

James S. Rickards High School



March 2020

Student Success Plan

Pandemic: COVID-19

Introduction

Dear Students and Parents,

COVID-19 has forever changed the landscape of education for us not only here in Tallahassee, but throughout the State of Florida and around the globe. As a B ranked-school, we were excited about the growth and progress our students were making to help us become an A ranked school for 2020.

As we move forward with plans that change by the day, the hour, and the minute; it is important that we maintain as much stability as possible for the education of our students. To that end, this document has been prepared to help us keep our students connected with school and making progress in their classes.

Our priority as a school is the graduation of our seniors and the continuity of education for all of our underclassmen. We want them to be able to complete this year proudly despite the mountain of irregularities that COVID-19 has placed before us.

The remainder of the 2019-2020 school year will definitely be a memorable one. Right now, as educators, we are poised to make those memories fond ones full of encouragement and support for our entire student body as we work with *compassion* and *kindness* to help them complete the school year. We don't know what circumstances our students are now facing without the routine of being able to attend school on a daily basis. What we **do** know is that we can use our remaining instructional time collaborating with students and parents to ensure academic success, expecting a great ending.

This COVID-19 JSRHS Student Success Plan has been developed to help us for the next few weeks. If you have questions, please contact your Teacher, your Guidance Counselor, or one of the school administrators. We are at your service to address questions regarding the impact of the ever-changing circumstances we all share as a result of COVID-19.

Again, this guide represents the current plan for student success at James S. Rickards High School. However, this plan is subject to change when higher level decisions are made that affect our school. As your Principal, I will do my absolute best to keep everyone well-informed when changes do occur. Please, take the time to update your contact information in FOCUS so that we are able to reach you by phone and email if we need to do so.

Sincerely,

Douglas Cook, Principal

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General Information from Leon County Schools

Office of Academic Services

Phase 1

1. Teachers are uploading grades for the 3rd 9 weeks into FOCUS by Thursday, March 27th.
2. LCS is tackling the academic support for students in phases:
For March 30th – April 10th, which is considered Phase 1, LCS has created learning packets for ALL core classes for all grades K-11 including all ESE students. JSRHS will have packets and lessons for the seniors in all classes.
3. Student learning packets will be available on the LCS COVID-19 site, the JSRHS website, and in hard copy format. Parents and guardians can pick up a copy of student learning packets, Monday – Friday, from 8am to noon. These packets will be posted on the school website (www.leonschools.net/rickards) and available for pickup on Monday, March 30th. All student learning packets are due April 10, 2020.
4. If your family does not have digital access and/or is unable to pick up a packet from James S. Rickards High School cafeteria from 8am to noon, please contact us at 850/414-5500.
5. The lesson plans included in the students' packets cover state standards from the 4th 9 weeks grading period. They have been purposefully created so that students should be able to complete them independently. These lesson plans were developed by certified teachers within LCS to ensure quality and fidelity in this district learning process. Students may email their teachers directly for assistance, concerns, or questions about the assignments.
6. James S. Rickards High School leadership team will provide a drop-off bin for parents, guardians, and students to return work beginning the week of March 30th. The drop-off bins will be at the front door of the main school entrance .

Phase 2

7. If our learning time is extended beyond April 15th, we will continue to use "Learning At Home" as our method for keeping our students engaged as they finish the school year. Teachers will be uploading lessons and assignments to their class websites. Teachers will also provide printed assignments for students without internet access. Parents/students may pick up the printed assignments at the cafeteria. Teachers will be

available for email contact. Assignments will have due dates for completion online or on paper.

Where Students Find Their Assignments

Distance Learning academic assignments for students are loaded on the JSRHS website under the “Quick Link: Senior”. This does **not include AP and IB Courses**. Their assignments will be on the respective teacher websites.

