

Richard McKenna Charter School

2023-24

Online Student Handbook





Table of Contents

INTRODUCTION..... 3

Mission 3

Rules Notice 3

Policies..... 3

2023-24 School Calendar 3

REQUIREMENTS..... 4

Entrance Requirements 4

Summer School Entrance Requirements 4

Technical Requirements 5

 Operating System 5

 Peripherals 5

 Web browsers 5

Graduation Requirements 5

STUDENT CONDUCT POLICIES..... 6

Inappropriate, Obscene, or Pornographic Communication 6

Academic Honesty Policy..... 7

 Plagiarism 7

 Cheating 7

 Violations of Academic Honesty Policy 8

ACADEMIC POLICIES..... 8

Course Credit 8

Grade Changes 9

Special Education 9



504 Students 9

Advanced Opportunities..... 10

Overload / College Courses..... 10

Course Extension Policy..... 10

Testing Policy 11

Academic Probation 12

Drop Policy..... 12

Missing Assignments Policy 12

Credit Transfer 12

Grading Scale 13



Introduction

Mission

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

Rules Notice

Students who enroll in Richard McKenna Charter High School are expected to follow all of the rules, policies and procedures outlined in this handbook, as well as any specific course rules, policies, and procedures developed by the teacher.

Policies

All policies are subject to change without notice.

2023-24 School Calendar

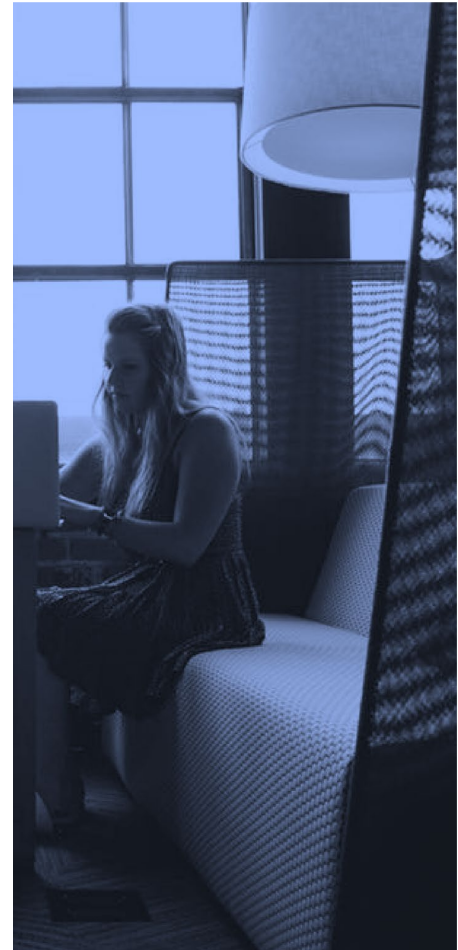
Current school calendar can be found on the school website.

For the 2023-24 school year, the following important dates should be noted:

- August 1, 2023 - Registration begins for 2023-24 school year
- August 14, 2023 - Classes begin
- November 20-24 - Thanksgiving break (school and website access closed)
- December 23-January 5 - Winter Break (school and website access closed)
- February 5, 2024 - Registration closes for new Juniors and Seniors
- April 8, 2024 - Registration closes for new Freshman and Sophomores
- March 25-29 - Spring Break (school and website access closed)
- May 1, 2024 - Summer school registration opens
- May 24, 2023 - Last day of school 2023-24 school year.
- June 3, 2024 - Summer school begins
- August 1, 2024 - Registration begins for 2024-25 school year

The school is closed during extended breaks such as Thanksgiving or Spring Break. This closure includes access to courses and assignments. Students are unable to complete work or access course content during these extended breaks, and assignment due dates are adjusted around these extended breaks.

The school office is closed on other legal holidays (Memorial Day, Veteran's Day, etc.) but course access and course due dates are not affected. It is possible that assignments might be due on these dates. Students are encouraged to work ahead if they are unable to submit assignments on these dates.





Requirements

Entrance Requirements

- Students must have completed the 8th grade or provide standardized test scores that demonstrate a student has met 8th grade standards (to include passing Pre-Algebra A and B with a grade of "C" or better.
- Students must pass our RMCHS student orientation.
- Students must be younger than 21 years old.
- They may not be enrolled in another public school.
- Those who count the student as a dependent on their income tax form must be a resident of Idaho.

