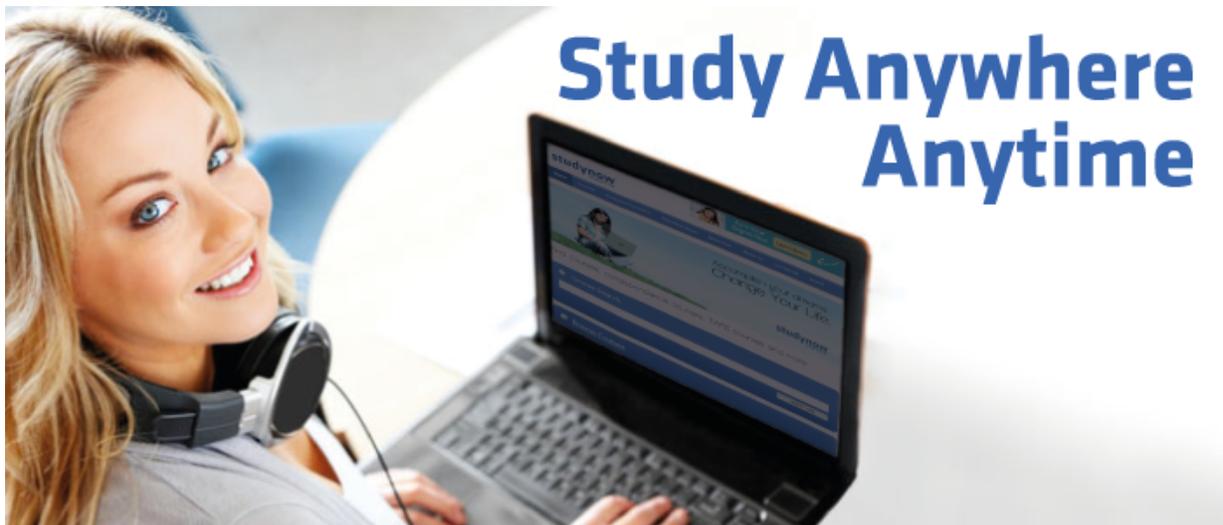


Richard McKenna Charter High School

2021-22 Online Student Handbook



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Mission

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

Rules

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

Entrance Requirements

1. Students must have completed the 8th grade or provide standardized test scores that demonstrate a student is ready for high school study.
2. They must also have completed Pre-Algebra A and B with a grade of "C" or better in each semester.
3. Students must be younger than 21 years old.
4. They may not be enrolled full-time in another public school.
5. Those who count the student as a dependent on their income tax form must be a resident of Idaho.

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.

Graduation Requirements

1. Earn 46 semester credits in the following areas:
 - 9 English credits (one of which must be speech)
 - 6 Math credits (two Algebra 1, two Geometry, plus two credits of math completed during the senior year)
 - 6 Science credits (four of which must be lab sciences)
 - 5 Social Studies credits (two U.S. History, two U.S. Government, and one Economics)
 - 2 Humanities credits
 - 1 Health credit
 - 17 Elective credits
2. Complete a senior project.
3. Take the ACT, SAT or Compass exam by the end of 11th grade.
4. Be proficient in Reading, Language, and Math on the 10th grade Spring Idaho Standard Achievement Test (ISAT).

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

Summer School

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

An at-risk youth is any secondary student grade nine through twelve (9-12), who meets any three (3) of the following criteria, Subsections (a) through (f), or any one of criteria in Subsections (g) through (m). Circle or check the appropriate items.

- a. Has repeated at least one grade.
- b. Has absenteeism that is greater than ten percent during the preceding semester.
- c. Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.
- d. Has failed one or more academic subjects in the past year.
- e. Is two or more semester credits per year behind the rate required to graduate or for grade promotion.
- f. Has attended three (3) or more schools within the previous two (2) years, not including dual enrollment.
- g. Has a documented or pattern of substance abuse behavior.
- h. Is pregnant or a parent.
- i. Is an emancipated or unaccompanied youth.
- j. Is a previous dropout.
- k. Has serious personal, emotional, or medical issue(s).
- l. Has a court or agency referral.
- m. Demonstrates behavior that is detrimental to their academic progress

Special Education

Richard McKenna is dedicated to serving all students regardless of race, religion, or disability. However, due to the legal contract associated with an IEP, students with disabilities require different enrollment practices. The following steps must be followed in order for a student with an active IEP to enroll in Richard McKenna on-line classes.

