

**LEON COUNTY SCHOOLS**  
**2016- 2017 REGULAR SCHOOL CALENDAR**

<b>2016</b>		
<b>August</b>	5	Last Four Day Workweek
	8	Teachers Report
	8-12	Teacher Planning/Inservice Days
	15	Students Report
<b>September</b>	5	Labor Day Holiday (Districtwide)
	14	Interim Reports
<b>October</b>	12	Fall Holiday (Districtwide)
	20	End of First Nine Weeks (47 day quarter)
	21	Teacher Planning/Inservice Day (Students Out)
<b>November</b>	2	Report Cards
	11	Veterans Day Holiday (Districtwide)
	16	Interim Reports
	23	Thanksgiving Holiday (Students & Teachers Out)
	24-25	Thanksgiving Holidays (Districtwide)
<b>December</b>	14-16	Middle and High School Exam Days / Early Release
	16	End of Second Nine Weeks (36 day quarter/83 day Sem.)
	19-31	Winter Holidays (Districtwide)
<b>2017</b>		
<b>January</b>	1-2	Winter Holidays (Districtwide)
	3	Teacher Planning/Inservice Day (Students Out)
	3	District Staff and Teachers Return
	4	Students Return
	11	Report Cards
	16	Martin Luther King Holiday (Districtwide)
	<b>February</b>	8
<b>March</b>	10	End of Third Nine Weeks (47 day quarter)
	13-17	Spring Break (Students & Teachers Out)
	20	Teacher Planning/Inservice Day (Students Out)
	21	Students Return
	29	Report Cards
<b>April</b>	19	Interim Reports
<b>May</b>	23	Rickards Graduation
	25,26,30	Middle and High School Exams Days (Early Release)
	29	Memorial Day Holiday (Districtwide)
	30	End of Fourth Nine Weeks (50 day quarter/97 day Sem.)

# JAMES S. RICKARDS HIGH SCHOOL

*Founded September 1960*



3013 Jim Lee Road  
Tallahassee, Florida 32301  
(850) 488-1783 (Telephone)  
(850) 922-7104 (Fax)

[www.rickards.leon.k12.fl.us](http://www.rickards.leon.k12.fl.us)

Dear Students,

On behalf of the faculty, staff and administration welcome to James S. Rickards High School! I am both honored and excited to serve as principal of James S. Rickards High School.

This handbook has been prepared to acquaint you with general policies and procedures that govern our school. Students, please take the time to read this handbook with your parents.

Safety of the students is a major concern of mine. By creating a safe learning environment, we can keep our focus on academic achievement, maintaining high standards, fostering positive relationships between staff and students, and encouraging parental and community involvement.

High school years are some of the most challenging. However, we are here to appropriately prepare you to become leaders in the world. I am passionate about education and making certain all students are successful. It is important that our students feel that we are a caring and supportive community and will help you to achieve your full potential. We will provide a smooth transition to high school and eventually provide a smooth transition from high school to college and/or career choices. It is our goal that you have a productive, exciting and prosperous school year. If there is anything the staff, or I can do to assist you, please let us know.

Sincerely,  
Douglas Cook  
Go Raiders!!

**School Colors: Blue & Gold**  
**Mascot: Raider**

**Alma Mater**

**We raise our voice to sing the praise  
of James S. Rickards High.  
The friends and happy memories  
will live as years go by.**

**To you who helped us build our dreams  
and set our standards high,  
may you be ever glorious,  
James S. Rickards High.**

**LEON COUNTY SCHOOL BOARD**

Alva Striplin, Chair (District 1)	Dee Dee Rasmussen (District 4)
Dee Crumpler (District 2)	Georgia "Joy" Bowen (District 5)
Maggie Lewis-Butler (District 3)	Emily Blomeley (Student Board Member)

**VISION**

James S. Rickards High School is a caring and supportive learning community where maximum potential is achieved through quality programs, instruction, and experiences.

**MISSION**

The mission of James S. Rickards High School is to produce responsible, self-supporting, and productive graduates with skills and competencies to succeed on local, state, national, and international levels.

