

# Richard McKenna Charter School

2024-25 Jr. and Sr. High Student Handbook





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# 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.

## Vision

Collaborative Education Through Exploration

## Rules Notice

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

## Overview

Richard McKenna Charter High School 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 jobsite 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.

## Governance

Richard McKenna Charter Schools are a public charter school operated by a Board of Directors and a School Superintendent/Director. The Board of Directors is charged with the ultimate responsibility for financial, legal, and strategic planning and policy issues for Richard McKenna Charter Schools. The board



sets policy to be implemented by the administration and staff, ensuring the integrity of a project-based model within the school. The Board currently consists of 7 members and holds regular meetings. The meeting schedules and meeting records are on file in the business office and on the charter system website.

### Project-Based Learning

Project-Based Learning is a teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question, problem, or challenge. They demonstrate their knowledge and skills by developing a public product or presentation for a real audience.

As a result, students develop deep content knowledge as well as critical thinking, creativity, and communication skills in the context of doing an authentic, meaningful project. Project Based Learning unleashes a contagious, creative energy among students and teachers.

### Expectations

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



**SHOW UP** means that we expect our students to be here 100% of the time, and students must be engaged and mentally present. 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 the office, stating the reason for the tardiness; the student will lose that hour of their attendance grade.

**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. Being off task impacts the student's attendance grade.



**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.

## *Policy Changes*

All policies are subject to change without notice.





# Important Information for Parents and Families

## *Parent/Guardian Communications*

Teachers will communicate with parents by email, school phone, and through progress reports. Teachers will not use personal cell phones, social media messaging, or personal email accounts to communicate with parents or students. If you need to contact the teacher during the school day, send an email or leave a message in the office for the teacher to return your call when time permits.

We encourage students to communicate with their teachers about questions and concerns they may have. It is important for students to learn the skills of managing their own assignment workload, turning in work in a timely manner, and communicating their academic needs to their teachers. Please encourage your child to take on these responsibilities and to ask for help when needed.

It is important that all school communications/issues/concerns are handled by using the correct chain of communication. First discuss concerns with the teacher. If a concern remains, discuss it with the principal. If you have questions or concerns and would like to speak to the principal, please leave a phone message by calling the school office or emailing the principal directly. The superintendent is available to discuss any concern that has not been resolved after going through the proper chain of communication at the school level.

## *Changes of Contact Information*

It is essential that we have current contact information. Please immediately notify the office of any changes to address, phone numbers, email addresses, or emergency contacts. Please do not rely on your child or your child's teacher to update the office.

## *Medications*

Prescription medications that must be administered during school hours must be held and dispensed by the main office. Parents must complete a prescription medication information form and deliver the form and medication in the original pharmacy-labeled bottle that contains the student's name, medication name, prescribing practitioner, and dosage information. Exceptions to this policy may be made by the school administrator for urgent "rescue" medications such as Epi-Pens or inhalers, or other situations when it is deemed appropriate that students carry prescriptions on their person. To receive such exceptions, parents must still complete the prescription medication information form for the office to keep on file.

If you are requesting your child receive an over-the-counter remedy, such as cough drops or acetaminophen, these must be given to the office or classroom teacher with your permission to administer in writing.



## *Lunch Break*

We do not have a lunch program at Richard McKenna Charter School. 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. Junior high students must remain on campus and should bring their own lunch each day. If a student chooses to eat lunch in our building, the Lodge (commons area) is available for that purpose. This "open campus" privilege will remain in place only so long as students conduct themselves maturely and professionally when off-campus at nearby businesses and properties. Students should not gather on private property except for the property of businesses they are patronizing.

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

## *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. Skateboards, longboards, hover boards, scooters, or any item of this kind are prohibited at school. Such items will be confiscated and returned to a parent.

## *Media*

Students are often photographed/video recorded during lessons and school-wide activities. These images are used for educational, instructional, and promotional purposes (i.e. school website, school Facebook page, etc). By signing the enrollment form, you are giving consent for these images/videos to become the property of Richard McKenna Charter Schools and allow that they may be used for the above purposes. If you wish to revoke this consent, please submit the request to the office in writing.

## *Parent-Teacher Conferences*

Parent-teacher conferences are listed in the school calendar. Teachers are available for special conferences as necessary. If you would like to meet with your child's teacher, please call or email them directly to schedule a conference.

