

# **Richard McKenna Junior High**

**Handbook 2021/22**



**Richard McKenna Junior High  
School Lions**

# This handbook has been updated for this school year. Please read thoroughly.

website:<http://www.rmckenna.org/>

## WELCOME TO RICHARD MCKENNA JUNIOR HIGH!

We would like to extend a warm welcome to you and your child/children. We are so happy you are a part of our Richard McKenna Junior High family. Parents are the most important teachers in the lives of their children and are a very important part of what makes our school community so special. We are honored to be partners with you in the development of your child. We rely on your communication, energy, support, and involvement to ensure a successful experience for your child.

## MISSION STATEMENT

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

Vision: Collaborative Education through Exploration.

## PRIDE

P: Perseverance  
R: Responsibility  
I: Integrity  
D: Discipline  
E: Effort

## EXPECTATIONS

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

**Show Up    Show Up Early    Work Hard    Be Respectful**

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

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

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

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

## **WORKPLACE BEHAVIORS**

In addition to the expectations, 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

## **GENERAL INFORMATION**

### **GOVERNANCE**

Richard McKenna Junior High is 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 5 members and holds regular meetings. The meeting schedules and meeting records are on file in the business office, and on the district website.

Richard McKenna Charter Schools provide a free and appropriate public education for all children, including those with disabilities. Special Education and related services are available for persons who qualify. The school welcomes students regardless of race, color, national or ethnic origin, religion, gender, social or economic status or special needs and does not discriminate in their educational programs or activities, admissions procedures, or employment practices.

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

### **COMMUNICATION**

School office hours are Monday through Friday, 7:30 am to 3:30 pm, on days that school is in session. If you wish to contact staff outside of school hours, a voicemail can be left at any time at 208-580-2347, or an email message can be sent to the office. These messages will be retrieved the next regular school day. Communication from the school will primarily be sent via parent's email, so please check it regularly. It is essential that we have your current email address and that you keep us current if that address changes.

### **CHANGES OF CONTACT INFORMATION**

Please notify the office of any changes to address, phone numbers, emergency contacts, or authorized pick-up information. Please do not rely on your child or your child's teacher to update the office.

### **ACQUIRE**

Acquire is the unique management system we use to track student progress and share important information with students and parents/guardians. Parents will have access through a Parent Page to view Student's progress, have access to teacher contact information, and to view important school announcements. Parents will receive a progress report via email once per week, which will include; student's progress in class, missing assignments, late assignments, and student's current grade.

### **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

acknowledgement page of this handbook, 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.

## PEANUT-FREE CAMPUS

In an effort to help protect our students with peanut allergies, our school campus is peanut-free. While Richard McKenna Charter Schools cannot guarantee there will not be contamination for those with a peanut allergy, we hope that this will help. We understand there are also other nut allergies, but the policy applies only to peanuts at this time.

## NUTRITION

At Richard McKenna Junior High, parents are responsible for their child's lunches. All students must arrive at school with a prepared lunch each day. Bringing lunches after the beginning of the school day disrupts work time. Please send nutritious lunches your child will eat and enjoy. **Please do not send candy, pop or sugary foods.** Thermos bottles and insulated lunch bags are encouraged. Individual classrooms/teachers may have additional restrictions. This information will be relayed by the teacher.

## CURRICULUM AND STANDARDS

Richard McKenna Junior High is a public school and must abide by certain rules and standards set by the State of Idaho Department of Education. Students at Richard McKenna Junior High will take all state-required assessments. Richard McKenna Junior High project-based learning model must meet or exceed all state mandated standards of education and achievement. All classroom teachers are state certified teachers.