**SCHOOL ADMINISTRATION & PERSONNEL**

Doug Cook, Principal	Kwame King, Guidance Counselor
Vivian Cooley, AP/Curriculum	Brittany Schmeckenbecher, Guidance
Rusty Edwards, AP/Discipline	Deputy Alan Wilson, SRD
Dr. Deborah Barnes, AP/St. Affairs	Sam Striplin, Dean of Students
Zachary Ansley, AP/Attendance	Fred Varn, IB Academic Dean
Dr. Joe Williams, IB Coordinator	Earl Hankerson, AD/AVID Coordinator
Linda Thompson, Guidance Counselor	Charlie Yontz, Tech. Coordinator
Terraca Jones, Guidance Counselor	

**REGULAR SCHEDULE**

Period	From	To
First	7:30	8:20
Resource Block	8:20	8:30
Second	8:35	9:25
Third	9:30	10:25
Fourth	10:30	11:20
Lunch	11:20	12:00
Fifth	12:05	12:55
Sixth	1:00	1:50
Seventh	1:55	2:45

\*Bus Changes will be announced at the end of 6<sup>th</sup> period

**ALTERNATE SCHEDULE**

Period	From	To
First	7:30	8:15
Second	8:20	9:05
Third	9:10	9:55
Fourth	10:00	10:45
Lunch	10:45	11:25
Fifth	11:30	12:15
Sixth	12:20	1:05
Pep Rally	1:10	1:50
Seventh	1:55	2:45

\*Bus changes will be announced at the end of 6<sup>th</sup> period or Pep Rally.

**EXAMS SCHEDULE**

**Final Exam Schedule – Early Release Days**

	12.14.16	12.15.16	12.16.16	05.25.17	05.26.17	05.30.17
7:30 – 9:20 AM	1 <sup>st</sup> period	3 <sup>rd</sup> period	5 <sup>th</sup> period	6 <sup>th</sup> period	4 <sup>th</sup> period	2 <sup>nd</sup> period
9:20 – 9:30 AM	Break	Break	Break	Break	Break	Break
9:30 – 11:20 AM	2 <sup>nd</sup> period	4 <sup>th</sup> period	6 <sup>th</sup> period	5 <sup>th</sup> period	3 <sup>rd</sup> period	1 <sup>st</sup> period

7<sup>th</sup> Period Exam = 1:55 – 3:45 12.13.16 and 05.24.17

**ACT Test Dates & Deadlines**

Test Date	Registration Deadlines	
	Regular	Late Registration*
Sept. 10, 2016	Aug. 5	Aug. 6-19*
Oct. 22, 2016	Sept. 16	Sept. 16-30*
Dec. 10, 2016	Nov. 4	Nov. 5-18*
Feb. 11, 2017	Jan. 13	Jan. 14-20*
April 8, 2017	March 3	March 4-17*
June 10, 2017	May 5	May 6-19*

\*Late fee applies

**SAT Test Dates & Deadlines**

Test Date	Registration Deadlines	
	Regular	Late Registration*
Oct. 1, 2016	Sept. 1	Sept. 20*
Nov. 5, 2016	Oct 7	Oct 25*
Dec. 3, 2016	Nov 3	Nov 22*
Jan. 21, 2017	Dec 21	Jan 10*
March 11, 2017	Feb 10	Feb. 28*
May 6, 2017	Apr 7	Apr 25*
June 3, 2017	May 9	May 24*

\*Late fee applies

**FLORIDA STATEWIDE ASSESSMENT DATES**

(Testing Dates will be published on the Rickards Website and on LISTSERV)

**OTHER IMPORTANT DATES**

September 14	Interim Reports	March 29	Report Cards
November 2	Report Cards	April 19	Interim Reports
November 16	Interim Reports	May 30	Students' Last Day
January 11	Report Cards	May 23	Graduation
February 8	Interim Reports	TBD	Report Cards

## ACADEMIC ELIGIBILITY FOR ATHLETICS/ EXTRA-CURRICULAR ACTIVITIES

In order to participate in athletics or other extra-curricular activities, students must maintain a 2.0 cumulative un-weighted GPA. Failure to maintain necessary GPA requirements will result in suspension of privileges to participate in any athletics/extra-curricular activities. Attendance and behavior may also affect student eligibility for participation.