## *Daily Class Schedule*

Richard McKenna Charter High School students enroll in two classes a day for six weeks. Additionally, they enroll in a single class for one hour for 18 weeks. Students 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.



Richard McKenna Junior High Students Have shorter class periods each day and will be placed in courses in their four primary subject areas (Math, Science, Language Arts, Social Studies), and may also be placed in PE, Music, technology, career exploration, or other classes.

The class schedule will be posted in the building and in all classrooms. Students will be provided copies of the daily schedule upon request.

### *Child Custody*

In the event of joint custody, school records, meeting information, educational materials and similar items are available to both parents. The school will not limit a parent's access to his/her child or their school records unless there is a court order on file with the school that specifies these conditions.

### *Sex-Based Discrimination and Title IX Notification*

Title IX is a federal law prohibiting discrimination based on sex. Richard McKenna Charter School is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the Charter School prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the Charter School community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and Richard McKenna Charter School employees.

The name and contact information of the Charter School's Title IX coordinator are available on the school website, along with additional information and forms.

### *Student/Family Privacy and FERPA Notification*

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents about directory information and allow parents a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the



discretion of each school. This notice serves as parental notification of their rights under FERPA. Copies of Richard McKenna Charter Schools' FERPA policy are available at the front office.

Additionally, Board Policy 2140 regulates how schools may collect survey information from students, what information may be collected, and how this information may be used. This policy is available from the front office. Parents may opt students out of this policy in writing that includes a signed and dated letter. Parents may request any survey instruments under this policy by requesting copies from the front office.

## Academic Policies

### *High School Entrance Requirements*

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

### *High School 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 a student exhibits a habit of absenteeism, he or she will lose his or her seat in the onsite program until 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.

If you are going to be absent or late, a parent or guardian must call the office. Students are required to email teachers during an absence. This is good practice for essential workplace skills.

Students with ongoing and persistent medical issues that may result in sporadic or intermittent absences should inform the office in advance of these needs and may be required to provide documentation.

### *High School Extended Medical/Bereavement Absences*

Students who miss 4 or more consecutive days due to illness may be required to provide a doctor's note.



In cases of bereavement or family emergencies where a student is absent for more than 4 consecutive days during a session, the student may be unenrolled for that session and may re-enroll for the next session.

*In the event of pre-planned surgeries or medical situations families must inform the school and students must follow up with and actively communicate with teachers while gone to complete coursework.* **7-8 Promotion/Retention Policy and Entrance**

The Idaho State Department of Education has required that the LEA must implement a credit system no later than grade seven. Idaho Administrative Code IDAPA 08.02.03

Idaho State Department of Education requires students to “attain a portion of the total credits attempted in each area” to promote to the next grade. Richard McKenna Junior High requires each student must pass grade level Reading and Math and either Science or Social Studies to be promoted to the next grade. Attendance will also be a factor in whether a student promotes or retains. Please see the junior high attendance section.

Junior high students must have been promoted out of the 6<sup>th</sup> grade to enroll in the junior high program.

**7-8 Attendance and Extended Medical/Bereavement Absences**

Regular, punctual attendance is necessary for your child to receive the full benefit of the educational program. The project-based learning approach makes it difficult to duplicate some educational activities when a child is absent from school, and students working together on group projects have a difficult time completing work when group members miss school leaving their workload for other students.

Parents must notify the school by phone or email by 9 a.m. if a child is unable to attend school. You may also leave a voicemail anytime outside of regular school hours. In your message, please indicate the reason for the tardiness/absence (i.e. sick, vacation, doctor appointment). If your child is tardy or absent from school for a medical appointment, you must bring a note from the provider and the absence will be noted accordingly. If absent due to a long-term illness, the student will need to provide a doctor's note to excuse these absences. If there are any absences due to extenuating circumstances (i.e. family vacations, funerals, other emergencies), notify the office prior to the absence. The state of Idaho requires students to keep attendance above 90%.

Makeup work following an absence must be completed immediately upon return. Students will have one makeup day per day of absence (i.e. one day absent, one day to makeup work; two days absent, two days to makeup work). It is the responsibility of the student to ask the teacher for the makeup work and to get it turned in on time.



If your child is absent 5 days of school in any given semester, they may be placed on probation. Once a child is absent 10 days in any given semester, the child may be removed from the program or fail to promote to the next grade. Absences will be reviewed on an individual basis.