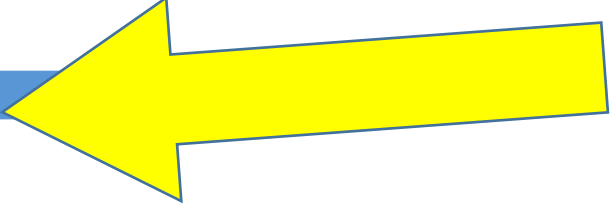
SCHOOL UPDATES

OFFICE HOURS

Beginning Monday, March 30th, office hours are as follows:
8:00 am - 3:00 pm Monday - Friday

CURRICULUM PACKETS

Curriculum Packets Will Be Available Online by Friday,
March 27th. Hard Copies will be available for Pickup on
Monday, March 30th.
Location: Cafeteria Window



On the home page of
the school's website

General Information for All Students

Distance Learning academic assignments for students are loaded on the JSRHS website under the “School Updates”. This does **not include AP and IB** Courses. Their assignments will be on the respective teacher websites. See the directions below for hardcopies.

Remember: ALL assignments can be found online. You may retrieve and submit ALL of your assignments online. You may also scan the hardcopy assignments and submit them via email for grading to your teacher, mcbrider@leonschools.net for 9th-11th grades, and to satchellk@leonschools.net for 12th grade (Seniors only) from March 30th to April 10th.

Student retrieval and packet return

Pickup hardcopies

1. Go to cafeteria window in the courtyard area between the cafeteria and the back of the auditorium between 8am and noon.
2. Tell the administrator what classes you have; s/he will get the appropriate packet(s) for your class(es).
3. If you have AP/IB classes, remember to check your teacher’s website, MyAP Classroom (for AP), ManageBac (for IB), and/or EdModo page for additional information. Also, hardcopies will be available in the cafeteria.

Drop Off hardcopies

1. Go to the front office and locate the bin labeled “Assignment DropOff”
2. Take an empty drop-off envelope from the stand
3. Use the marker(s) to write your first name, last name, and student ID number on front of the envelope
4. Place your work in the envelope; work that is NOT in an envelope may end up not being graded in a timely manner. To avoid any delays, submit all work in the provided envelopes found at the “Assignment DropOff” bin.
5. Use a piece of tape to close the envelope; **do not lick or moisten the envelope to close it**
6. Push the envelope into the slot
7. Check for your grades to post in 5-7 days

Remember, ALL assignments are online for seniors! Go to www.leonschools.net/rickards

Internet

Comcast/Xfinity is giving away two free months of internet service for low-income families who qualify. Services will be regularly priced at \$9.95/month plus tax after that until cancellation. There is no contract; customers can disconnect at any time without penalty. It is for new customers only.

www.internetessentials.com/covid19#gethelp@all Pricingandotherinfo

English, Science, Math, Social Studies

(Does NOT include AP/IB or pre-IB courses; does not include on/off-campus dual enrollment)

Remember: ALL assignments can be found online. You may retrieve and submit ALL of your assignments online. You may also scan the hardcopy assignments and submit them via email for grading to your teacher, mcbrider@leonschools.net for 9th-11th grades, and to satchellk@leonschools.net for 12th grade (Seniors only) from March 30th to April 10th.

Seniors

1. Students retrieve, complete and return packets.
2. Administration team will score packets and enter grades into gradebook.
3. Grades completed and finalized by **May 20th**.

Underclassmen (i.e., 9th-11th grades; does NOT include AP/IB courses nor dual enrollment)

Phase 1

1. LCS District office will provide instructional packets for Phase 1 that ends on April 15th.
2. Students retrieve, complete and return LCS District-provided learning packets by April 10th. **Work is due by April 10th**.
3. Administration team scores and enters grades into gradebook for District provided lessons.

Phase 2

4. Students retrieve, complete, and return teacher issued Standards-based assignments. Lessons will be online; hardcopies will be available to pick up at the cafeteria window from 8am to noon.
5. Teachers score packets and enter grades into gradebook.
6. **Grades finalized by May 27th**.

Elective (not Foreign Language; not AVID)

(Includes non-core classes such as Digital, PE, Visual/Performing Art)

(Does NOT include AP/IB elective courses nor dual enrollment)

Remember: ALL assignments can be found online. You may retrieve and submit ALL of your assignments online. You may also scan the hardcopy assignments and submit them via email to your teacher for grading.