## ACADEMIC INTEGRITY

It is considered cheating when a student:

1. Plagiarizes from a published or recognized work.
2. Copies another student's work and takes credit for it as his or her own.
3. Receives help on a project, exam, test, quiz, or any other evaluative activity, where such help has not been explicitly approved.

Consequences:

A zero on assignment, parent contacted, policy explained, Teacher writes classroom referral.

## ASSEMBLIES

Appropriate behavior is expected of all students and guests at all events. Good citizenship, sportsmanship, and respect for the occasion must be displayed. Ceremonies such as convocation and graduation are solemn, reverent occasions. Shouting, screaming, and use of noisemakers are not appropriate at these functions. Cheering the athletic teams on to victory, with a loud voice, is appropriate. However, a display of positive sportsmanship is still expected. All students and other persons may be removed from any school sponsored event.

## ATTENDANCE POLICY

Students in grades 9-12 are expected to be in school for 180 days. In order to be eligible to receive credit, a student must meet course requirements and be present **135** hours for a year (67.5 hours for a semester course) or demonstrate mastery of the course performance standards for the defined course. Therefore, students with ten (10) or more unexcused absences per semester must earn a passing grade on the semester exam in order to be eligible to receive credit in that class.

### ABSENCES

Student absences will only be excused for the following **documented** reasons:

- Illness and/or medical care
- Death in the family
- Legal reasons
- Financial conditions
- Religious Holidays/Observance(s)
- Pre-arranged absences as approved by Asst. Principal for Attendance

The school's automated attendance system will place a recorded telephone call to the primary contact number provided for the parent/guardian.

### **EXCUSING ABSENCES**

Written documentation for all excused absences should be submitted to the Attendance Office upon the student's return to school. Documentation includes medical excuses from health care providers, notes from governmental agencies and Absence Excuse forms from the Attendance office or Rickards' website. Please visit the Rickards' website and click on For Parents/Parent Resources/view more and you will see it labeled as "Absence Excuse Form." Complete the form, print it out and submit it to the Attendance Office.

### **ATTENDANCE CONTRACTS**

Students may be required to enter into an attendance contract upon receiving an attendance failure as a term to having their earned grade restored. The terms of any such contract will be determined by the Assistant Principal of Attendance or other administrator if appropriate, but generally require a student to attend at least thirty (30) consecutive days of class with zero (0) discipline referrals, unexcused absences, tardiness, or lateness.

### **ATTENDANCE FAILURES**

Students with no more than (3) unexcused absences in a class per 9-week grading period will not incur attendance failures. (SEE EXCUSING ABSENCES). Attendance Failures occur in any class in which the student has four or more unexcused absences and a grade of "F" shall be assigned for that class once report cards are printed for that 9-week grading period. An attendance appeal must be conducted in order to restore the student's earned grade(s). The student and parent/guardian must request an appeal hearing with the Attendance Office. Documentations of absences due to legal proceeding, medical appointments or other extenuating circumstances only will be accepted. The documentation must be presented prior to or at the appeal.

### **ATTENDANCE NOTIFICATION TIMELINE**

- Parents will be notified by auto-dialer after each absence daily. Parents/Guardians should provide the school Attendance Administrator or the registrar with a valid telephone number.
- After the 3<sup>rd</sup> absence, parents will be notified in writing of student's excessive absences. **Parents/student should verify absences in Parent Portal: (Click Absence Summary/Date Range/Enter the Starting and Ending Date of the 9 weeks/Go).**
- After the 10<sup>th</sup> absence, parents will be notified in writing that the student is at risk of being reported as truant and an intervention conference will be initiated.