### *Accommodations*

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 but is not currently receiving them by contacting the student's teacher or the school administration. The referrals will be made to the Special Education Director for further evaluation.

### *Class Enrollment and Scheduling*

Student schedules are determined based on multiple factors such as academic needs, progress toward graduation, course capacities, teacher availability, etc. Students may make requests for preferred classes, but there is no obligation for the school to honor such requests. We cannot guarantee that every student will enjoy every course in which they are placed, but we encourage students to embrace new opportunities for learning.

### *Earning Course Credit*

Richard McKenna Charter High School 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 the 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.

### *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.



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 failing the course and being withdrawn from Richard McKenna Charter Schools.

### *Workplace Behavior Grade*

The workplace behavior grade is a demonstration of the student's willingness to adhere to the Workplace Behaviors of RMCHS. The Workplace Behavior grade consists of demonstrating knowledge and application of the Workplace Behaviors, attitude, citizenship, adherence to school policies, and volunteer service hours.

The Workplace Behavior Grade factors into overall course grades.

### *Verification of Compliance (VOC) for a Driver's License*

State law dictates that students must have satisfactory school attendance to receive Verification of Compliance (VOC) to apply for a driver's license and to remain eligible to hold a driver's license. Students needing a VOC should contact the front office. VOC's are only issued to students who have achieved satisfactory attendance. Upon request, staff will verify attendance and issue a VOC within 2 weeks of the request to eligible students. Failure to maintain satisfactory attendance or exiting the program without enrolling in another school will result in the school reporting the student to the DMV as out of compliance and the DMV may suspend students' driver's license.





### Driver’s Education

Students may take drivers education from IDLA and complete their practice hours with their parents. Contact the front office when you are ready to begin driver’s education

### 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.

### Graduation Requirements

	Class of 2026 and Earlier	Class of 2027 and Beyond
Language Arts	9 credits (1 credit must be Speech)	9 credits (1 credit must be Speech)
Math	6 Credits (2 Algebra, 2 Geometry, 2 Electives)	6 Credits (2 Algebra, 2 Geometry, 2 Electives)
Science	6 credits (of which 4 credits must be lab science)	6 credits (of which 4 credits must be lab science)
Social Studies	5 credits (2 US History, 2 US Government, 1 Economics and Financial Literacy)	5 credits (2 US History, 2 US Government, 1 Economics and Financial Literacy)
Humanities	2 credits	2 credits
Health	1 credit	1 credit
Senior Project	1 credit	1 credit
Electives	16 credits	20 credits
<b>Total credits for graduation</b>	<b>46 credits</b>	<b>50 credits</b>

Graduation Requirements continued:

- Complete a senior project.



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

### RMCHS Grading Scale

97% - 100%	A+
94% - 96.99%	A
90% - 93.99%	A-
88% - 89.99%	B+
83% - 87.99%	B
80% - 82.99%	B-
78% - 79.99%	C+
73% - 77%	C
70% - 72.99%	C-
68% - 69.99%	D+
63% - 67.99%	D
60% - 62.99%	D-
59.99% & Below	F

## Our School Community

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.

### Extracurricular Activities/Sports

Students are expected to maintain a 70% or higher in all courses in order to be eligible to participate in extracurricular activities, including dances, sports, and clubs. Richard McKenna students are also 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. If the student has any of the following it will result in no longer participating in an extracurricular activity.

- Any type of probation (Academic, Volunteer Service, Attendance)
- Grade below a C
- More than 1 off-task

Students are required to provide the office with up-to-date practice and game schedules and to notify the school when schedules change. It is the responsibility of the student to make sure that coaches/instructors receive grade updates. It is the responsibility of the student to communicate with teachers when they might be absent.

## *Clubs*

Students are encouraged to play a role in creating a school culture and atmosphere they desire. Students wishing to form a formal club can obtain a "Club Proposal" form from the front office. Students must recruit a staff advisor for the club. Staff members are not obligated to supervise clubs. The club proposal will be carefully reviewed by the administration who will approve or deny the request. Club activities will take place after school. Permission to participate in clubs is subject to all academic and behavior policies for participation in extracurricular activities.

## *Graduation Ceremony*

Commencement is 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 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. The graduation ceremony is the official end of the school year. It is, therefore, mandatory for all 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. Junior high students are not required to attend graduation.

