

RICHARD MCKENNA CHARTER PUBLIC HIGH SCHOOL

ON-SITE STUDENT HANDBOOK

2023-24 School Year

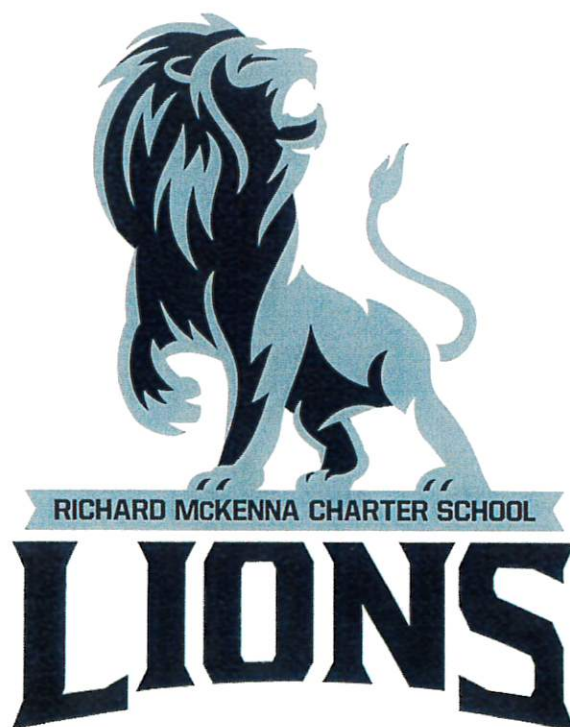


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Richard McKenna Charter High School-Onsite

Mission

Our mission is to provide a non-traditional educational environment for our students by emphasizing; 1) Project-Based Learning, 2) Personal Responsibility, 3) Outstanding Citizenship.

Vision:

Collaborative Education Through Exploration

Overview

Richard McKenna Charter High School – Onsite is patterned after the workplace and is a school of choice. Students apply to attend Richard McKenna because they have made a conscious commitment to do so and are allowed to remain in our program so long as they are committed to active participation, as equal partners, in their own education.

Our rules and policies are those of any job-site in business or industry. Here, education is our “job.” We come to work each day to build an important product that must last through many years of our collective future -- an educated and skilled spouse, parent, or citizen. This is one of the most important jobs we shall ever have in our life; we take our work seriously and do it with pride.

Entrance Requirements

1. Students must have successfully completed the 8th grade or provide standardized test scores that demonstrate a student is ready for high school study.
2. They must also have completed Pre-algebra A and B with a grade of “C” or better in each.
3. Students must be able to complete all high school graduation requirements prior to their 21st birthday
4. They may not be enrolled full-time in another public school.
5. Those who count the student as a dependent on their income tax form must be a resident of Idaho.
6. Students must complete an on-site observation and an interview with the school administrator.
7. Any exceptions to these entrance requirements must be reviewed and approved by the Superintendent.

Failure to comply with Richard McKenna Charter Schools' policies and procedures on the part of students and/or parents may result in the student's removal from Richard McKenna Charter Schools.

Richard McKenna Charter High School provides a free and appropriate public education for all children including children with disabilities. Special Education and related services are available for persons who qualify.

Parents, guardians and educators of students attending RMCHS can refer a student who may be eligible for services and not currently receiving services by contacting the student's teacher, or the school administration. The referrals will be made to the Special Education Director for further evaluation.

EXPECTATIONS

Richard McKenna Charter High School has four clear expectations built upon industry standards. They are:

Show Up Show Up Early Work Hard Be Respectful

SHOW UP means that we expect our students to be here 100% of the time. We have no excused absences. While we do understand that students sometimes have legitimate reasons for missing school, the fact remains that they are not in attendance and are therefore missing out on their education.

SHOW UP EARLY means that a student must be early for every class. This allows a student to be physically, mentally, and professionally ready to work when “company time” begins. If a student is even one second late, he or she must sign in at our office, stating the reason for the tardiness, and said student will lose that hour of attendance.

WORK HARD means that a student must remain on task 100% of the time. If a student is found to be wasting valuable time, he or she will be marked off task for the hour.

BE RESPECTFUL means that any verbal, written, or physical abuse of property or others will result in the student, or students involved being immediately dismissed from the onsite program.

WORKPLACE BEHAVIORS

In addition to the four simple rules, industry and higher education demand that employees and students practice certain behaviors for continued employment or academic success. We, at Richard McKenna Charter High School, believe so strongly in these behaviors that we devote time at the beginning of each day for our students to memorize and review them.