If parents do not respond prior to reaching the 15<sup>th</sup> absence, documentation of attempts to contact parents will be turned over to the district's office of Intervention Services. **Compulsory School Attendance is a law in Florida.**

### **HALL PASSES**

If students are not in a classroom during a class period they are responsible for having the agenda book, signed by the teacher designating the student's destination and time of departure. All students in the hallways or on the campus without such permission will receive the appropriate consequences.

### **LATE ARRIVAL/SIGNING OUT EARLY**

Students arriving to school after 7:40 am must sign in at the Attendance Office. Students should submit written documentation upon arrival. **To leave campus prior to 1:50 pm, the parent or legal guardian must report to the Attendance Office to sign his/her child out of school. Signing out does not excuse the absence from school. Documentation must be provided (see Attendance Policy – Absences above).** Parent contact also must be made to the Attendance Office for students who drive to school for authorization to leave early. Acceptable reasons for leaving early are obvious illness, required court appearance, and pre-arranged medical appointment. Documentation must be required.

### **LATES**

Any student reporting to class ten (10) or more minutes after the start of the class, as noted by the sounding of the tardy bell shall be marked late. **Late designations are considered as unexcused absences.** A student with unexcused absences and/or lates totaling four (4) shall be assigned a grade of “F” for that 9-week grading period for that class.

### **PRE-EXCUSED ABSENCES**

Absences for any reason other than those previously listed will be considered unexcused. An absence for purposes other than those listed above, however, may be excused pending administrative approval by completing a pre-excused absence form. These forms are located in the attendance office in student affairs or on-line at the Rickards website. Pre-excused absence forms are valid only if signed by all teachers as well as the parent/guardian of the student who will be absent, and must be turned in no less than one week prior to the date of the absence(s).

### **TARDINESS**

Any student reporting to class up to ten (10) minutes after the sounding of the tardy bell shall be marked tardy. **Students should sign the teacher’s tardy log upon entering the class.**

### **UNEXCUSED TARDIES**

- 1<sup>st</sup> tardy, warning from teacher
- 2<sup>nd</sup> tardy, teacher contacts parent
- 3<sup>rd</sup> tardy, teacher assigns lunch or detention
- 4<sup>th</sup> and subsequent tardies, teacher will mark student “Late” with escalating consequences

A student accruing 3 lates in a class during a 9- week grading period can be assigned to Lunch Detention / Saturday School by the Assistant Principal for Attendance. Continued tardiness may result in the withdrawal of campus parking and off-campus lunch privileges. **Students picked up in hall sweeps will receive Lunch Detentions/Saturday School.**

### **OTHER CONSIDERATIONS**

Students who are absent due to recognized religious holidays shall obtain administrative pre-approval prior to the absences occurring. A religious holiday(s)/observance(s) exemption form should be completed by the

parent/guardian and filed with the school at the beginning of each year or upon registration.

**College recruitment trips are to be scheduled when school is not in session.**

Administrative exception may be granted for a planned program scheduled for a specific day or if the student has a pre-planned appointment, with a specific college administrator, verified in writing.

Any student with 15 or more absences due to a physical or mental condition which confines the student to a home or a hospital may be referred to be placed on Hospital Homebound or Intermittent Hospital-Homebound status. If placed in the Hospital-Homebound program, attendance records shall become the responsibility of the Hospital-Homebound program.

***Driver's license revocation occurs after the 15<sup>th</sup> absence. For license reinstatement a student must attend thirty (30) consecutive days. (No tardies or unexcused absence).***

*Student attendance is governed by the Leon County School Board. Please refer to LCS policy 5200 or LCS procedure D-21 regarding further inquiries.*

### **BUS CHANGES**

For safety and security, students who wish to ride a different school bus home than their assigned bus must submit a written request to the Attendance Office before/during lunch for verification with the parent or guardian. If this request is not submitted or if contact is not made with the parent/guardian, the student will be unable to change their bus assignment.