Students are required to wear the official uniform for the graduation ceremony.

## *Volunteer Service Hours*

High School 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 he/she fails to meet this requirement during the next session will be removed from the program. Students may earn one elective credit once per year if they log 60 hours or more of



volunteer service for the school year. Students may earn a maximum of two credits for volunteer service hours.

Junior High students will have the opportunity to participate in volunteer service throughout the school year. These opportunities will vary and be determined by the classroom teacher.

### *Letter Jackets*

Students can earn their letter jackets from one of the following:

- 100 hours of volunteer service (cumulative)
- 50 hours of volunteer service AND a 3.5 GPA for one full school year.
- 3.5 GPA for two full school years.

### *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.

For other school events, such as a dance, visitors may be allowed by the administration. Visitors must be high school aged and submit a form signed by their current school principal indicating they are in good standing and recommending they be allowed to attend. This form can be obtained from the front office.

### *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 must wear their formal/official Richard McKenna Uniform. Any violation of our rules and policies during 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 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.

Richard McKenna Junior High School reserves the right to refuse to include students in off-campus excursions/field trips when behavior patterns indicate an inability to follow directions and basic rules.

### *Parking*

Students may not park on the front-entrance (east) side of the building or the four eastern-most spaces of the north or south side of the building. Students may not park on adjacent private property. Parents and



visitors are welcome to park at the front-entrance (east) side of the building. Students must display a school-issued parking permit while parked on campus. There is no fee for the parking permit. Failure to display a permit may result in towing or revocation of parking privileges.

For the 2024-25 school year, the school may work with a neighboring property to allow students to park while construction consumes much of the existing parking lot. Students are expected to follow traffic laws and all school policies while on such property, park correctly in marked spaces, and treat those properties and property owners with tremendous respect. Students must display their parking pass when parked at a property that has given permission. Be mindful that any agreement with a property owner can be rescinded by that property owner if they believe students are behaving in a manner detrimental to their property rights.

### *Bathrooms*

Junior high students will use the bathrooms in the north hallway. High School students will use the bathrooms in the southern hallway.

### *Building Cleanliness*

The students use the last few 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.

### *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 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 websites, 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, or add or remove software from the assigned device.

### *Pronouns and Pseudonyms*

Idaho Code 67-5909B prohibits school employees from using pronouns inconsistent with a person's sex without written permission from parents. Additionally, Idaho code prohibits the school from compelling



employees or students to use pronouns inconsistent with a student's sex even when authorized to use such pronouns by parents. Idaho Code 67-5909B also prohibits school employees from using names other than a student's legal name or a close derivative without written parental consent. The school may not compel other students or faculty to use a name other than a student's legal name or a close derivative.

Official documents and communications will use students' legal names.

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

### *School Investigations*

The school is obligated to investigate accusations of inappropriate, harmful, or dangerous student conduct, and may, with sufficient cause or compelling interest for school and student safety initiate investigations into student conduct, including questioning of students and searches of students, bags, and vehicles. School lockers, if provided, are school property and always subject to search.

### *The "Off Task"*

The "Off Task" is a penalty given by staff when students are behaving contrary to behavioral expectations or that do not conform to the workplace expectations. An "off-task" counts as one hour towards a student's attendance and can become a factor in the loss of academic credit(s). Students who regularly receive an "off-task" or have difficulty adhering to school expectations may also have additional expectations placed on them after meeting with administration.

### *Chain of Command Guidance*

Parents are advised to follow the chain of command to attempt resolution of difficult issues before escalating the issue to higher authorities. While members of the school board love to hear from parents, prematurely escalating an issue directly to a board member can create difficulties (such as a conflict of interest) if board action is later necessary to resolve an issue. Always seek to resolve issues directly with the party first. Prematurely moving up the "chain of command," does not give the most immediate party a chance to consider your views and collaboratively resolve an issue with you.

In general, the chain of command is as follows:



1. The teacher or staff member who is most directly associated with the issue.
2. The building principal
3. The superintendent of the charter school
4. The board of Trustees

## *Weapons*

Richard McKenna High School is a weapon-free zone. The school has 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/or is used to threaten another person. Toys and other objects that simulate a weapon fall under this policy.

## *Bullying or 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 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 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.