Seniors

1. Your particular elective teacher may provide lessons and assignments by April 1st. However, **all elective classes will have lessons and assignments available on April 15th.**
2. Students retrieve, complete and return any printed packets the teacher provides.
3. Teachers score packets and enter grades into gradebook.
4. Grades finalized by **May 20th.**

Underclassmen (i.e., 9th-11th grades; does NOT include AP/IB courses nor dual enrollment)

Phase 1

Same as the plan noted above for Seniors.

Phase 2

1. Students retrieve, complete, and return teacher issued Standards-based assignments.
2. Teachers score packets and enter grades into gradebook.
3. **Grades finalized by May 27th.**

AVID

(Includes all sections of AVID)

Remember: ALL assignments can be found online. You may retrieve and submit ALL of your assignments online. You may also scan the hardcopy assignments and submit them via email to your teacher for grading.

Seniors

1. Your particular AVID teacher may provide lessons and assignments by April 1st. However, **all AVID classes will have lessons and assignments available on April 15th.**
2. Teachers will provide lessons and assignments by April 15th.
 - **AVID →**
 - All AVID lessons will be coordinate through Mr. Hankerson. (hankersone@leonschools.net)
 - AVID Weekly will be used as the primary source for lesson support.
 - Contact Mr. Hankerson directly if you have issues accessing the AVID lessons and assignments.
3. Students retrieve, complete and return any printed packets the teacher provides.
4. Teachers score packets and enters grades into gradebook.
5. **Grading is finalized by May 20th.**

Underclassmen (i.e., 9th-11th grades; does NOT include AP/IB courses nor dual enrollment)

Phase 1

Same as the plan noted above for Seniors

Phase 2

1. Students retrieve, complete, and return teacher issued Standards-based assignments.
2. Teachers score packets and enter grades into gradebook.
3. **Grading for 9th-11th is finalized by May 27th.**

Foreign Language

(THIS INCLUDES pre-IB/AP/IB Foreign Language; not dual enrollment)

Remember: ALL assignments can be found online. You may retrieve and submit ALL of your assignments online. You may also scan the hardcopy assignments and submit them via email to your teacher for grading.

Seniors

1. Your particular foreign language teacher may provide lessons and assignments by April 1st. However, **all foreign language classes will have lessons and assignments available on April 15th.**
2. **Foreign Language** →
 - a. All lessons are being coordinated through Mr. Amstutz; please contact him directly if you have any issues accessing the foreign language lessons.
(amstutza@leonschools.net)
 - b. Please note that all oral exams **will** be facilitated remotely using mutually compatible platforms between instructor and student. Examples of such platforms include but are not limited to Zoom, GoToMeeting, Skype, FaceTime.
3. Students retrieve, complete and return any printed packets the teacher provides.
4. Teachers score packets and enters grades into gradebook.
5. **Grading is finalized by May 20th.**

Underclassmen (i.e., 9th-11th grades; does NOT include AP/IB courses nor dual enrollment)

Phase 1

Same as the plan noted above for Seniors

Phase 2

4. Students retrieve, complete, and return teacher issued Standards-based assignments.
5. Teachers score packets and enter grades into gradebook.
6. **Grades finalized by May 27th.**

Official IB Guidance for conducting IB language oral assessments remotely:

How can we use video conference / video calls for language oral assessments?

Due to the evolving nature of the situation for schools, the IB has re-visited this scenario and has created a policy around conducting remote oral activities without the need for physical invigilation.

Maintaining academic integrity is paramount in the completion of IB assessment and examinations. Therefore, teachers conducting language A and language B oral internal assessments must ensure that they are conducted in full adherence to the guidelines described in the relevant subject guides and assessment procedures when trying to replicate the conditions followed when completing such tasks in the school.