Summer School Entrance Requirements

Students who enroll in the Summer School program must have completed the 9th grade, be younger than 21 years old, and qualify as an at-risk student as defined by Idaho State Code.

To qualify as an at-risk youth is any secondary student grade nine through twelve (9-12) must meet the following requirements:

| | | |
|---|-----------|---|
| <p>Any Three Items From This List:</p> <ul style="list-style-type: none"> • Has repeated at least one grade. • Has absenteeism that is greater than ten percent during the preceding semester. • Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program. • Has failed one or more academic subjects in the past year. • Is two or more semester credits per year behind the rate required to graduate or for grade promotion. • Has attended three (3) or more schools within the previous two (2) years, not including dual enrollment. | <p>OR</p> | <p>Any One Item From This List:</p> <ul style="list-style-type: none"> • Has a documented or pattern of substance abuse behavior. • Is pregnant or a parent. • Is an emancipated or unaccompanied youth. • Is a previous dropout. • Has serious personal, emotional, or medical issue(s). • Has a court or agency referral. • Demonstrates behavior that is detrimental to their academic progress |
|---|-----------|---|



Technical Requirements

Operating System

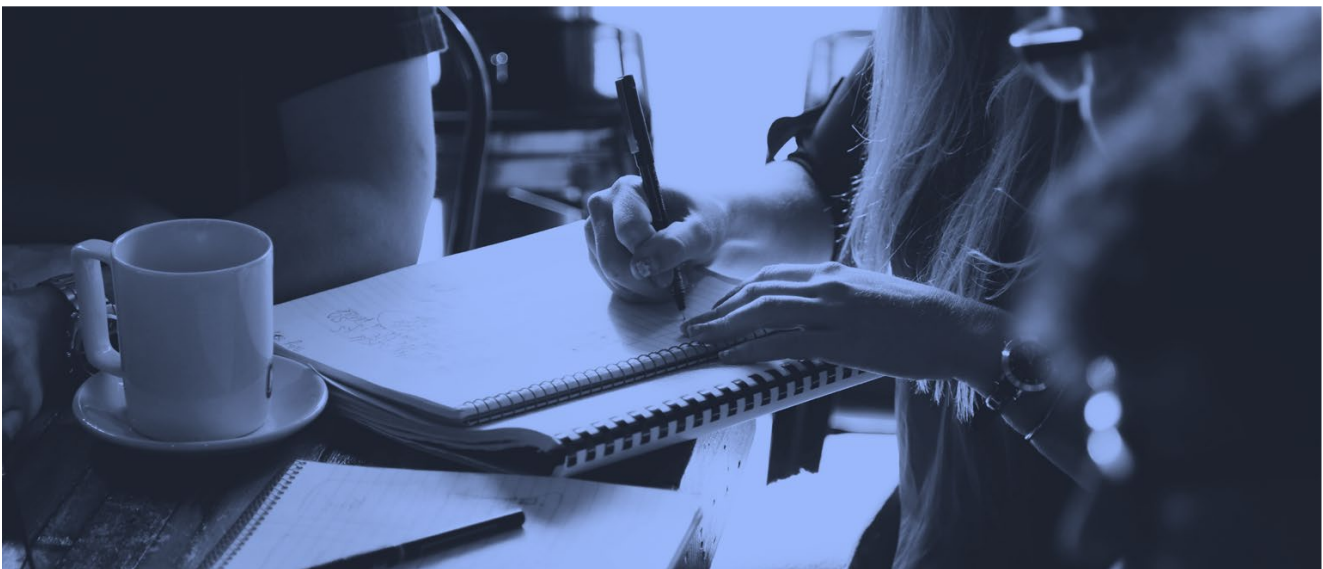
- A “full” computer (not a tablet or phone) with a keyboard and mouse (or mousepad) is expected. A computer’s useful age depends on the OS.
Hint: To give an older computer a fresh start, try creating a new user account.
- Windows computer no older than 4 years
- Mac computer no older than 10 years
- Chromebook no older than 6 years (Chromebooks that are “locked” from a previous school may not be able to access Richard McKenna services and applications)
- Nearly all lessons and assignments can be done on a touch device (iOS or Android, no older than 6 years). However, some assignments will require a “full” computer. Some elective technical courses that use specific software applications will require a Mac or Windows computer. While tablets and phones can be used much of the time, reduced ergonomics and productivity should be considered.