## *Photography/Videography/Recordings*

Students may not photograph, take videos, or make audio recordings of others on school property or during school events without their consent. Recordings of any type in sensitive areas where privacy is expected such as bathrooms or locker rooms is always prohibited. Violation of this policy will result in the loss of the privilege to have a cell phone on campus or during off-campus activities at any time.

## *Cell Phones*

Cell phones are not permitted during class time unless they are specifically and actively being used for a learning activity that cannot be completed with the technology provided in the classroom (for example, filming a student presentation or attaching a phone to a microscope), and being used under the teacher's



direction. If a student is using a cell phone during class, it will be confiscated and turned into the office. The phone will only be returned to a parent or guardian. Students must leave their cell phone with their teacher when leaving the classroom during class-time.

Cell phones, headphones, earbuds, etc. may be used during breaks, before and after school, and during lunch. Students must adhere to all other policies while using cell phones such as cyberbullying, photographing others without their consent, etc.

Students must not use cell phones at school activities when instructed to not use them by faculty or staff members.

### *Destruction of School Property*

Richard McKenna Charter is committed to maintaining a safe and respectful environment conducive to learning. All members of the school community are responsible for maintaining a safe and respectful environment for everyone. Any act of vandalism or destruction of property, whether belonging to the school or to individuals within the school community, will not be tolerated.

Any student found to have engaged in vandalism or destruction of property will face disciplinary action, which may include suspension, expulsion, and/or legal consequences depending on the severity of the offense. Students will be held financially responsible for any damage they cause to school property or the property of others. Restitution for damages may be required, including but not limited to financial restitution, community service, or participation in a restitution program.

Parental involvement may be required in addressing incidents of property destruction, including attending meetings with school administrators and participating in developing a plan to address the student's behavior.

### *Profanity or Offensive Words*

The use of profanity, vulgar language, or inappropriate gestures is not acceptable behavior within our school community.

Students are expected to communicate with one another and with staff members using language that is respectful and free from profanity. Students are responsible for their own language and behavior and are expected to adhere to the school's standards of conduct.

Profanity includes but is not limited to swear words, offensive language, hand-gestures, and derogatory remarks. This expectation applies to verbal communication, written communication, and any other forms of expression while on school property or attending school-sponsored events.

Any student found using profanity may face disciplinary action as determined by classroom teachers or school administrators.





Repeat offenses or particularly egregious instances of profanity may result in more severe disciplinary measures such as removal from the onsite program.

Students are encouraged to report instances of profanity or other inappropriate behavior to school staff members. Students who have questions or concerns about language use are encouraged to speak with a teacher, counselor, or other trusted adult for guidance and support.

### *Threats of Violence or Self-Harm*

Threats of violence or self-harm, whether verbal, written, or conveyed through gestures, are strictly prohibited and will be dealt with swiftly and seriously.

#### Definition

A threat of violence is any statement, action, or behavior that suggests an intent to harm oneself or others, including but not limited to threats made in person, online, or through written communication.

#### Reporting

Students, staff members, and parents/guardians are *required* to report any threats of violence to school administrators or other trusted adults immediately.

Reports may be made confidentially, and individuals reporting threats will be protected from retaliation to the fullest extent possible.

#### Investigation

All reports of threats of violence will be promptly investigated by school administrators in cooperation with appropriate authorities, including law enforcement if necessary.

Investigations may include interviews with witnesses, examination of evidence, searches, and consultation with mental health professionals as needed.

#### Consequences

Any student found to have made a credible threat of violence will face disciplinary action, which may include suspension, expulsion, and/or involvement of law enforcement.

The severity of consequences will depend on the nature of the threat, the student's intent, and any mitigating or aggravating circumstances.

### *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. Paraphernalia is defined as any equipment that is used to produce, conceal, and/or consume any drug, alcohol, tobacco, or vape substance.



Possession, use, or being under the influence of alcohol or illegal substances or being 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. High school students will have the opportunity to enroll in the online program for the remainder of the school year.

Activities that purportedly occur off-campus (for example during lunch) are sufficient for initiating an investigation.

### *Public Displays 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 always conduct themselves professionally. The limit for affection shown at Richard McKenna High School and all related activities is holding hands or a brief hug.

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 repeated violation of this policy.