For language orals, please ensure that the principles and procedures below are adhered to:

- Copy of any abstract / stimulus sent to the candidates must be clean copies
- Copy of any abstract / stimulus sent to the candidates must not be previously known / discussed with the candidate
- Preparation time must be supervised (remotely)
- Notes taken during the supervised preparation time must be short
- Notes taken during the supervised preparation time must only be consulted and not be read during the recording time
- The room should be free of any written material on the walls/ceilings, regardless of whether these appear related to the subject being examined (some judgement may be required regarding visual material) **
- Only one blank piece of paper must be available on the candidate's desk for note taking**

*** students can be asked to show their rooms with their mobile phone cameras (walls and areas underneath their desks) to confirm that no unauthorized materials are visible/hidden.*

Internet outages/ technical issues during remote oral assessments:

For oral assessments being conducted over Skype (or Zoom or FaceTime or similar applications), it is recommended that an external recording device is used so that audio recordings can be submitted for moderation if a student's oral is chosen as part of our IA sample for that subject.

If technical or internet difficulties occur, the recording can be paused and restarted when the issue is resolved. If a recording is paused, the teacher should explain the reason (on the recording) after restarting.

Should internet outages/ technical issues mean that the oral assessment cannot continue, it must be rescheduled to a later date/ time. In this case, please ensure that a new assessment is given to the candidate(s) concerned.

How can teachers authenticate work that is being completed remotely?

Academic integrity is a fundamental principle of an IB education and should be embedded throughout the learner journey and school ethos. Teachers should follow normal procedures to authenticate work to the best of their knowledge and reiterate the importance of academic integrity with their students. The IB expects teachers to use best endeavor, but also recognizes the difficulties faced as the result of remote working. The IB will undertake additional checks for plagiarism and collusion.

Pre-IB

(Includes all pre-IB courses EXCEPT Foreign Language)

(Does NOT include dual enrollment)

Remember: ALL assignments can be found online. You may retrieve and submit ALL of your assignments online. You may also scan the hardcopy assignments and submit them via email to your teacher for grading.

1. Visit your teacher's digital platform to download assignments. If your teacher does not have a digital platform (e.g., teacher website, Edmodo), you may find your assignments on the school website (www.leonschools.net/rickards).
2. You are **still** on track for your IB Diploma. Please, continue to complete your assignments on time. Dr. Williams, Mr. Varn, and/or Dr. McNeil will communicate with you regarding any IB information that you need to know as a pre-IB student.

Your assignments will be available online Friday afternoon, March 27th. You may pickup hardcopies from the cafeteria window Monday through Friday from 8am to noon beginning Monday, March 30th.

3. Students retrieve, complete and return any printed packets the teacher provides.
4. Teachers score packets and enter grades into gradebook.
5. Grades finalized by **May 27th**.

Please note for Pre-IB Foreign Language classes, your particular foreign language teacher may provide lessons and assignments by April 1st. However, all foreign language classes will have lessons and assignments available on April 15th.

AP/IB

(Includes all IB and AP courses both elective and academic; includes pre-Calculus)

(Does NOT include dual enrollment)

Remember: ALL assignments can be found online. You may retrieve and submit ALL of your assignments online. You may also scan the hardcopy assignments and submit them via email to your teacher for grading.

Seniors

1. AP classes: Visit your MyAP Classroom portal and complete the modules that your teacher has assigned. If you do not have access to the online MyAP Classroom, you may get a hardcopy of the assignments from the cafeteria from 8am to noon Monday through Friday. ***Yes, according to CollegeBoard, you are still taking your AP exams.*** If anything changes, Dr. McNeil will let you know. Her email address is: mcneila@leonschools.net
2. IB classes: **Teachers will use Kognity assignments in IB subjects for which students have access to Kognity.** Continue to use ManageBac to retrieve, review, and upload assignments. You are **still** on track for your IB Diploma. Please, continue to complete your assignments on time. Dr. Williams will communicate with you regarding any IB information. His email address is: williamsj@leonschools.net

The first set of hard copies of your assignments should be available by 11am March 30th for AP and IB students.

3. Students retrieve, complete and return any printed packets the teacher provides.
4. Teachers score packets and enter grades into gradebook.
5. Grades finalized by **May 20th**.

Underclassmen (i.e., 9th-11th grades; does NOT include dual enrollment)

Phase 1

Same as the plan noted above for Seniors.

