

Richard McKenna Charter High School

Onsite Program Handbook

2012/13 School Year

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Overview

Richard McKenna Charter High School is an accredited, nontraditional, public high school. Richard McKenna offers high school courses through an onsite school program which serves around fifteen students per teacher in Mountain Home, Idaho, and an online program that serves several hundred students throughout the state of Idaho; all of these courses lead to a high school diploma.

Richard McKenna Charter High School's Onsite Program is patterned after the work-place and is a school of choice. Scholars apply to attend McKenna because they have made a conscious commitment to do so and are allowed to remain in our classroom section only so long as they are committed to active participation, as equal partners, in their own education. If a student does not continuously re-earn the privilege of working in our classroom section, that student will be released and may either enroll in our online program or seek his/her education elsewhere.

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

All students who attend the Onsite Program must have completed the 8th grade and pre-algebra, and be younger than 21 years old.

Richard McKenna Charter High School provides a free and appropriate public education for all children with disabilities in a variety of specially designed programs. 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, the school counselor, or the school principal. The referrals will be made to the Special Education Director for further evaluation.

Rules and Behavior

Richard McKenna Charter High School has four simple rules built upon industry standards. They are:

- Show Up
- Show Up Early
- Work Hard
- Be Respectful

SHOW UP means that we have no excused absences. While we do understand that students sometimes have legitimate reasons for missing work, the fact remains that they are not in attendance and so miss that valuable opportunity to work with a teacher and team-mates and to learn.

Our three-week block schedule passes by so quickly that every minute in class is important and the opportunity to “make up work” does not exist. Consequently, we demand that students attend 100% of the time. 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 staff 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 classroom section of our program until such time as it can be proven that the problem has been successfully overcome.

If a student must miss work for an appointment with a doctor, lawyer, etc..., the student must secure a note, written on prescription pad or letterhead stationery by the official or his/her receptionist or assistant, specifying the reason for the visit and the time of the students’ arrival and departure. The student must then present the note to our administrative assistant upon returning to school.

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 will be marked tardy and will lose that hour of attendance. If a student is marked tardy twice in one three-week session, that student will be placed in a strict probationary status for lack of punctuality. Chronic abuse of this rule will result in the student being dismissed from the classroom section of our program.

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. We also do not accept partial, or in any other way, incomplete assignments.

As with the “Show Up Early” rule, if a student is found to be off task twice during the three-week session, that student will be placed on a strict probation. Students at RMCHS work harder than they have ever worked before; the importance of the product we are producing calls for nothing less. Chronic abuse of this rule will result in the student being dismissed from our classroom section of our program.

BE RESPECTFUL means that any verbal, written, or physical abuse of others or other’s property will result in the student, or students, involved being immediately dismissed from the classroom section of our program, and he, she, or they may never come back. Consequently, this is a very safe place to go to school and we will take whatever steps we deem necessary to keep it that way.

Workplace Behaviors and the Five Habits of Mind

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 do nothing but memorize and review them. A list of these behaviors can be found in the Appendix at the end of the handbook.

Enrollment Options

If a student is dismissed from the Onsite Program at Richard McKenna Charter High School, they may transfer to the Online Program.

These rules 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.

Policies

Earning Course Credit

Richard McKenna Charter High School scholars work on one course, with one teacher, for all six hours of the day, for fifteen days. At the end of those fifteen days the scholar will have received ninety contact hours with the instructor. If a scholar has met our attendance requirements, adhered to our rules and policies, successfully completed the course work, and passed all with a 70% 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 70% or better, he or she may not attend the next three-week block, but must sit out and re-apply for attendance in the next block.

As always, a student may enroll in our Online Program for the time he or she is not enrolled in the Onsite Program.

Absent or Tardy Notification

If a student knows that he or she will be late for, or absent from work, that student **MUST** telephone the office between 7:30 and 8:00 AM, and **MUST** speak to an office staff member. Leaving a voicemail alone, without speaking to a staff member, is **NOT** acceptable. We require that the student call in person, not a parent or guardian. This shows a large degree of maturity, professionalism, and respect, and will go a long way in the estimation of the Credit Reinstatement Committee should the absence or tardy result in the loss of credit for the course or in dismissal from the classroom section of our program (see Credit Reinstatement Policy).

Most importantly, we want the students to call in so that we will know that they are safe. The telephone number to call is 580-2449, option 1. Failure to call in is considered unprofessional and

disrespectful, and could result in the student being placed on a probationary status. Chronic abuse of this policy will result in the student being dismissed from the Onsite Program.