Attendance

1. I show up early every day, prepared for work and dressed appropriately.

Completing the Job

2. I follow all directions closely and produce my best quality work without requiring close supervision.
3. I work consistently to learn new concepts using my prior knowledge to create connections and greater understanding.
4. I commit to following through and completing my assigned tasks by their due dates.
5. I accept responsibility for my errors, learn from them and take action not to repeat them.

Time Management on the Job

6. I plan for success by organizing myself and my work, prioritizing tasks and managing my time effectively.
7. I identify problems I encounter and take action to find solutions using my logical thinking skills and outside resources.

Communicating on the Job

8. I listen carefully to others and ask questions to clarify my understanding.
9. I organize my thoughts in order to communicate them effectively in writing and when speaking.
10. I carefully review my work for errors, correcting them before submitting it.

Collaborating on the Job

11. I cooperate with my coworkers and perform my share of the workload as a team member.
12. I maintain a positive attitude toward my work and conduct myself honorably at all times.

POLICIES

These policies are the cornerstone of success, both here at Richard McKenna and in the life that comes after. We wish it to be abundantly clear that we strictly enforce these rules because the product we are working to create is so important that we cannot and will not allow any half measures.

Student/Parent Concerns

Students and Parents who have concerns are entitled to have those issues addressed. The procedure for resolving issues is as follows: Parents should first contact the classroom teacher. If a resolution is not reached, parents should contact the principal, then the superintendent and lastly the board of directors. Those individuals who wish to address the board may sign up prior to the meeting with the board clerk. Individuals will be given a maximum of (3) minutes to present their views. Open Meetings requirements limit the availability of the board to discuss or take action on any topic not previously on the agenda; however, the issue may be included on a future agenda if appropriate. Please note: The Board cannot receive complaints against personnel in open session, and recommend concerns be resolved through the procedure listed above.

Earning Course Credit

Richard McKenna Charter High School-onsite Students work with teachers within a block schedule. If a student has met our attendance requirements, adhered to our rules and policies, successfully completed the course work, and passed all with a 60% or above, he/she will be awarded credit for the course. If not, then said student must repeat that course at a later date. If a student fails to pass a course with a mark of 60% or better, he or she will be put on academic probation, if during the next session he or she fails to pass any course with a mark of 60% or better, he or she will be removed from the onsite program and may have the opportunity to enroll with our online program for the remainder of the school year. If a student is placed in the online program, he/she will remain in the online program for the remainder of the school year, and must reapply for the onsite program.

Attendance

If a student, for whatever reason, fails to attend at least 90% of the scheduled time, that student will automatically lose the credit for the course that he or she is working on, but may petition the school for reinstatement of that credit if he or she wishes. If a student exhibits a habit of absenteeism, he or she will lose his or her seat in the onsite program until such time as it can be proven that the problem has been successfully overcome. If a student is placed in the online program, he/she will remain in the online program for the remainder of the school year.

Extracurricular Activities/Sports

Richard McKenna students are permitted to participate in extracurricular activities through the Mountain Home School District with the understanding that their education, and commitments with Richard McKenna Charter School take priority over such activities. Students are required to provide the office with up-to-date practice and game schedules and to notify the school when schedules change. Students are expected to maintain a 70% or higher in courses in order to be eligible to participate in extracurricular activities. If a student's grade falls below a 70% they are ineligible to participate in extracurricular activities until their grades have been brought up to the standard. It is the responsibility of the student to make sure that coaches/instructors receive weekly grade updates.

Graduation Requirements

Language Arts	9 credits (1 credit has to be Speech)
Math – Algebra 1, Geometry, Algebra 2	6 credits
Science	6 credits (of which 4 credits must be lab science)
Social Studies – 2 US History, 2 US Government, 1 Economics	5 credits
Humanities	2 credits
Health	1 credit
Financial Literacy (Personal Finance)	1 credit
Electives	16 credits
Total credits for graduation	46 credits

Graduation Requirements continued:

Beginning with the Class of 2027, students will need to earn 50 credits to meet the graduation requirements.

Successfully complete a senior project.

Complete at least one College/University or trade school campus visitation.

Residency Clause: Earn at least 6 credits through Richard McKenna High School regardless of the number of credits earned at other schools.

Transfer Credit: Richard McKenna High School accepts credits transferred from any accredited school or university.