### **CELL PHONES**

(Please see Telephones and Electronic Devices)

### **DELIVERIES**

Classes will NOT be interrupted for messages or deliveries (except in verified emergencies). Balloons and flowers celebrating birthdays or other special events **are not the responsibility of the school and will not be delivered to students.** Students will not be able to carry balloons, stuffed animals, large flower arrangements, etc. from class to class. These items will be held in Attendance Office until the end of the school day.

### **DISCIPLINE POLICY**

Rickards High School's philosophy for general student behavior is that no student shall be allowed to interfere with another student's right to learn, nor a teacher's right to teach. Furthermore, no students will be allowed to cause harm to themselves or others. To achieve this philosophy, the Rickards High School family developed a school-wide discipline policy. The foundation of this policy is the Student Code of Conduct. Assigned consequences for misconduct by a student may be appealed by their parent/guardian through the James S. Rickards High School administration.

### **BUS TRANSPORTATION**

The school bus is considered an extension of the classroom. Therefore, the bus driver has the same authority as school personnel. A school board policy that

applies to student conduct also applies to the school bus. To ensure the safety of all riders, students will need to abide by the expectations of the bus driver. Misconduct on the bus will result in suspension from riding the bus and /or out of school suspension.

### **CONFLICT MEDIATION**

Conflict mediation is an attempt by James S. Rickards High School to resolve problems between students, with interventions by school personnel. Students who are made to feel uneasy by the actions of other students may request mediation through the office of Student Affairs or any administrator. Mediators will look for ways to resolve the concerns of all parties. In the event that items agreed upon in mediation are not adhered to, actions will be taken by the Dean's office.

### **DISCIPLINE PLAN & PROCEDURES**

**\*\* The following disciplinary actions will be used at James S. Rickards High School; however, the administration reserves the right to use discretion in disciplinary measures.**

#### **1. Class 1 (Minor Offenses)**

- Classroom disruption
- Dress Code Violation
- Eating and/or drinking in class
- Inappropriate display of affection – kissing, hugging, or touching another student
- Use of obscene or profane language or gestures
- Cheating, plagiarism, or other forms of academic dishonesty

#### **Consequences**

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Verbal Warning from teacher, Warning Card (dress code), teacher writes classroom referral.  |
| 2 <sup>nd</sup> Offense | Teacher/student conference, parent is called, teacher writes classroom referral.  |
| 3 <sup>rd</sup> Offense | Teacher/student conference, parent is called, student is assigned classroom detention, teacher writes classroom referral.   |
| 4 <sup>th</sup> Offense | Teacher/student conference, student is informed of repeated offense, teacher writes office referral, One (1) day ISD.   |
| 5 <sup>th</sup> Offense | Teacher writes office referral, Dean informs student of repeated offense. One (2) day ISD. Parent notified.   |
| 6 <sup>th</sup> Offense | Teacher writes office referral, Dean informs student of 6 <sup>th</sup> offense. Assigned three (3) days ISD. Dean informs student and parent that all subsequent referrals will result in five (3) days ISD. |

Referrals for Class I offenses will be treated collectively. This means that the disciplinary process will NOT begin with Step 1 for additional referrals.

2. **Class 2, Level 1 (Intermediate Offenses)**

- Failure to serve detention
- Loitering in an unauthorized location
- Skipping class
- Minor verbal altercations
- Offensive or inappropriate touching of another person
- Harassment or intimidation of another student
- Possession of tobacco products, lighters, or matches
- Initiating conflicts by spreading rumors, making false statements, accusations, threats, and other statements that tend to escalate situations or incite chaos.
- Insubordination/defiance toward school employee (failure to respond appropriately & timely to authority)
- Defacing school or personal property; malicious mischief
- Providing false information and other acts of dishonesty.