## 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.

## RMJHS GRADING SCALE

A+ 98% - 100%	B+ 88% - 89%	C+ 78% - 79%	D+ 68% - 69%	F- Below 60%
A 94% - 97%	B 84% - 87%	C 74% - 77%	D 64% - 67%	
A- 90% - 93%	B- 80% - 83%	C- 70% - 73%	D- 60% - 63%	

## **PARENT VOLUNTEERS**

Parents are welcome and encouraged to be an active part in their child's education. If you would like to volunteer at the school on a regular basis, for the safety of the students, we require that you pass a background check with the State of Idaho. The fee for this will be at your own expense. Please contact our main office at Richard McKenna High School for more information regarding this. We invite parents to observe in the classroom, join us on field trips when appropriate, help us organize school events or fundraisers, and connect with each other at parent gatherings. We also encourage parents to be active in the Parent Group.

## **PARENT/TEACHER CONFERENCES**

Parent-teacher conferences will be scheduled on an individual basis as needed. Teachers are available for special conferences as necessary. Speak directly with your child's teacher to make arrangements. We believe good communication between home and school is essential to the best learning environment for the child.

## **FIELD TRIPS AND EXCURSIONS**

Field trips at Richard McKenna Junior 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 RMJHS students are on a field trip; all students are required to wear their navy Richard McKenna shirt, and dress code approved khaki pants. Any violation of our rules and policies during our field trips may result in disciplinary action, including the possibility of student(s) involved being dismissed from the program.

Permission slips will be given to parents prior to each field trip requiring transportation. Permission slips must be turned in no later than the day before the field trip. Any student not turning in the permission slip will not be allowed to participate and will be sent home for the day.

If your child is not permitted to attend field trips, you are responsible for making alternative care arrangements. A "walking field trip" permission slip will be issued at the start of the school year and kept on file for the school year for nearby excursions, i.e. city library, park, etc. The safety and protection of our students is a critical concern. Off-campus trips create potential hazards that require us to take special precautions. Richard McKenna Junior High School reserves the right to refuse to include child(ren) to off campus excursions/field trips when behavior patterns indicate an inability to follow directions and basic rules.

## **SIBLINGS AT SCHOOL EVENTS**

We request that no siblings are at school events, unless it is identified as a family event. The exception to this is if it is an infant that is either in a carrier or worn in a sling on the parent.

## **VOLUNTEERING**

Richard McKenna Charter Schools Secondary grades participate in an ongoing volunteering system that benefits the student as well as the community. 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.

## **SCHOOL SUPPLIES**

Richard McKenna Charter Schools have provided class supplies for every student. Parents will be responsible for replacing supplies if they are purposely damaged by your student.

## **SCHOOL POLICIES**

### **ARRIVAL AND DISMISSAL**

The school day begins promptly at 8:00 am. Students may be dropped off at school beginning at 7:40 am. Please see “Late Arrival/Tardy” below for tardy policy.

**Arrival:** Junior High students-please use the right side of the entrance lane to proceed to drop-off at the back buildings. If there are siblings of those students that will be going into the main building, they will be dropped off there as well. The drop-off lane next to the curb is only for those that can quickly let their child out of the car unassisted. If you have to get out of the car to assist your child, (i.e. getting them out of carseats/seatbelts, putting their backpacks on, saying goodbye, etc), please park in a parking spot and walk them in. If you are utilizing the drop-off lane: Pull up as far forward as you can in the lane; only allow students to exit the car when they are in the area of the curb in front of the buildings; students should only exit the car on the side near the sidewalk (exiting the car on the other side is dangerous as cars may be driving through that are not in the drop-off lane). Cars in the drop-off lane should not join traffic driving through until you are the first car in the line. Please use caution when pulling out as there may be other vehicles driving through. \*Do not pull out of the drop-off lane to go around cars in front of you in the drop-off lane!\*

**Dismissal and Release of Children:** Dismissal is at 2:40 pm. The junior high students will not be required to have an authorized person pick them up. If you prefer that your student only be released to an authorized person, please submit the request in writing to the office with a list of those authorized to pick them up. A crossing guard will be at the corner near the entrance of the parking lot to assist students that are walking or biking and need to cross the street. If someone is picking the student up in the parking lot, please come to the junior high building or let the student know where the car is waiting so students aren't wandering around the parking lot looking for their ride. If the person picking the student up will be late, please call the school at 208-580-2347. If the student will be picking younger McKenna siblings up from their classroom at dismissal, please submit that request in writing to the office so the teachers know to release the students.