Credit Reinstatement

If a student's attendance drops below 90% due to absences, tardiness, or time off task, and that student wishes to have the resulting lost credit reinstated, it is his or her responsibility to petition the staff for reinstatement of that credit. The forms for this petition can be found in the office. Completed forms must be turned in to the office by the final Wednesday of the session.

The staff will consider the completed petition forms at their regularly scheduled meeting at the end of that day and will meet with the petitioning student after school on the final Friday of the block to discuss the reasons for the loss of credit, whether it can be reinstated, and under what conditions.

Parents or guardians may attend these petition meetings if they wish, but their attendance is not required.

Cell Phones

The use of cellular phones, for any reason, is prohibited on the campus of Richard McKenna Charter High School. If a student does possess a cell phone, it **MUST** be turned off and kept out of sight at all times. If a cell phone is discovered by any staff member, said phone will be confiscated, taken to the office, and released **ONLY** to a designated parent or guardian, never back to the student. Remember, students are here to work on a product, not to be "in touch with friends and family"; that must be left to free time and done elsewhere.

Visitors

All visitors **must** sign in and out at our office. Just as our students are prohibited from visiting the campuses of other schools in Mountain Home (except on official business or by appointment), so are visitors prohibited from loitering on the grounds of our school. This, as with our other rules and policies, is to ensure the especial safety of our students, and as with our other rules and policies, we take it quite seriously.

Tobacco Use

IDAHO STATE LAW PROHIBITS THE USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY. Also, the area adjacent to our school is frequently patrolled by officers of the Mountain Home Police Department and students who are smoking illegally will be issued tickets. If a ticket is issued to one of our students, that student must notify his or her parents or guardians, by telephone, from our office immediately following the incident. Parent, or guardians, may also speak with the school's staff, concerning the violation, if they wish.

Field Trips

Field trips at Richard McKenna Charter High School are considered to be simply an extension of our campus to another location. Consequently, all rules and policies that apply at our home campus also apply during transportation to and from, and while on location at our field trip. The staff will give any special instruction specific to the trip just prior to our departure. Any violation of our rules and policies during our field trips will result in the student, or students involved being dismissed from the classroom portion of our program. Said students may then transfer to the on-line program, or may pursue their education elsewhere.

Computer Use

Richard McKenna Charter High School provides computers for student use in certain classes. These computers are to be treated professionally and with care, as are all resources at our school, and used only for projects authorized by the classroom teacher.

Misuse of school technology 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 classroom program. Your classroom teacher may add instruction and/or restrictions to computer use on a class-by-class basis.

Home Work

We expect all of our scholars to sacrifice such time as needed to fully grasp the subject matter and skills embodied in each course they take. We work to the job, not the clock. The product we are working on simply cannot be properly built in a six-hour workday. Each and every student knows his or her shortcomings and what work needs to be done each night to overcome those weaknesses. In some cases, that might involve extra reading or writing; in some cases calculation or research.

We believe, above all else, that education takes self-discipline, self-sacrifice, and time for quiet contemplation. Just as an athlete must run, and re-run, a play until it becomes second nature, so must a student practice academic skills. We expect then, that each of our students dedicate some out-of-class time every day, toward that end.

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. Repeated violations will result in suspension from the school.

Dress and Grooming Standards

In order to prepare our students for success in the world after Richard McKenna Charter High School, we have turned to business, industry, and higher education to help us formulate our rules and policies.

Employers have told us that they are having an increasingly difficult time finding employees that will show up consistently to work, show up early, work hard during the time for which they are being paid, and who are respectful to people with whom they come in contact. We have, therefore, developed those four requirements into the basic rules of conduct at our school.

Employers have also asked that we address the subject of appropriate dress and appearance as an integral part of being professional and respectful in the job place. Our objective in establishing and enforcing our uniform dress code, as with all of our rules and policies, 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.

Shirts and Jackets

The official Richard McKenna Charter High School uniform shirt must be purchased (at our cost) from our office. Every student must buy at least one navy blue polo shirt with our logo. If students are interested in purchasing more than one shirt, we also have polo shirts available in blue, green, maroon, red, and black. Students may purchase as many shirts as they would like.

In cold weather conditions, students should consider “layering up” with an undershirt that must be tucked in to not show below their uniform shirt. A long-sleeved undershirt or turtle-neck, in white, black, or a color that matches the uniform shirt may be worn under uniform shirt with the turtle-neck showing above the uniform shirt collar and the long sleeves beneath the uniform shirt sleeves.

