

# RICHARD MCKENNA CHARTER PUBLIC HIGH SCHOOL

ON-SITE STUDENT HANDBOOK  
2021-22 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

**Student Motto:** Students are the navigators of their own journey

## 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 21<sup>st</sup> 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.

### **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 given 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. It is the responsibility of the student to make sure that coaches/instructors receive grade updates.

### **Graduation Requirements**

Language Arts	9 credits ( 1 credit has to be Speech)
Math – 2 Algebra, 2 Geometry, 2 Electives Senior Year	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
Senior Project	1 credit
Electives	16 credits
Total credits for graduation	46 credits

### **Graduation Requirements continued:**

Complete a senior project.

Take the ACT, SAT or Compass exam by the end of 11th grade.

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.

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**

Students' grades at RMCHS consists of two parts: Academic and Attendance.

Two-thirds of a student's overall course grade is academic and one-third is behavior meaning attendance, tardies and off tasks.

#### **Academic Grades**

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. The academic grade is worth two-thirds of the overall course grade.

#### **Attendance Grade**

The attendance grade is worth one-third of the overall course grade. Students begin a course with 100% attendance. However, that percentage is reduced heavily for every hour they are either absent, tardy, or off-task (not working in class).

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 does not count toward the overall course grade but does demonstrate the student's willingness to adhere to the Workplace Behaviors of 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 must meet this requirement in order to be promoted to the next grade.

#### **Overall Grade**

The overall grade is calculated by multiplying the Academic grade by 80%, and the Workplace Behaviors 10% and Volunteer Service 10% grades, and adding the results together for an overall course grade.

## **RMCHS Grading Scale**

98% - 100%	A+	88% - 89%	B+	78% - 79%	C+	68% - 69%	D+	59% & Below	F
94% - 97%	A	83% - 87%	B	73% - 77%	C	63% - 67%	D		
90% - 93%	A-	80% - 82%	B-	70% - 72%	C-	60% - 62%	D-		

### **Daily Class Schedule**

Richard McKenna Charter High School students enroll in two classes a day for six weeks and receive 90 hours of instruction in each class.

This schedule allows the student and his or her team to concentrate on two courses at a time and learn skills and concepts embodied in that course in great depth.

#### **DAILY SCHEDULE**

**AM Block 1.....8:00 – 9:30**  
**BREAK.....9:30 – 9:40**  
(must remain in the building)  
**AM Block .....9:40 –11:10**  
**LUNCH.....11:10 - 11:50**  
**PM Block 1.....11:50 - 1:20**  
**BREAK.....1:20 - 1:30**  
(must remain in the building)  
**PM Block 2.....1:30 – 3:00**

#### **COMPANY MEETING SCHEDULE**

**Company Meeting.....8:00 – 9:00**  
**AM SESSION 1.....9:00 –10:15**  
**BREAK.....10:15 - 10:25**  
(must remain in the building)  
**AM SESSION 2.....10:25 - 11:40**  
**LUNCH.....11:40 –12:20**  
**PM SESSION 1.....12:20 - 1:35**  
**BREAK.....1:35 - 1:45**  
(must remain in the building)  
**PM SESSION 2.....1:45 – 3:00**

### **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 school time (8:00 AM to 3:00 PM) If a student is using a cell phone during school 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 at any 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.

### **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.



## **Plagiarism**

Plagiarism or copying and using information without providing the source, is a form of stealing and is not tolerated. First time violators are placed on probation and will receive a zero for the assignment. Repeated violations will result in suspension from the school.

## **Cheating**

Cheating in any form is not tolerated and may lead to failing the course and/or removal from Richard McKenna Charter Schools.

## **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.

### **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**

RMCHS official slacks are available at D & B Supply (555 Air Base Road) 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 and Head Covering**

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 outside. Sunglasses are not permitted to be worn in the school.

### **Hair**

Hair must always be clean and neat. 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. The courtyard is also available for students to use during lunch as long as weather permits. This privilege will remain in place only so long as students conduct themselves maturely and professionally and leave the classroom and courtyard 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.