## LATE ARRIVAL/TARDY

It is important that children arrive on time, as the beginning of the school day sets a tone for the classroom. Children who are rushed and arrive late may not be in the right frame of mind to begin their activities. We ask for your cooperation in ensuring that your child has the opportunity to begin his/her work at the start of class. Parents should not enter classrooms or disturb teachers once the day has begun. Children should arrive either before or promptly at 8:00 am. A child who arrives after 8:00 am must be signed in at the main office.

Each time a child is late arriving to school, it will be recorded as a "Tardy". An absence will be recorded on the 5<sup>th</sup> late arrival (Tardy) and for every late arrival thereafter. Absences accumulated due to late arrivals will count towards overall absences and possible removal from the program. **After the 7<sup>th</sup> tardy, a letter will be sent home to advise parent/guardian of possible probation. After the tenth (10<sup>th</sup>) tardy, a meeting with the Superintendent will be requested to discuss the status of the student. The number of tardies & absences allowed is for each semester not the full school year.**

## ATTENDANCE

Regular, punctual attendance is necessary for your child to receive the full benefit of the project-based program. This teaching approach makes it difficult to duplicate some educational activities when a child is absent from school. Parents must notify the school by 9 a.m. if a child is unable to attend school. For those parents whose schedule prevents them from contacting the school during regular school hours, we encourage them to send a message using Acquire or leave a voicemail, which is available anytime outside of regular school hours. If you choose this method to notify the office, please indicate the reason for the tardiness/absence (i.e. sick, family day, 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 your student is absent due to illness, this will count against their attendance. 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.

**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. Absences will be reviewed on an individual basis.**

## SCHOOL CLOSINGS

In the event of a snowstorm or weather emergency, please tune in to local television stations KIVI and KTVB for announcements about school closings. There will also be notification given via the school's emergency messaging system and Acquire. We realize that some of you live some distance from school and we encourage you to use your own judgment when deciding whether to venture out in



questionable weather and road conditions. School work can always be made up and safety comes first.

## **DISCIPLINE**

Richard McKenna Charter Schools reserves the right to remove, 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.

## **WEAPONS**

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

## **BULLYING and CYBERBULLYING**

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

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

## **COMPUTER USE**

Richard McKenna Charter Schools require responsible use of computers/Ipads; computer networks, including the internet; and other electronic resources in support of the mission and goals of Richard McKenna Junior High School. All students and parents are required to read and sign the Computer Use Policy prior to being authorized to use any school device. The electronic devices used at school are to be treated responsibly and with care and are used only for projects authorized by the teacher. The teacher may add instruction and/or restrictions to computer use. It is the policy of Richard McKenna Charter Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. Any misuse of school technology or violation of the

Computer Use Policy, such as visiting unauthorized web sites, plagiarism, personal use or abuse of any kind, may result in the student or students involved losing the privilege of remaining in our program.

### **CELL PHONES**

Students' cell phones **MUST** be turned off and stored away during class time. Cell phones are not permitted to be used in the classrooms, unless given permission by the teacher for education purposes. If a student's cell phone is being used during class time without permission, it will be confiscated and turned into the office. The phone may be returned to the student at the end of the day. If the behavior continues, the cell phone will be turned into the office and must be picked up by a parent.

### **PLAGIARISM**

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

### **CHEATING**

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

### **TESTING POLICY**

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

### **PERSONAL ITEMS**

Richard McKenna Charter Schools staff will not be responsible for students' personal items. RMCS is not responsible for any lost or stolen items. If any student brings personal items to school, including electronic devices, the student is taking the risk and full responsibility for their items.