Phase 2

1. Students retrieve, complete, and return teacher issued AP/IB Standards-based assignments.
2. Teachers score packets and enter grades into gradebook.
3. **Grades finalized by May 27th.**

IB Exams for 2020

Official IB Announcement regarding May 2020 IB Exam Session:

The IB will be taking the following actions for the 2020 May Examination session:

- The May 2020 examinations as scheduled between 30 April and 22 May for Diploma Programme and Career-related Programme candidates will no longer be held.
- Depending on what they registered for, the student will be awarded a Diploma or a Course Certificate that reflects their standard of work. This is based on student's coursework and the established assessment expertise, rigor and quality control already built into the programmes.

Full details and FAQs will be sent to schools by 27 March 2020 (CET). You can read initial FAQs on our [COVID-19 \(Coronavirus\) update page](https://ibo.org/news/news-about-the/ib/covid-19-coronavirus-updates). (URL: <https://ibo.org/news/news-about-the/ib/covid-19-coronavirus-updates>)

Guidance Related to IB Internal and External Assessments:

The IB has implemented deadline extensions for schools currently closed due to COVID-19.

These deadline extensions mean the following for IB teachers at Rickards:

- eCoursework early components (our EEs, TOK Essays, and English Written Assignments have already been submitted, so this does not apply to us).
- **Internal assessment grades need to be submitted to Dr. Williams by May 1** (previous deadline was April 1) at the absolute latest.
- **CAS completion entry deadline** (previously 1 June) has been extended by IB to **3 July (BUT seniors need to have completed CAS by June 1 in order to qualify for an IB Diploma this year)**
- **Predicted grades for all IB subjects** (number between 1 [lowest] and 7 [highest]), **TOK** (letter grade between A [highest] and E [lowest]), **and Extended Essays** (letter grade between A [highest] and E [lowest]) **need to be submitted to Dr. Williams by May 15.**
- **Externally assessed components for film, music, and visual arts need to be uploaded to IBIS by teachers (or candidates.ibo.org by students) or submitted to Dr. Williams by 15 May**

*It is important to note that while the IB will make every effort to ensure that student work is marked for issue of results, with the evolving nature of this situation and increasing number of students impacted, there may be a situation where students will receive a pending grade for subjects where coursework was received too close to issue of results.

IB Group 6 Coursework

Official IB Guidance on completing Group 6 coursework (Film, Music, and Visual Arts):

The IB has looked at each of the components in Group 6 and has categorized each component according to the associated risk to the candidate in being able to complete the component and meet the demands of the assessment criteria.

Low risk components

Visual arts—all components

Music—Musical links investigation

Film—Textual analysis, comparative study, film portfolio

These components can all be completed remotely from the school setting.

Medium risk components

Music—Creating and solo performing IA

These components require a performance element, which can be completed remotely with adjustments.

To mitigate this risk:

- For music solo performing, candidates can record performances without accompaniment or with a pre-recorded backing track, if they are unable to collaborate with other musicians.
- For music creating, candidates can submit computer generated performances of their created works.

High risk components

Film—Collaborative film project

These components require either collaboration with other students and/or access to specialist equipment.

For these components the IB is extending the submission deadline. Dr. Williams needs these submitted by May 15.

Dr. Williams will contact the IB if school closure continues to impact beyond this date.

Visual arts exhibition (We have already held and photographed our exhibition, so this should not be an issue, but I am including IB official guidance for Ms. Barthle and Mr. Steinbrink):

Should planned visual arts exhibitions be canceled, schools may wish to explore alternative options such as holding the exhibition at an alternative venue and/or for individual students to make their own arrangements. Schools should bear in mind that the space where an exhibition is presented does not influence the marking and must not constitute any bias.

A candidate who is unable to set up a formal exhibition due to quarantine issues can instead photograph the artworks they have selected for their exhibition all together as a collection. The collection must include only those pieces that the candidate will submit and upload as individual pieces for assessment. The two images of the collection can be uploaded as exhibition photographs, alongside the individual images of the required number of artworks. The actual set up of the exhibition is not assessed and, in their curatorial rationale, the candidate can refer to how they would have done this. In their supporting comments, the teacher should explain that the IB has been consulted and approved the upload of the exhibition in its current format.