- On the initial enrollment form, if a parent or student specifies that the student has a current IEP, the IEP and the eligibility report must be obtained before the student can enroll in classes. At times, obtaining this paperwork from the previous schools may take several weeks. If the parent or student has a current copy of the IEP and eligibility report, he/she may fax it to the school to speed up this process.
- Once the IEP and eligibility reports are obtained, the Special Education teacher will contact the parent for an initial orientation. At that time, the Special Education teacher will go over the eligibility report and current IEP to discuss the current goals, objectives, services, and accommodations.
- There are times when an IEP that is written in a traditional school setting may not be conducive to the on-line environment. If this is the case, either a formal or informal meeting will be set at which time the IEP may be amended.
- Once all of the paper work has been completed, the student and parent will have a second orientation with a Richard McKenna staff member to go over school policy, the computer system and to choose classes.

Please be aware that this process may take several weeks depending upon the timely manner in which the school receives the IEP and eligibility report. If you have any questions, please feel free to contact Mrs. Flick, Special Education teacher, at (208) 724-1100.

Technical Requirements

Operating System

- Windows XP, Vista or 7
- Mac OS X 10.5 Leopard and later (Intel CPUs only)

Processor

- Windows: Pentium III 500 MHz or higher
- Mac: G4 800 MHz or faster

Memory

- 1 Gb of RAM or higher (2 Gb recommended)
- 256 Mb Video RAM (VRAM)

Peripherals

- USB 2.0
- Printer Recommended but not required

Internet connection

- DSL or Cable Modem

Web browsers

- Chrome (best choice)
- Firefox 3 or higher
- Safari 1.2 or above
- Internet Explorer does not work very well with our program.

Plugins

- Adobe Flash
- Adobe Reader

School Calendar

[Click Here](#) to see current school calendar.

Policies

(All policies are subject to change without notice.)

Course Credit

In order to receive course credit, students must:

- Complete all assignments to the teacher's satisfaction with an overall course average of 61% or higher. AND
- Pass any final projects with a score of 61%.
- Upon successfully completing a course the student must contact the advisor to schedule a new course.

Grade Changes

Any questions about grades must be taken care of within 2 weeks of course completion. After 2 weeks from the end of the course, grades cannot be changed. (The grades are submitted to the State and the computer locks down the program.)

Advance Opportunities

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

If you meet RMCHS qualifications, you may be eligible to participate in The Fast Forward Program. The Fast Forward Program can provide funding for students to participate in Advanced Opportunities. Contact your online advisor for more information.

Overload – College Courses

RMCHS will grant high school course credit for college courses earned at approved accredited colleges. RMCHS will grant a one-year high school course (two semester credits) for a three credit hour college course. Fewer college credits may be prorated. For example, a student who completes English 101--a one semester course worth three college credit hours--would earn one year's worth of high school English, or two semester credits, whereas a one semester college credit equals only one semester of high school credit.

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

Special Education

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Course Extension Policy

- Course Extensions may be granted once by a teacher when extenuating circumstances occurred that hindered class work (serious illness, personal injury, death in immediate family, etc. They are NOT granted to students who simply failed to submit their assignments on time and are trying to get caught up.)
- The student has until the end of the next session to complete the incomplete assignments. At the end of that session, the teacher must post a final course grade.

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

Academic Probation

To remain in satisfactory academic standing, a student must successfully pass all courses. A student who fails to remain in satisfactory academic standing will be placed on academic probation.

- When a student fails any core subject (Math, Science, Social Studies, or Language Arts) he/she will be immediately re-enrolled in the course until successfully completing the course.
OR
- After the third failure in the course the student will be required to withdraw from the program until proof of successfully completing the course through another program.
- A student will be placed on academic probation after the 3rd failure
- Violation of the academic probation will result in the student being removed from the Richard McKenna Charter School online program.

Drop Policy

- Students may drop a course during the first two weeks from the start date without penalty. They will have to start from the beginning if they retake the course.
- Students who drop a course after two weeks from the start date receive an F on their transcript. They will have to start from the beginning if they retake the course.
- Teachers may drop a student from a class for failure to stay on pace. A student may be dropped from a course if he/she is more than 30 hours behind the course pace.

Missing Assignments Policy

Any assignments that are not completed or resubmitted within five days after the due date automatically receive permanent zeros.

Inappropriate, Obscene, or Pornographic Communication

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

If it happens in more than one course, they will be dropped from the school.

Academic Honesty Policy

Plagiarism (Copying information without providing the source)

Plagiarism in any form is not tolerated and may lead to course and/or school expulsion.

Cheating

Cheating in any form is not tolerated and may lead to course and/or school expulsion.

Credit Transfer

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

Grading Points (4.0 Scale)

94 to 100 = A

90 to 93 = A-
87 to 89 = B+
84 to 86 = B
80 to 83 = B-
77 to 79 = C+
74 to 76 = C
70 to 73 = C-
67 to 69 = D+
64 to 66 = D
61 to 63 = D-
60--> = F