### **BIKES, SKATEBOARDS, SCOOTERS, ETC...**

Students are permitted to ride bicycles to school and must be placed in the proper rack during the school day. Skateboards, longboards, scooters and other similar items are not permitted on school grounds.

### **PRIVACY RIGHTS-STUDENT RECORDS**

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. Copies of Richard McKenna Charter Schools' FERPA policy are available at the front office.

## **DRESSING AND GROOMING STANDARDS**

### **UNIFORMS**

Our objective in establishing and enforcing our uniform dress code is to enable our students to learn and practice those things that will be expected of them in "the world of work," to give them an opportunity to reflect their own sense of personal dignity and integrity, and to allow them to represent our school to the public in a positive light. Uniforms must be clean, neat and maintained with no rips or tears. If clothing and grooming fails to meet the standard, as determined by the policy of Richard McKenna Junior High School, the student will be sent home immediately and will be marked absent until the violation is corrected. Continued violation will result in the student's removal from the program

### **SHIRTS**

The official Richard McKenna Junior High School uniform shirt must be purchased from the office. Every student must buy at least one navy blue school polo shirt. Students may purchase as many shirts as they would like. In cold weather conditions, students should consider "layering up" with an undershirt that must not show below their uniform shirt. A long-sleeved shirt may be worn under the uniform shirt. The school will also have Richard McKenna Charter Schools zip-up hooded sweatshirt available for purchase in the office. These are the only authorized sweatshirts/hoodies permitted in the classroom.

### **SLACKS**

Richard McKenna Charter Schools official slacks are available at D & B Supply (555 Air Base Road). Khaki slacks and plain, blue denim jeans are the only acceptable pants allowed. Pants must be neat, clean, plain and with no tears, cuts or holes. Slacks or jeans that are too tight or too baggy are unacceptable. A conservative belt may be worn with the trousers to keep the waist cinched up to the acceptable height. Skirts and shorts are not permitted.

## **SHOES AND FOOTWEAR**

Loafers, boots, conservative athletic shoes, sneakers, and leather deck shoes are acceptable. Open-toed shoes of any kind are unacceptable for safety reasons. Your student's teacher may allow indoor shoes/conservative slippers in the classroom. This information will be relayed by the individual teachers at the beginning of the year.

## **JEWELRY, MAKEUP, PERFUME AND COLOGNE**

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

## **HATS AND HEAD COVERING**

Unless worn because of religious mandates, hats and head coverings are not allowed to be worn in Richard McKenna Junior High School. Hoods of the official Richard McKenna hoodie may only be worn outside.

## **PERSONAL HYGIENE**

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

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

## **DISCIPLINE**

Richard McKenna Junior High 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. Discipline of students with disabilities shall be in accordance with the requirement of federal law Part B of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Discipline of students with disabilities will consider whether the disability contributed to the student violation of school rules.

## **WEAPONS**

No weapons of any sort – including play or pretend guns, knives, and similar items – are allowed on our campus. If any weapon is brought on campus, toy or otherwise, the parents will be called to collect the item and the student could face suspension. All cases of this will be taken seriously, however it is at the discretion of Richard McKenna Charter Schools to determine appropriate consequences. Any student

that **displays intent to harm another person or school property** using a weapon will be expelled for a one-year period. Toys and other objects that simulate a weapon fall under this policy.

## **HARASSMENT**

Richard McKenna Junior High School takes a proactive stance on addressing bullying and cyberbullying. All children must be free from harassment and bullying in our school. Children may not be cruel and/or abusive to each other in any way in our environment. Bullying is when an individual or group with more power, **repeatedly** and **intentionally** cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally; and excluding someone from a group on purpose. Bullying can occur (but is not limited to) in-person and through technology. Electronic aggression or cyberbullying is bullying that happens through email, chat rooms, instant message, a website, text message, or social media. Any student using tactics of bullying and/or cyberbullying on any person must be reported to the teacher/office staff/administrator immediately. Students can also be held responsible for their interactions outside of school if it is determined that such activities are detrimental to the education environment of the school. Students found to be involved in bullying or cyberbullying activities may face consequences up to and including removal from the onsite program. Students may also be reported to law enforcement for further legal actions outside of the school district's jurisdiction.