**Consequences**

1st Offense           Teacher writes referral, Dean assigns 1-day ISD and calls parents

2nd Offense           Teacher writes referral, Dean assigns 3-day ISD and guidance counselor is informed

3rd Offense           Teacher writes referral, Dean assigns 1-day OSS

4th Offense           Teacher writes referral, Dean assigns 3-day OSS

5th Offense           Teacher writes referral, Dean assigns 5-day OSS and informs parents and student that all subsequent referrals will result in 10-day OSS and may include a referral to alternative education facility

3. **Class 2, Level 2 (Intermediate Offenses)**

- Verbal threat of bodily harm to another student
- Gross Insubordination (failure to comply to directions given by Dean /Administration )
- Stealing, theft, or possession of stolen merchandise
- Possession of a sharp instrument such as a knife, for which there is no intended purpose
- Gambling, playing cards, pitching coins or dice during class time
- Unauthorized use of school property (computers, AV, or PE equipment, etc.)
- Trespassing; entering or remaining on school property without authorization during non-school hours.
- Preventing school employees from performing their duty (preventing fight break ups, etc.)
- Destruction of school or personal property (Restitution Required)
- Trespassing on another campus
- Possession, transmission, sharing or viewing of pornography or other inappropriate material
- Leaving school grounds without authorization

**Consequences**

- 1st Offense           Teacher writes referral, Dean confers with student, Dean assigns 3-day OSS, calls parent, and informs Guidance Counselor
- 2nd Offense           Teacher writes referral, Dean confers with student, Dean assigns 5-day OSS, calls parent, and informs Guidance Counselor
- 3rd Offense           Teacher writes referral, Dean confers with student, Dean assigns 10-day OSS and calls parent, Dean informs student and parent that all subsequent referrals will result in 10-day OSS or referral to an alternative educational facility

4. **Class 2, Level 3 (Intermediate Offenses)**

- Possession or use of any controlled substance, illegal drugs (including alcohol and vaporizers), or paraphernalia.
- Criminal mischief, destruction of school or personal property in excess of \$200 (restitution required). May be referred to School Resource Deputy.
- Unjustified activation of fire alarms or extinguishers (will be referred to the School Resource Deputy).
- Inciting, participating in, leading, encouraging, and/or assisting in a major student disruption which results in property destruction or damage or causes personal injury
- **Fighting (Involvement in a physical confrontation in which the participant either initiated the fight or failed to take advantage of an opportunity to avoid escalation of the incident that led to the fight). Automatic 10 day OSS will be assigned.**
- Creating a hostile environment that includes harassment, physical, verbal, graphic or written conduct that is sufficiently severe, pervasive or persistent as to interfere with an individual's ability to participate in or benefit from school activities. This includes all forms of abuse based upon a person's sex, sexual preference, race, national origin, or disability, as well as all other forms of discrimination, which may be prohibited by School Board policies.
- Indecent exposure, sexual contact, or intent to engage in sexual contact on school grounds
- Threats, harassment, or intimidation of a School District Employee.

**Consequences**

- 1st Offense           Teacher writes referral, Dean confers with student, Dean assigns 5-day OSS (10 for fighting), calls parent, and informs guidance counselor
- 2nd Offense           Teacher writes referral, Dean confers with student, Dean assigns 10-day OSS and calls parent, Dean informs student and parent that all subsequent referrals will result in 10-day OSS or referral to alternative educational facility

**\*\*A student who continually engages in Class I and II offenses, and does not positively respond to corrective measures, may be recommended to the Superintendent of Schools for expulsion.**

5. **Class 3 Major Offenses (ZERO TOLERANCE)**

Students who have been found to have committed the following offenses on school property, school-sponsored transportation, at school-sponsored activities, or at bus stops shall receive the most severe consequences provided for by School Board Policy.

- Possession or use of firearm
- Arson
- Aggravated battery
- Battery or aggravated battery on any School District employee
- Armed robbery
- Sexual battery
- Kidnapping or abduction
- Possession, use, or sale of any explosive device

**Consequences**

1st Offense                      Confer with School Resource Deputy, Dean confers with student and informs parents, Dean assigns 10-day OSS, **Recommendation of expulsion**

**EXPULSIONS**

Students guilty of flagrant violations of the rules, gross disobedience or misconduct will be recommended for expulsion. These offenses are defined, but not limited to any conduct, behavior or activity on or off campus. Any appeal to the expulsion process must be directed to the principal within the first three days of the incident that initiated the expulsion process. Any student that is expelled cannot attend any LCSB events at any school for the duration of the expulsion.