Peripherals

- A minimum of a 13” screen on the device is recommended.
- Optionally, a full work environment would be a desk with a keyboard, mouse, and a monitor at head/shoulder height (top of screen about 2” above eye level).

Web browsers

- Chrome, Firefox, or Brave (recommended)
- Safari, Edge, or Vivaldi (also work)





Graduation Requirements

1. Earn 46 semester credits in the following areas:

- 9 English credits
 - 1 must be speech
- 6 Math credits
 - 2 Algebra 1
 - 2 Geometry
 - 2 credits of math of the students choice
- 6 Science credits (two of which must be lab sciences)
- 5 Social Studies credits
 - 2 U.S. History
 - 2 U.S. Government
 - 1 Economics
- 2 Humanities credits
- 1 Health credit
- 17 Elective credits

2. Must successfully complete a Senior Project.

3. Must successfully complete the Civics Test.

4. Must take the 11th grade Language, Math and Science Spring Idaho Standard Achievement Test (ISAT).

5. Earn at least 6 credits through Richard McKenna, regardless of the number of credits earned at other schools.

6. Complete a course in financial literacy such as economics or personal finance.

Student Conduct Policies

Inappropriate, Obscene, or Pornographic Communication

If a student uses communication with a teacher and/or students that is determined by the teacher or administration to be inappropriate, obscene, or pornographic, the student will be immediately dropped from the course. Upon administrative review, the student may also be removed from the school. In some cases, legal action may also be taken.

If inappropriate communication with a teacher or other students occurs a second time, students will be removed from the school.



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

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 Academic Honesty Policy

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

First offense: On a first violation of the academic honesty policy, the following will occur:

- 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, the following will occur:

- Teachers will notify the student, parents, and school administration that they have identified an assignment suspected of violating the school's academic honesty policy a second time.
- Students will receive a 0 on the assignment and are not allowed to continue in the course until after the student's parents speak with the teacher.
- After the parent-teacher communication, students will be required to complete a retake on the assignment to the teachers' satisfaction at 50% credit before being allowed to continue in the course.

Third offense: On a third violation of the academic honesty policy, the following will occur:

- Teachers will notify the student, parents, and school administration that they have identified an assignment suspected of violating the school's academic honesty policy a third time.
- Students will be withdrawn from all classes and not allowed to return or re-enroll without administrator approval and only after a conference between the teacher, student, parents, and administration.
- Repeated violations beyond a third offense or in other courses may result in being permanently withdrawn from the program.

Academic Policies

Course Credit

In order to receive course credit, students must:

- Complete all assignments to the teacher's satisfaction with an overall course average of 60% or higher.
- Pass any final projects with a score of 60%.

Upon successfully completing a course the student should contact their advisor to schedule a new course.



Grade Changes

Any questions about grades must be resolved of within 2 weeks of course completion. After 2 weeks from the end of the course, grades cannot be changed (the grades are submitted to the state and the school computer system prevents any changes).

Special Education

Richard McKenna Charter High School provides a free and appropriate public education for all children with disabilities. Richard McKenna is dedicated to serving all students regardless of race, religion, or disability.

RMCHS will request copies for the student's eligibility and IEP records from the previous school. If parents have copies of the eligibility and IEP records, they may submit them along with the required registration documents.

Once the IEP and eligibility reports are obtained, the Special Education teacher will contact the parent to discuss the eligibility report, current IEP, school policy, computer system and graduation plan. There are times when an IEP may not be conducive to the on-line environment. If this is the case, either a formal or informal meeting will be set at which time the IEP may be amended.

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, school counselor, school principal or special education director for further evaluation.

504 Students

Richard McKenna Charter Schools will ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are provided with a free appropriate public education.

To be protected under Section 504, a student must be determined to have a physical or mental impairment that substantially limits one or more major life activities. If a student is found eligible through





an appropriate evaluation process, a 504 Plan is developed to ensure that the student receives accommodations that will aid in their academic success and access to the learning environment.