- 1<sup>st</sup> Offense: Parent meeting/notification.
- 2<sup>nd</sup> Offense: Suspension and behavior contract
- 3<sup>rd</sup> Offense: Following behavior contract with a possible removal from Richard McKenna Charter School program.

## **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 program. Possession/use or under the influence of alcohol, illegal substance or in possession of paraphernalia is prohibited. Any student found violating this policy will be removed from the program and law enforcement will be informed of the incident.

## **HEALTH POLICIES**

### **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 7<sup>th</sup> grade must have a minimum of:**

- 5 doses- DTaP (Diphtheria, Tetanus, Pertussis) (The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older).
- 2 doses- MMR (Measles, Mumps, and Rubella)
- 4 doses- Polio (The 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> 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

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 of 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.

## ILLNESS

### GUIDELINES FOR KEEPING SICK CHILDREN 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 (Pink-eye): 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**. Often times 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 Tylenol or Motrin. A student will be sent home if they have a fever of 100 degrees or greater at school.
  - Skin:
    - Impetigo (bacterial infection of skin signs are 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 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.

### **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 Junior High 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 through Acquire the same day. You will be called if your child is identified as an infected individual. The student will be reexamined for active Pediculosis before readmission.

## **MEDICATION ADMINISTRATION**

Any medicine that is brought to school must be given to the main office. It cannot be kept in your child's pocket, backpack, or lunch box. If a prescription medication is to be administered at school, a medication authorization form must be completed. These medication authorization forms (available in the main office) must be completed by the prescribing physician and returned to the office before staff can give your child the medication. One form needs to be completed for each medication your child is taking. The medication to be dispensed must be in its original, labeled pharmacy container with your child's name on it. This rule is for clarification in case of an allergic reaction and to help prevent any mistakes in medications. If you are requesting your child receive an over-the-counter remedy, such as cough drops, these must be given to the office or classroom teacher with your permission to administer in writing.

## **CHILD SAFETY**

### **PARENT NOTIFICATIONS**

Parents or their authorized emergency contacts will be notified immediately of any major injuries or illnesses. If a student receives an injury of the head or face, an attempt will be made to reach a parent and advise them of the incident. Parents will be advised of other minor injuries via an accident/incident report sent home. Behavioral incidents will be communicated on a case by case basis depending on the seriousness of the incident.



## **CHILD CUSTODY ISSUES**

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.

## **CHILD ABUSE & NEGLECT**

All schools, child care centers, physicians and others who work with children are required by law to inform Child Protective Services at the Department of Human Services of any suspected abuse or neglect of children. By law, a suspicion of child abuse generally means that the reporter has “reasonable cause to believe” or “reasonable cause to know or suspect” that a child is being maltreated physically, emotionally or mentally.

If there is any indication, threat or evidence of self-harm by a student, the school will notify parents and/or local authorities.

## **BUILDING SECURITY AND EMERGENCY PREPARATION**

Richard McKenna Junior High conducts fire & emergency drills regularly throughout the year. During the day, all exits are locked (doors can be opened from the inside). During the school day everyone is required to use the main/office door to enter and exit.

RICHARD MCKENNA JUNIOR HIGH SCHOOL  
HANDBOOK SIGNATURE PAGE

After reading the Handbook, please sign below and return the form to Richard McKenna K-8 School office.

We, the undersigned, agree to follow all the policies outlined in the handbook for the current school year. We recognize it is the right and responsibility of the staff and teachers to make the rules and reinforce them.

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.

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Student Signature

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Date

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Signature of Parent/Guardian

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Date