Students may also wear a plain-colored sweater or dressy sweatshirt (no “hoodies” or shirts with logos) in green, navy blue, tan, black, red or maroon over their uniform shirt. If a student wishes to purchase an “official” sweatshirt with the McKenna logo embroidered on the front, he or she will need to place an order through the office. A suit jacket, or sports jacket may also be worn over the uniform shirt, but it must be “formal looking” and is subject to the approval of staff members. Overcoats may not be worn in the classrooms, but must be removed and hung up in a designated location.

Trousers

RMCHS official trousers are available at D & B Supply (555 Air Base Road) and are the **only** trouser allowed to be worn as part of the uniform. Store employees will assist you in locating the correct pant. Trousers that are too tight or too baggy (as determined by the administration of our school), are unacceptable. A conservative belt must 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. Plain colored stockings/socks should also be worn.

Jewelry, Makeup, Perfume, and Cologne

Jewelry should be conservative and in good taste, with no body piercing allowed other than in the ears, and then must be limited to two piercings in each lobe. 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 in the workplace.

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.

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 and clean. Extremes in length or color are unacceptable.

Conclusion

If clothing and grooming fails to meet the standard, **as determined by the staff of Richard McKenna Charter High School**, 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.

A safe rule of thumb is, if you have a question as to if an item of clothing is acceptable, you probably shouldn't wear it.

Once again, this dress code is not arbitrary or punitive; it is taken directly from business and industry policies. We hope that in establishing and enforcing this policy we will help our students to be better prepared to succeed in life after our school. That is our objective in all that we do.

General Information

Student Fees and Supplies

Students enrolled in a course that requires the use of expendable material, such as painting or crafts courses, will be assessed a supply fee, but payment of this fee is not due until the student is actually enrolled in that particular course.

All students are responsible to furnish the following *required* supplies:

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

Students may have additional supplies if they wish, but ALL students must arrive each day with all of the items on the above list. Students who do not have the supplies on this list will be sent home to get them and will lose attendance hours for their time away.

Lunch Break

We do not have a hot lunch program at Richard McKenna Charter High School. However, we do have a microwave oven in each classroom and one refrigerator. Students are welcome to use these appliances, should they choose to bring lunches to 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 at 12:30. If a student does choose to eat lunch in our building, there is always a classroom left open for that purpose. This privilege will remain in place only so long as students conduct themselves maturely and professionally and leave the classrooms clean and tidy.

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 McKenna staff members may park there.

Building Cleanliness

One of the questions we hear most often from visitors is, "Is your school always this clean and orderly?" We take great pride in being able to respond, "Yes, it is." The staff and students use the last ten 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 enhances the reputation of our school as a place of quality.

Emergencies

Phone Calls

There are no public telephones at Richard McKenna Charter High School. If students wish to make a telephone call, they must do so on their own time and off of school property. The staff will take calls only from students' parents or guardians, and then FOR EMERGENCIES ONLY (forgetting

lunch money, or scheduling rides to or from school, etc... are not considered emergencies). Students may not take, or make, telephone calls while at school.

Snow/Emergency School Closure

All school closures will be reported to KTVB Channel 7 News. 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 once again prohibit the use of cellular phones. 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 problem.

Schedules

Daily Class Schedule

Richard McKenna Charter High School scholars work on one course, with one team and one teacher, all six hours of our work day, for fifteen days. At the end of those fifteen days the scholar will have received ninety contact-hours with the instructor.

This schedule allows the student and his or her team to concentrate on one course at a time and so to learn the skills and concepts embodied within that course in great depth. If a scholar has met our attendance requirements, adhered to our rules and policies, successfully completed all of the course work, and passed with a grade of 70% or above, he or she will be awarded academic credit for the course. If not, then the scholar must repeat that course at a later date.

8:00 AM to 9:50 AM.....First Morning Session

9:50 AM to 10:00 AM.....Morning Break (must remain on campus)

10:00 AM to 11:50 AM.....Second Morning Session

11:50 AM to 12:30 PM.....Lunch Recess

12:30 PM to 1:30 PM.....First Afternoon Session

1:30 PM to 1:40 PM.....Afternoon Break (must remain on campus)

1:40 PM to 2:40 PM.....Second Afternoon Session

2:40 PM.....Classes dismissed for day

School Calendar

We have designed the school calendar at Richard McKenna Charter High School to allow both students and staff members to give their all every minute of every class day. We work for six weeks (two three-week sessions) and then take a full week off with no homework, deadlines, or stress – for a well-earned recuperation and to prepare to give our all in the next session.