Graduation Ceremony

We, at Richard McKenna Charter High School, believe the commencement ceremony to be one of the most important rites of passage in American culture. Our Students have sacrificed thirteen years to gain the knowledge, skills, and habits that will allow them to transition to the world of adulthood. **Only Onsite students who have met all graduation requirements may participate in the graduation ceremony.**

Our commencement ceremony should be celebrated with formality and dignity by all who have helped our graduates arrive at this point in their lives. It is, therefore, mandatory for all of Richard McKenna Charter High School, staff and students, to attend this occasion. **Failure to attend without prior approval will result in being removed from the on-site program. Our school year concludes with the graduation ceremony.**

Students are required to wear the official uniform for the graduation ceremony. Tennis shoes, athletic shoes, sandals, flip flops or any open toe shoe are not allowed.

GRADING

Academic Grade

This is the grade we normally think of when a student completes a course, for example, A, B-, C, etc. The academic grade is based on how much and how well students complete assignments. Any questions about grades must be taken care of within 2 weeks of course completion. After 2 weeks from the end of the course, grades cannot be changed.

Attendance

Attendance is essential to the success of every student at RMCHS. Students who go beyond the 9 hours absent through absences or excessive tardies may lose credits and may have to petition to have the credits restored.

Students who miss 4 or more consecutive days during a session, for non-emergency/non-illness related absences will be unenrolled for the session in which the absent will occur and may re-enroll for the next session.

If you are going to be absent or late, your parent or guardian must call the office. Students are required to email teachers during an absence.

Workplace Behavior Grade

The Workplace Behavior Grade counts toward the overall course grade by being included as weekly assignments. Workplace Behavior assignments demonstrate the student’s willingness to learn and practice each Behavior while attending RMCHS.

The Workplace Behavior grade consist of demonstrating knowledge and application of the Workplace Behaviors, attitude, citizenship, adherence to school policies and volunteer service hours.

Volunteer Service Hours

Students are required to earn 5 hours of approved volunteer service hours for each session attended. Students who complete less than 3 hours of volunteer service in any given session will be placed on probation and if during the next session he/she fail to meet this requirement will be removed from the program. Students may earn an elective credit if they log 60 hours or more of volunteer service for the school year. The Volunteer Service credit is limited to a maximum of two credits during the student’s time at RMCS.

Senior Work Release

Seniors may earn a credit through work experience. The Work Release credit is available to Seniors during the second semester of their senior year. Pre-approval to participate in the release program is required.

RMCHS Grading/GPA Scale

98% - 100%	A+	4.0	78% - 79%	C+	2.4	59% & Below	F	0.0
94% - 97%	A	4.0	73% - 77%	C	2.0			
90% - 93%	A-	3.7	70% - 72%	C-	1.7			
88% - 89%	B+	3.4	68% - 69%	D+	1.4			
83% - 87%	B	3.0	63% - 67%	D	1.0			
80% - 82%	B-	2.7	60% - 62%	D-	.07			

Daily Class Schedule

Richard McKenna Charter High School students enroll in two classes a day for six weeks, with an one hour long semester class.

This schedule allows the student and his or her team to concentrate on the subject matter, and learn skills and concepts embodied in that course in great depth.

4-DAY SCHOOL WEEK SCHEDULE

- 7:35 AM Doors open
- 7:50- 10:50 - AM Class
- 10:50-11:00 Break
- 11:00-12:00 – Semester Class
- 12:00-12:30 - Lunch
- 12:30-3:40 – PM Class

Students are not permitted to leave the building during breaks. Lunch is open campus and students may leave school during lunch. No food is allowed to be delivered to the school.

DISCIPLINE

Richard McKenna Charter High School reserves the right to suspend or expel any student if the behavior violates the policies of the school, and it is determined that such action is necessary to maintain orderly conduct and/or to maintain the safety and well-being of each person in the school.

If a student is placed online for discipline, attendance or voluntarily switches to online courses, that student will remain online for the remainder of the school year.

WEAPONS

Richard McKenna High School is a weapon free zone. The school has a zero tolerance towards weapons on campus. Any student in possession of a weapon will be automatically expelled from the school for a one-year period. A weapon is defined as any object that may cause harm to another person or to school property and is used to threaten another person. Toys and other objects that simulate a weapon fall under this policy.

