirm that I have read (or have had read to me if needed), understand, and agree to abide by the above Honor Code.

For the 2022-2023 School Year, by checking this box, as a Caretaker/Learning Coach:

I confirm that I have read, understand, and agree to abide by the above Honor Code.

PCA Honor Code (Grades 6-12)

PCA's mission is to help each student maximize his or her academic potential, and we expect academic honesty to be a core value for all students, Caretakers, and staff. Students who are academically dishonest don't learn what they need to succeed and achieve their goals. We therefore require all students to sign the Honor Code, indicating that they agree to abide by PCA's expectations for academic honesty.

Because Caretakers are an integral part of their student's PCA experience, we also require Caretakers to agree to the Honor Code.

PCA Honor Code

I agree that I will ...

- read (or have read to me, if needed) and understand the contents of the Student Handbook
- value learning above my grades or scores,
- always value and exhibit honesty,
- be well-informed about plagiarism and cheating, and not use "lack of knowledge" about either as a reason for engaging in plagiarism or cheating,
- never give my work or answers to assessments (tests, quizzes, etc.) to other students to submit as their own,
- never plagiarize written, oral, or creative work, and never copy (plagiarize) others' work or submit work of any kind that is not my own,
- never post assessment answers on the Internet or in other public places or otherwise share assessment answers,
- never search for and use assessment answers on the Internet or in other public places, including using translation services for language courses,
- never give or receive unauthorized assistance on assessments, including from my friends/peers, Learning Coach, or any others,
- understand that all assessments are "closed-book" meaning I need to take assessments based on the knowledge in my head, and not use any other sources,
- adhere to all PCA Student Conduct guidelines for proper use of the Internet and Cyber' equipment and materials provided to me,
- accept the consequences, including disciplinary action, of breaking this Honor Code never provide a forged document or signature to the School.

I understand that this Honor Code is not limited only to the examples listed above. By checking the box below, I confirm that I have read (or had read to me, if needed), and agree to abide by, the Cyber Honor Code and the expectation for academic honesty.

For the 2022–2023 School Year, by checking this box, as a student:

I confirm that I have read (or have had read to me if needed), understand, and agree to abide by the above Honor Code.

For the 2022-2023 School Year, by checking this box, as a Caretaker/Learning Coach:

I confirm that I have read, understand, and agree to abide by the above Honor Code.

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