## Dress Code and Grooming Standards

Richard McKenna has a specific dress code designed to promote professionalism and the "workplace standards" of the school. If clothing and grooming fails to meet dress code standards the student will be sent home immediately and will be marked absent until the violation is corrected. Repeated violations will result in probation or suspension from the onsite program.

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 on their own sense of personal dignity and integrity, and to allow them to represent our school to the public in a positive light.

### *The Formal/Official Richard McKenna Uniform*

The formal/official school uniform is a more specific version of the daily school uniform and required at certain events (such as graduation and field trips) or on certain school days. The formal/official school uniform is a school-branded navy polo and Dickies brand Desert Sand pants. Polos must be purchased from the school.

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

All other restrictions of the school-dress code must be followed while wearing the official school uniform.



## *Shirts and Jackets*

All uniform shirts must be purchased from the office. Every student must buy at least one navy blue polo shirt for their formal/official uniform. 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 solid-colored long-sleeved shirt may be worn under the uniform shirt, but not sweatshirts or hoodies.

Students may wear school-branded outerwear such as a sweatshirt/hoodie or windbreaker purchased from the school. Richard McKenna letterman jackets are encouraged. Non-school branded outerwear must be removed before the "Pledge of Allegiance" and is not permitted in the building until after dismissal.

## *Slacks*

Approved slacks and blue or black jeans must be neat, clean, plain, and not faded. Pant legs cannot be rolled up or have elastic at the bottom hem. Slacks or jeans that are too tight or too baggy are unacceptable. A black, brown, or navy belt may be worn with the trousers to keep the waist up to an acceptable height. Pants must be worn at the waist and undergarments should not be visible.

## *Shoes and Footwear*

Loafers, boots, athletic shoes, sneakers, leather oxfords, leather wingtips, and leather deck shoes are acceptable. If students choose to wear athletic shoes, they must be primarily white, brown, or black in color. Open-toed shoes or excessive heel heights of any kind are not allowed.

## *Jewelry, Makeup, Perfume, and Cologne*

One necklace may be worn that is no larger than 5 mm in chain-width, and pendants must be smaller than 3 cm in any dimension. Body or facial piercing are prohibited except for a maximum of two piercings in each ear lobe and a single nose piercing in one nostril. Nose piercings may not contain rings and must use a small stud that is no larger than 3 mm in diameter. Septum or nose bridge piercings are not allowed. Students with gauge openings must wear clear or flesh-colored plugs. Makeup should be used sparingly and should be natural-looking.

Perfume and cologne are highly discouraged as many people are allergic and so will be negatively affected even by light usage.

Students are not allowed to wear chains of any kind.



### *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. Attached hoods of clothing (for example coat or “hoodie” hoods) may only be worn outside of the building. Students wishing to wear a face mask for health purposes must wear a mask issued by Richard McKenna Charter School. Sunglasses are not permitted to be worn inside the building.

### *Tattoos*

Tattoos must be covered by clothing while on school property and during school events even if they occur off school property.

### *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, cleaned, and maintained. Fingernails must not extend longer than 1 cm from the tip of the finger. A single color of nail polish is allowed. Applications such as gems and rhinestones are not allowed.

### *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.

## **Health and Safety**

### *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.

In certain circumstances, a virtual learning day may be declared. Students must check their official student emails for directions on how to proceed on a virtual learning day. Students must participate as directed by their teachers and are expected to begin virtual day activities by 10 AM.



## *Building Evacuation*

An evacuation route map is posted next to the door in each room of our building; we require that all 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 use 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 enforced to prevent further complication of an already complex situation.

## *Immunization Requirements*

According to IDAPA 16, Title 02, Chapter 15 any child enrolling in an Idaho school for the first time must be adequately immunized.

Each child entering 7th grade must have a minimum of:

- 5 doses- DTaP (Diphtheria, Tetanus, Pertussis) (The 5th dose is not necessary if the 4th dose was administered at age 4 years or older).
- 2 doses- MMR (Measles, Mumps, and Rubella)
- 4 doses- Polio (The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after previous dose).
- 3 doses- Hepatitis B
- 2 doses- Varicella (Chickenpox) (History of chickenpox disease documented by a physician or licensed health care professional meets the requirement).
- 2 doses- Hepatitis A
- 1 dose- Tetanus, Diphtheria, Pertussis (Tdap)
- 1 dose- Meningococcal (MenACWY)

Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition which prevents him or her from receiving required vaccinations. The law does not allow parents/guardians to claim an exemption because the shot record is lost or incomplete, or because it is too much trouble to contact the physician or clinic and obtain a copy. An exemption based on parent or guardian objection to their child receiving some or all the immunizations required for religious or other grounds is also allowed by Idaho law. All exemptions must



be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare, Immunization Program.