BULLYING and CYBERBULLYING

Richard McKenna Charter High School takes a proactive stance on addressing bullying and cyberbullying. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally; and excluding someone from a group on purpose. Bullying can occur (but is not limited to) in-person and through technology. Electronic aggression or cyberbullying is bullying that happens through email, chat rooms, instant message, a website, text message, or social media.

Any student using tactics of bullying and/or cyberbullying on any person must be reported to the teacher/office staff/administrator immediately. Students can also be held responsible for their interactions outside of school if it is determined that such activities are detrimental to the education environment of the school. Students found to be involved in bullying or cyberbullying activities may face consequences up to and including removal from the onsite program. Students may also be reported to law enforcement for further legal actions outside of the school district's jurisdiction.

Cell Phones

Cell phones are not permitted during instructional time. Cell phones may be used during breaks and at lunch. If a student is using a cell phone during instructional time; it will be confiscated and turned into the office. The phone will be returned to a parent. The parent must come into the school and retrieve it. Cell phones are not permitted during any school sponsored activity. Students may use cell phones while traveling to the school sponsored activity.

Visitors

Only individuals invited to work with a class, parents/guardians, and community volunteers will be permitted in the building during school hours. These visitors must sign in and out at the office.

Tobacco/Alcohol/Illegal Substance Use

IDAHO STATE LAW PROHIBITS THE USE OF TOBACCO/ALCOHOL & ILLEGAL SUBSTANCES ON SCHOOL PROPERTY. Any possession or use of tobacco, and/or vaping and paraphernalia will result in the student being suspended from the onsite program.

Possession/use or under the influence of alcohol, illegal substance or in possession of paraphernalia is prohibited. Any student found violating this policy will be removed from the onsite program and law enforcement will be informed of the incident. The student will have the opportunity to enroll in the On-line program for the remainder of the school year.

Paraphernalia is defined as: any equipment that is used to produce, conceal, and consume any drug, alcohol, smoking or vape substance.

Field Trips

Field trips at Richard McKenna Charter High School are taken to enrich the classroom curriculum and to enhance the educational experience. Field trips are an extension of our campus and are subject to the same academic and behavioral expectations. When Richard McKenna Charter High School students are on a field trip; all students are required to wear their navy Richard McKenna shirt, and dress code approved tan pants. Any violation of our rules and policies during our field trips will result in disciplinary action up to the student(s) involved being dismissed from the onsite program.

Permission slips for field trips must be turned in the school day prior to the trip. Failure to have the permission slip turned in on time will result in the student being sent home the day of the field trip and incurring an absence for the day.

Computer Use

RMCHS requires responsible use of computers; computer networks, including the internet; and other electronic resources in support of the mission and goals of RMCHS. All students and parents are required to read and sign the Computer Use Policy prior to being authorized to use any school device.

Computers are provided for student use in each class. These computers are to be treated professionally and with care and are used only for projects authorized by the teacher. The teacher may add instruction and/or restrictions to computer use on a class-by-class basis. It is the policy of RMCHS to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. Any misuse of school technology or violation of the Computer use Policy, such as visiting unauthorized web sites, plagiarism, personal use or abuse of any kind, may result in the student or students involved losing the privilege of remaining in our onsite program.

Students are not allowed to decorate, deface, add to or remove from the assigned device.

Website Request

When a student needs a block website opened in order to complete an assignment, the student must follow the following process:

Step 1: Request the site be unblocked to the classroom teacher.

Step 2: The classroom teacher will submit the request, in writing with the link to the Administration for consideration.

Step 3: The classroom teacher will be notified whether the site is approved or not approved.

Step 4: The classroom teacher will notify the student.

ACADEMIC HONESTY POLICY

Academic honesty is critical to a functioning school and ensuring that all students receive their full education. Academic dishonesty is a violation of the trust between teachers and students and affects the entire school community. Plagiarism or cheating in any form is not tolerated.

Plagiarism (Copying information without providing the source)

Plagiarism is the presenting of information, ideas, or language as if it were the student's own work. Common examples include but are not limited to:

- Copying outside sources into an assignment without acknowledgment, proper attribution or citation.
- Using the ideas of another person without acknowledgment, proper attribution, or citation.
- Using outside sources and acknowledging them, but failing to use proper citation techniques such as quotation marks to indicate duplicate wording or identifying which portions are from the outside source and which portions are the student's original work.
- Presenting another student's work in part or in full as one's own.