As usual, teachers must assess the candidate's exhibition awarding marks against each of the IA assessment criteria referring to the digital, on-screen version of the candidate's submission.

How can teachers authenticate work that is being completed remotely?

Academic integrity is a fundamental principle of an IB education and should be embedded throughout the learner journey and school ethos. Teachers should follow normal procedures to authenticate work to the best of their knowledge and reiterate the importance of academic integrity with their students. The IB expects teachers to use best endeavor, but also recognizes the difficulties faced as the result of remote working. The IB will undertake additional checks for plagiarism and collusion.

IB TOK Presentations for 2020

Official IB Guidance on conducting TOK Presentations Remotely:

How to use virtual presentations for DP theory of knowledge (TOK) internal assessments if your school is closed:

To enable DP students impacted by school closure because of COVID-19 (Coronavirus) to complete their assignment with their teacher, the IB supports the remote completion of theory of knowledge presentations as virtual presentations using video conferencing applications, such as Skype, Zoom or similar methods.

Ideally, the teacher should set up a virtual situation that resembles the face-to-face presentation as closely as possible. The IB recognizes that presenting via video conference is a different skill from presenting in person and that the candidates may find it to be a more difficult experience. However, because of the nature of the presentations, where it is the quality of the student's thinking and not their presentation skills that is being assessed, this is a viable alternative in these exceptional circumstances.

When marking the presentations, the teacher is reminded that it is the subject matter that is being assessed and not to make any adjustments for poor quality connections or problems with the sound.

How can teachers authenticate work that is being completed remotely?

Academic integrity is a fundamental principle of an IB education and should be embedded throughout the learner journey and school ethos. Teachers should follow normal procedures to authenticate work to the best of their knowledge and reiterate the importance of academic integrity with their students. The IB expects teachers to use best endeavor, but also recognizes the difficulties faced as the result of remote working. The IB will undertake additional checks for plagiarism and collusion.

Dual Enrollment

(Includes on-campus and off-campus dual enrollment)

Remember: ALL assignments can be found online. You may retrieve and submit ALL of your assignments online. You may also scan the hardcopy assignments and submit them via email to your teacher for grading.

Seniors

Students who take one or more dual enrollment classes here at James S. Rickards High School

1. Ms. Suluki, Ms. Madden, Ms. Howard and Mr. Stroud will upload lessons to their respective websites for students to remain connected to their coursework.
2. Students need to email those teachers regarding any questions.
3. Teachers will follow the guidelines given from the respective college with whom they are partnering for dual enrollment.

Students who take one or more dual enrollment classes at TCC, FAMU, or FSU

1. Please, contact your respective institution for assistance.
2. The colleges will notify students and parent/guardians via email regarding online classes beginning on March 23, 2020.
3. Students must communicate directly with those institutions regarding their dual enrollment classes.

If you have any questions/concerns regarding Dual Enrollment, please contact Ms. Terraca Jones in Guidance (jonest@leonschools.net).

Guidance

The Guidance Counselors are contacting every student to assist with academic and social well-being during this time that we're using a Distance model for school. Please, anticipate a phone call from your Counselor over the next two weeks.

Seniors

1. Communicate **directly** with your counselor regarding your graduation audit. Be sure to have the conversation by April 10th.
2. Communicate with your teachers to ensure that you are not missing any work. You may reach your teachers through your FOCUS email.
3. If you are in a credit recovery class, **all assignments are unlocked**. Please, complete the work so that your credit can be awarded by April 24th.

Underclassmen (i.e., 9th-11th grades including AP/IB courses; does not include dual enrollment)

Phase 1 and 2

1. Communicate **directly** with your counselor regarding any D's or F's on your report cards for this year. Be sure to have the conversation by April 10th.
2. Communicate with your teachers to ensure that you are not missing any work. You may reach your teachers through your FOCUS email.
3. If you are in a credit recovery class, **all assignments are unlocked**. Please, complete the work so that your credit can be awarded by April 24th.
4. If you are newly enrolled in a credit recovery class, email the Saturday School Principal (Mr. McBride) so that he can assist you with creating a weekly schedule to complete your course on time: mcbrider@leonschools.net.