2012/13 Onsite Program Calendar

Block 1	Aug 6
Block 2	Aug 27
Labor Day--No School	Sep 3
Week Break--No School	Sep 17-21
Block 3	Sep 24
Block 4	Oct 15
Week+ Break--No School	Oct 31-Nov 6
Block 5	Nov 7
Veterans' Day--No School	Nov 12
Thanksgiving Break--No School	Nov 22-23
Block 6	Dec 3
Winter Break--No School	Dec 24-Jan 4
Block 7	Jan 7
Martin Luther King Day--No School	Jan 21
Block 8	Jan 28
Week Break--No School	Feb 18-22
Block 9	Feb 25
Block 10	Mar 18
Spring Break--No School	Apr 8-12
Block 11	Apr 15
Block 12	May 6
Last Day of School	May 24
Graduation	May 25

Curriculum and Instruction

Route to Graduation

A scholar's route to graduation at Richard McKenna Charter High School is not limited to earning the state minimum required credits, through in-class study, and the successful completion of the Idaho Standards Achievement Test mandated by the State Department of Education. It also includes the opportunity to gain valuable skills, knowledge, and credits through work performed outside the classroom.

Civic Engagement

allows RMCHS scholars to earn one elective credit per year for performing and documenting their volunteer work in our community.

Work Experience

A RMCHS scholar may earn up to four elective credits by exhibiting initial and ongoing employability skills while employed with a local business.

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 scholars have sacrificed twelve years to gain the knowledge, skills, and habits that will allow them to transition to the world of adulthood.

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.

School Staff

Richard McKenna Charter High School is a "staff run" school that is patterned after the workplace. Each staff member is here to help students learn, keep the rules, and develop positive behaviors. Each staff member is also empowered to enforce the rules, at his or her own discretion, should that prove necessary.

Larry Slade.....Director

Colette BundyRegistrar-Administrative Assistant-Receptionist

Jose' L. Madarieta.....Language Arts, Humanities, Video Production

Winkie Felton.....Head Teacher, Foundations Skills, Workplace Readiness

Gig GrubbSocial Studies, Art
Todd ThornScience/Social Studies
Christopher ArmstrongTechnical Education
Lynn CrenshawCounselor

Summary Statement

We, at Richard McKenna Charter High School, will make every effort that our students are provided with:

- A clean, safe learning environment
- A disciplined and structured atmosphere
- Strong basic skills development
- Strong communication skills development
- Basic values and work force behaviors
- Access to current technology and training
- Personal growth
- Social skills
- Responsibility, and ...
- The education necessary to engage in intelligent activity and responsible citizenship in a quickly evolving world.

We shall, as a community of learners (students, parents, and teachers), strive to do our best. We are involved in one of the most important jobs we will ever have, preparing a product that will last through many generations of our collective future. We take that job very seriously and we do that job with pride. We welcome you to our ranks.

Appendix

Workplace Behaviors and the Five Habits of Mind

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 do nothing but memorize and review them.

Students are tested on their knowledge of these behaviors at the end of every three-week session. But, more importantly, they start each day by re-affirming their strengths and setting goals and strategies for improvement in those areas they have not yet mastered. If someone should ask, "Who is a Richard McKenna Charter High School student?" The answer is as follows:

Workplace Behaviors

- I arrive at work early.
- I arrive clean and appropriately dressed.
- I arrive prepared.
- I attend work faithfully.
- I complete work in a reasonable amount of time.
- I produce quality work.
- I accept responsibility for my errors.
- I follow through and finish assigned tasks.
- I follow instructions carefully.
- I work well without close assistance or supervision.
- I am willing to learn.
- I work diligently to learn new concepts.
- I use prior knowledge to help grasp new concepts.
- I learn from mistakes.
- I plan and organize my work.
- I take appropriate action to successfully complete tasks.
- I use time effectively.
- I identify and solve problems well.
- I adapt to change quickly.
- I use outside resources effectively.
- I listen actively when someone is talking to me.
- I organize thoughts before speaking.
- I research other possible sources before asking questions.

- I ask for help when necessary.
- I write so that I effectively communicate what is intended.
- I review all work before handing it to others.
- I cooperate with supervisors and other team members.
- I accept workload as a team member.
- I maintain a positive attitude
- I conduct myself honorably.

Five Habits of Mind

WEIGHING EVIDENCE

- How do we know what we know?
- What is the evidence and is it credible?

AWARENESS OF VARYING VIEWPOINT

- What viewpoint are we hearing, seeing, reading?
- Who is the author and what is his/her intention?

SEEING CONNECTIONS

- How are things connected to each other?
- Where have we heard or seen this before?

SPECULATING ON POSSIBILITIES

- What if...?
- Can we imagine alternatives?

ASSESSING VALUE BOTH SOCIALLY AND PERSONALLY

- What difference does it make?
- Who cares?
- Why should we?