For those students who qualify under Section 504 of the Rehabilitation Act of 1973, Richard McKenna Charter Schools shall establish and implement a system of procedural safeguards. The safeguards shall include the following:

- The parent shall be notified in writing of any district decision concerning the identification, evaluation, and placement of a student.
- The parent shall have the right to examine the student's records.
- If the parent disagrees with the identification, evaluation, or placement of a student with disabilities they shall have the right to request an impartial hearing.

Advanced Opportunities

Advanced Opportunities allow for students to individualize their high school learning plan to get a jump start on their future. These options can include dual credit and technical competency credit.

If you meet RMCHS qualifications, you may be eligible to participate in The Advanced Opportunities Program. This program can provide funding for students who want to take advanced course work while attending an Idaho public school. Contact your online advisor for more information.

Overload / College Courses

RMCHS will grant high school course credit for college courses earned at approved accredited colleges. RMCHS will grant a one-year high school course (two semester credits) for a three-credit hour college course. Fewer college credits may be prorated. For example, a student who completes a one semester English course worth three college credit hours would earn one year's worth of high school English (two semester credits), whereas a one semester college credit equals only one semester of high school credit.

Course Extension Policy

One week course extension may be granted by a teacher when extenuating circumstances occurred that hindered class work (serious illness, personal injury, death in immediate family, etc. They are NOT granted to students who simply failed to submit their assignments on time and are trying to get caught up.)

The student has until the end of the extension to complete the incomplete assignments. At the end of the extension, the teacher must post a final course grade.

Extensions cannot be granted for the last session of the year or summer school since school will be closed and there will be no course access.



Testing Policy

Richard McKenna Charter Schools require that students must take state assessments 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. These exams must be proctored. Students will receive notification if they need to test and what specific tests they will need to take. Locations where the tests will be offered will be available when the test window opens or arrangements may be made by Richard McKenna staff depending on where you live. The testing window will open for a short period of time. Students that need to test and do not test will be dropped from their courses and not allowed to complete their current courses resulting in loss of those credits. Failure to test could result in withdrawal from current courses and our program.

Students required to take any state assessments may also be required to complete test preparation courses or activities prescribed by the school.



Academic Probation

To Ensure that students make adequate progress toward graduation, students who fail any 3 of their last 6 courses will be placed on academic probation. While on academic probation, students may be removed from the online program for failing any course.

Students will exit academic probation status upon successful completion of six consecutive courses.

Courses dropped within the first 2 weeks of enrollment will not impact academic probation status. Courses dropped after the 2-week consensus date will result in a posted letter grade of "F" and will factor into academic probation status.

Drop Policy

Students may drop a course during the first two weeks from the start date without penalty. They will have to start from the beginning if they retake the course.

Students who drop a course after two weeks from the start date receive an F on their transcript. They will have to start from the beginning if they retake the course.

Teachers may drop a student from a class for failure to stay on pace. A student may be dropped from a course if he/she is more than 30 hours behind the course pace.

Missing Assignments Policy

Assignments are due each day in all classes. If a student misses an assignment deadline, the system submits the assignment blank and gives it a grade of 0. The system will then give a required retake on the assignment worth up to 90% of the original grade. This retake is given a deadline one calendar week after the original deadline (excluding school holidays). If this second deadline is missed, the assignment expires and cannot be completed without special permission from the teacher.

If an assignment is marked late and given a required retake, it must be completed before students can begin the next assignment, even if it means that students miss the deadline on current assignment(s).

Credit Transfer

It is up to the student to find out which RMCHS courses will be accepted by their local high school as core credit and which will be accepted as elective credit. RMCHS is accredited by the Cognia Accreditation Commission. Association members are required to accept credits from other members; however, it is still a good idea to make sure how many and which credits a school will accept.



Grading Scale

| | |
|----------|----|
| 94-100% | A |
| 90-93.9% | A- |
| 87-89.9% | B+ |
| 84-86.9% | B |
| 80-83.9% | B- |
| 77-79.9% | C+ |
| 74-76.9% | C |
| 70-73.9% | C- |
| 67-69.9% | D+ |
| 64-66.9% | D |
| 60-63.9% | D- |
| 0-59.9% | F |