### *Communicable Disease and Infectious Conditions Policy*

#### EXCLUSION OF STUDENTS WITH HEAD LICE, PARASITES, & OTHER TRANSMITTABLE & INFECTIOUS CONDITIONS POLICY

Richard McKenna Junior High is committed to the health, safety, and well-being of the students and staff. Communicable, contagious, and infectious conditions will be dealt with immediately and eliminated from the school setting as soon as identified.

Pursuant to authority in Idaho Code Section 33-512(7), the board of trustees has the power to exclude from school students with contagious or infectious diseases or who are under quarantine. The board will also close school on order of the State Board of Health or local health authorities if deemed necessary.

#### **Head Lice**

Pediculosis, also known as head lice, is a common condition in the school-age child. Pediculosis is a nuisance but has not been shown to spread disease. Personal hygiene or cleanliness in the home or school is not related to getting head lice.

Richard McKenna Charter School will maintain a lice and nit-free policy for students and adults who may have head lice. Persons are not allowed to be at school following the discovery of head lice and will be allowed to return only when they are nit-free.

The school principal or designee(s) may screen students for head lice. If nits (egg cases) or lice are present, the student will be excluded from school until the student is nit- and lice-free. Persons returning to school with nits in their hair will be sent home repeatedly until they are nit free. Exclusion from school until all nits are removed and the person is lice-free is necessary in controlling this condition.

When a case of Pediculosis is found, a notification will be sent to families through email or school messenger. You will be called if your child is identified as an infected individual. The student will be reexamined for active Pediculosis before readmission.

### *Guidelines for Keeping Sick Children at Home*

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover. Children not well enough to go outside should stay home.



When the child is symptom-free for 24 hours, which includes having a temperature below 100 degrees WITHOUT the use of any fever-reducing medicine, the child may return to school. In addition, if your child has a communicable disease, you must report this to the school office.

Please consider these guidelines when deciding if it is appropriate for your child to go to school:

### **Colds**

Please keep your child at home if they are experiencing discomfort that would interfere with his/her ability to perform in school. (i.e. uncontrollable coughing, severe lack of energy).

### **Conjunctivitis (Pinkeye)**

Following a diagnosis of bacterial conjunctivitis, the child may return to school 24 hours after the first dose of prescribed medication is administered. Students with viral infection may return when eyes are clear. Also, if there is any colored eye drainage, please keep your child home.

### **Diarrhea/Vomiting**

A child with diarrhea and/or vomiting should stay at home and return to school only after it has been 24 hours since their last occurrence of diarrhea or vomiting. Oftentimes dehydration can occur with these illnesses. The child will benefit from an additional day to rehydrate and rest.

Fever: A child should remain at home with a fever of 100 degrees or greater. The child can return to school after he/she has been fever-free for 24 hours without fever-reducing medicine such as acetaminophen or ibuprofen. A student will be sent home if they have a fever of 100 degrees or greater at school.

### **Impetigo**

Impetigo is a bacterial infection of skin symptoms include red sores, yellow crusty coating on sores & blisters. A child with impetigo may return to school 24 hours after treatment has begun. A doctor's note advising when a student may return to school is required.

### **Ringworm**

A common infection of the skin and nails that is caused by fungus. The infection is called "ringworm" because it can cause an itchy, red, circular rash. Ringworm often spreads by direct skin-to-skin contact with an infected person or animal. Ringworm on the body can usually be treated with non-prescription antifungal creams, lotions, or powders applied to the skin for 2 to 4 weeks. Ringworm on the scalp usually needs to be treated with prescription antifungal medication taken by mouth for 1 to 3 months. Creams, lotions, or powders don't work for ringworm on the scalp. Students may return to school once treatment has begun but the affected area must stay covered at all times.

**Rashes**

Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after the rash has cleared or been treated appropriately.

**Strep Throat**

A child with strep throat may return to school 24 hours after antibiotic treatment has begun and they are feeling well enough to tend to school activities.