Cheating

Cheating is any dishonest action to gain an unfair advantage on assignments or projects. Common examples include but are not limited to:

- Using a calculator when prohibited.
- Using an internet search engine to "look up" answers to test or assignment questions the student should be able to answer after engaging with lesson material.
- Using web services designed to assist student cheating.
- Copying answers or projects from another student.
- Having another person complete an assignment.
- Using notes, textbooks, or outside sources or collaborating with other students when disallowed by the instructor.
- Copying and pasting questions, photographing questions, or engaging in other methods of memorializing test questions that can be shared with other students.
- Submitting the same work-product for multiple courses without permission of all involved instructors.
- Using Generative Artificial Intelligence to create work products that are presented as the students' own work.

Violations of the school's academic honesty policy will be handled as follows:

First offense: On a first violation of the academic honesty policy, Teachers will notify the student and parents in writing that they have identified an assignment suspected of violating the school's academic honesty policy. Students will receive a 0 on the assignment and a mandatory retake to complete the assignment will be given at a maximum of 80% credit. Students will not be allowed to continue in the course until they complete the assignment to the teachers' satisfaction.

Second Offense: On a second violation of the academic honesty policy, teachers will notify the student, parents, and school administration that they have identified an assignment suspected of violating the school's academic honesty policy. Students will receive a 0 on the assignment and will not be allowed to retake the assignment without administrator approval. If allowed, this retake will be penalized at the teachers' discretion.

Third offense: On a third violation of the academic honesty policy, teachers will notify the student, parents, and school administration that they have identified an assignment suspected of violating the school's academic honesty policy. Students will be withdrawn from the onsite program and not allowed to return or re-enroll without administrator approval after a conference between the teacher, student, parents, and administration.

Testing Policy

Richard McKenna Charter Schools require that students must take the state assessment as mandated by Idaho State Department of Education. Richard McKenna students must also take local assessments that measure progress and are mandated by the Idaho Charter School Commission and our Charter. It is required for all students to participate in these tests according to grade level and state specifications. Any form of cheating on these tests will be grounds for immediate removal from the school.

PUBLIC DISPLAY of AFFECTION

Being overly affectionate in school is not in good taste and will not be allowed. RMCHS recognizes that genuine feelings of affection may exist between students. However, students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves as ladies and gentlemen at all times. The limit for affection shown at Richard McKenna High School and all related activities, is that of holding hands.

Lewd and/or inappropriate Public Displays of Affection such as kissing, touching, etc. will not be tolerated and will result in an off task with a possible removal from the program for continual violation of this policy.

DRESSING and GROOMING STANDARDS

Uniforms

Our objective in establishing and enforcing our uniform dress code is to enable our students to learn and practice those things that will be expected of them in “the world of work,” to give them an opportunity to reflect their own sense of personal dignity and integrity, and to allow them to represent our school to the public in a positive light.

Uniforms must be clean, neat and maintained with no holes, rips, tears or faded.

Students are not allowed to wear chains of any kind.

Students are not allowed to use blankets to stay warm. Dress appropriately for the season.

Shirts and Jackets

The official Richard McKenna Charter High School uniform shirt must be purchased from the office. Every student must buy at least one navy blue polo shirt with our logo. Students may purchase as many shirts as they would like. In cold weather conditions, students should consider “layering up” with an undershirt that must not show below their uniform shirt. A long-sleeved shirt may be worn under the uniform shirt, but not sweat shirts or hoodies.

If a student wishes to purchase an “official” sweatshirt with the Richard McKenna logo embroidered on the front, he or she will need to place an order through the office. If other outerwear is worn; it must be removed before the “Pledge of Allegiance.” Outer wear is not permitted during school time.

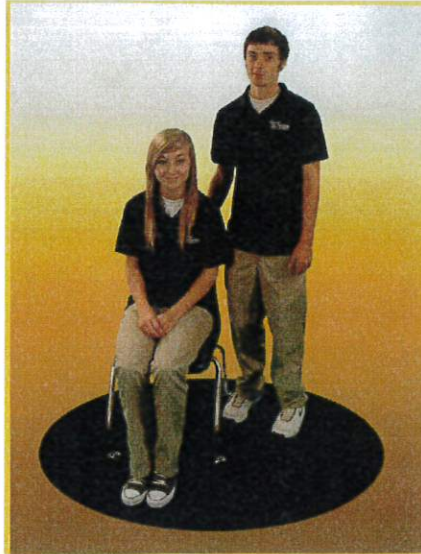
Slacks

Approved slacks and blue jeans must be neat, clean, plain, and not faded. Pant legs cannot be rolled up. Slacks or jeans that are too tight or too baggy are unacceptable. A conservative belt may be worn with the trousers to keep the waist cinched up to the acceptable height.