Guidance Contact Information

Last Name A – E	Ms. Thompson	thompsonl2@leonschools.net
Last Name F – L	Ms. Jones	jonest@leonschools.net
Last Name M – R	Ms. Schmeckenbecher	schmeckenbecherb@leonschools.net
Last Name S – Z	Dr. McNeil	mcneila@leonschools.net

If you have a general question for Guidance, please contact Ms. Jones. For all other questions about your specific situation, contact the Counselor for your last name.

ESE

Your ESE teacher will call over the next two weeks to check on you and make sure you continue to receive all of your services.

Seniors

1. LCS District office is providing lesson based on ACCESS.
2. Pick up hardcopies of packets from the cafeteria window between 8am and noon, Monday through Friday beginning May 30th.
3. Talk with your teacher about any assignments you don't understand.
4. Complete all your work.

Underclassmen (i.e., 9th-11th grades; does not include dual enrollment)

Phase 1 and 2

1. Same as Seniors

All ESE Students

IEPs and Manifestation Hearings

1. Meetings will be conducted by teleconference using Microsoft Teams
2. Paperwork from IEPs and Manifestation Hearings will be signed by all parties at the school and then postal mailed to the parent for their signature
3. The parent/guardian will return the paperwork to JSRHS

Accommodations/Modifications

1. Students contact individual teachers regarding the need for 504/IEP services that would have normally been offered in the classroom
2. Teachers provide services as possible
3. Assigned case managers follow up with students appropriately using guidelines from Principal Cook; ensure that teachers are following student 504/IEP plans

If you have any issues with your ESE services, please contact Ms. Alexander (alexanderv@leonschools.net).

Support Staff

Bookkeeping; Refund processing

1. Receipt books must be used.
2. Students do **not** need to present their original receipt; we can use the carbon copy.
3. Refunds will be mailed to the address we have on file for the student.
4. Refund processing will not begin until May 1st or shortly thereafter.
5. District policies will be enforced throughout the refund process.
6. Normal bookkeeping procedures will be followed; changes will be communicated via email

Attendance

1. LCS is **not** processing Attendance Failures for the 2nd semester.
2. Administration is reviewing Attendance Failures for 1st semester on case by case basis.
3. Until further notice, the Attendance Office will be reviewing attendance for the remainder of the 2019-2020 school year.

ListServ

1. School ListServ will be one of the two primary modes of communication with our schoolwide learning community of students, parents, faculty and staff.
2. The regularly scheduled ListServ will continue to be issued on Friday. Special Announcement ListServ communique will be issued as needed.
3. Items that do NOT need to go out via ListServ will be communicated via email and direct communication from Department Chairs.
4. Teachers: remember, you can still use FOCUS to send messages out via your gradebook to students and parents.

Website

1. The Leon County Schools district website is constantly being updated throughout the COVID-19 pandemic; use it as your primary source of district-based information.
2. Our JSRHS website is being updated as quickly as possible when we receive new information.
3. Please, rely on the District and the School websites for your information regarding any strategic direction changes and/or policy changes.

Who Do I Contact?

Administration

Mr. Cook, Principal

CookD3@leonschools.net

Dr. Barnes, Asst Principal

Barnesd2@leonschools.net

Curriculum, Grades, Attendance

Mr. Holmes, Asst Principal

HolmesR@leonschools.net

Student Assessment, Student Hardcopies

Mr. Ansley, Asst. Principal

AnsleyZ@leonschools.net

ESE, IEP, 504 plans

IB Diploma Program/ Advance Placement Program

Dr. Williams

WilliamsJ@leonschools.net

IB, CAS, IA, EE, etc.

Dr. McNeil

McNeilA@leonschools.net

AP courses, AP exams

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General IB questions

Guidance

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Remember, email your teacher about questions from your assignments. We are still in school; we are just doing it from home instead of the campus of James S. Rickards High School.