Shoes and Footwear

Loafers, boots, conservative athletic shoes, sneakers, and leather deck shoes are acceptable.

Open-toed shoes of any kind are unacceptable for safety reasons.



Jewelry, Makeup, Perfume, and Cologne

Jewelry should be conservative, with no body or facial piercing allowed other than in the ears, and then must be limited to two piercings in each lobe. Students with gauge openings must wear clear plugs. Makeup should be used sparingly and should be natural looking. Perfume and cologne is highly discouraged as many persons are allergic and so will be negatively affected even by a light usage.

Hats, Head Covering and Face Mask

Unless worn because of religious mandates, hats and head coverings are not allowed to be worn in Richard McKenna Charter High School. Hoods of the official Richard McKenna hoodie may only be worn. Students wishing to wear a face mask for health purpose must wear a mask issued by Richard McKenna Charter School. Sunglasses are not permitted to be worn.

Hair

Hair must always be clean, neat and one natural color. Any extreme in style and color, or hair that hangs down in one's face is unacceptable.

Nails

Fingernails should be trimmed, clean and conservative on colors.

Personal Hygiene

As the cleanliness of the uniform is important to the overall well-being of the student so is the cleanliness of the individual. Students will be expected to adhere to basic personal hygiene practices.

If clothing and grooming fails to meet the standard, as determined by the policy of Richard McKenna Charter Schools, the student will be sent home immediately and will be marked absent until the violation is corrected. Continued violation will result in probation or suspension from the onsite program.

GENERAL INFORMATION

Student Fees and Supplies

All students are responsible to furnish the following required supplies:

1. A three-ringed binder (at least two inches wide)
2. Loose-leaf paper
3. A pencil with an eraser (we all make mistakes)
4. A pen that writes either black or blue ink

Students may have additional supplies if they wish, but **ALL** students must arrive each day with all of the items on the above list.

Personal Items

RMCHS staff will not be responsible for students' personal items. Richard McKenna is not responsible for any lost or stolen items. If any student brings any personal items to school the student is taking the risk and full responsibility for his/her items. Skateboard, longboards, hover boards, scooters or any item of this kind are prohibited at school. Such items will be confiscated and returned to a parent.

Lunch Break

We do not have a lunch program at Richard McKenna Charter High School. Students are not required to stay on campus during the lunch break but must be back in their seat and ready to resume work for the afternoon session. If a student does choose to eat lunch in our building, the commons area is available for that purpose. Students may also choose to eat in classrooms, if permitted by the teacher. This privilege will remain in place only so long as students conduct themselves maturely and professionally and leave the classrooms clean and tidy.

Students are not permitted to have food delivered to the school during the school day by any delivery service.

Parking

We have ample parking space, but request that staff and students reserve all of the parking in the front (east side) of our building for handicapped parking and for visitors to our school. We also ask that you leave the first four spaces (on either side at the front of our building) empty so that Richard McKenna staff members may park there.

Building Cleanliness

The students use the last 15 minutes of each day to vacuum, straighten up, and empty wastebaskets. The simple act of cleaning up shows that we respect our school, others, and ourselves, and this in turn enhances the reputation of our school as a place of quality.

EMERGENCIES

Snow/Emergency School Closure

All school closures will be reported to Channel 6 & 7 News. Parents and/or guardians will also be contacted electronically through School Messenger. Students are responsible for checking before coming to school. The news announcement will state whether school is closed for the day or just delayed. If school is reported as delayed, we will begin classes at 10:00 a.m. Students must call before 10:00 a.m. to check on status of opening.

Building Evacuation

An evacuation route map is posted next to the door in each room of our building; we require that all of our students and staff familiarize themselves with the proper evacuation route from that room. In the event of an emergency, an alarm will sound. We ask that evacuation be made maturely and professionally. Students must stay with the other members of their class, proceed to the rendezvous area, and wait until roll is taken, further instructions are given, and the student body is formally dismissed.

We realize that in the event of an actual evacuation, students will be tempted to take out their cell phones to call to inform their loved ones that they are safe. However, for safety reasons, we prohibit the use of cell phones during an evacuation. A staff member has been designated to handle the responsibility of contacting family and loved ones. This is not simply a courtesy but is enforced to prevent further complication of an already complex situation.