**HARASSMENT**

No student shall harass or intimidate a student, teacher or staff member based on race, color, religion, creed, national origin, physical or mental disability.(5517) James S. Rickards High School will not tolerate harassing or intimidating conduct (verbal or physical) that interferes with either the educational process or that creates a hostile educational environment. This includes bullying (5517), hazing (5517), name calling, using derogatory slurs or gestures or the implication of hatred or prejudice to others. Violations of the districts harassment policy may result in in-school detention, out-of school suspension or other disciplinary penalties being imposed.

**IN-SCHOOL DETENTION (ISD)**

Students assigned ISD must adhere to all rules and guidelines. Failure to comply with the rules of the In-School Detention (ISD) program will result in OSS. In all instances involving disciplinary actions, students will be provided due process or the exercise of their rights.

**SATURDAY SCHOOL**

Saturday School is offered to provide a positive, worthwhile, educational experience (EOC, IB, AP Subject Camps) and a meaningful misbehavior deterrent to those students who have violated school rules. Saturday School will be used as a disciplinary action option, in lieu of out-of-school suspension for students who have broken school rules, excessive tardies and poor attendance. In some instances, the Administration will assign out-of-school suspension instead of Saturday School.

This program will also prevent students from losing instructional time, keeping students in school. Failure to serve Saturday School will result in the cancellation of all arrangements made in the Student Affairs Office and subject to the discretion of the Administration. Saturday School hours are from 7:00 a.m. to 11 a.m. Students are expected to arrive on time. Students arriving late will not be admitted to the session and nullify all arrangements made by Student Affairs and will be subjected to the appropriate disciplinary action.

**SEXUAL HARASSMENT**

All students and employees shall be allowed to learn and work in an environment free from sexual harassment. Any persons who witness sexual harassment should report it to the proper authorities. Violation of the district's sexual harassment policy (policy 5517) may result in an in- school detention, out of school suspension, expulsion or other disciplinary penalties being imposed.

**TOBACCO/E-CIGARETTES**

Smoking, use of smokeless tobacco, possession of smoking material (including e-cigarettes) is prohibited. Smoking in the buildings, on the grounds or while being transported is prohibited at all times. Tobacco in any form is not to be brought on campus. The school grounds are interpreted as all property owned by Leon County Schools, including parking lots and athletic fields. Vaporizers are not considered a tobacco product, but are considered to be drug paraphernalia and possession of one on campus will be prosecuted as such.

## DRESS CODE

1. Students **MAY NOT** wear head coverings including, but not limited to: caps, hats, hoods, or scarves in any classroom (but may be permitted outside). **Bandanas are prohibited for all students.**
2. Students **MAY NOT** wear clothing that is sexually suggestive or that features crude or vulgar messages; depicts drugs, tobacco, alcoholic beverages, racial/ethnic clubs or gang affiliation in words, pictures or colors.
3. All pants and shorts are to be worn at the waist level with a belt (if necessary), with NO undergarments or other shorts showing. (This is now state law).
4. Dresses, skirts, shorts, etc., are to be of appropriate length (**with arms extended at your side, clothing must be longer than fingertips**), with a finished hem, worn at the waist with NO undergarments are to be showing.
5. **Holes in jeans must be below fingertips**
6. Shirts must cover the chest, back and shoulders (no spaghetti straps – straps must be one inch in width) and MAY NOT expose the midriff, cleavage or excessive armpit area.
7. Students MAY NOT wear see-through clothing or spandex-type clothing without something underneath or over. This includes but is not limited to: tights, leggings, Jeggings as pants.
8. Pajamas are prohibited.

Examples of inappropriate clothing include bicycle racing attire, see through garments, halters, backless dresses, tube tops or tank tops without over blouses or shirts, clothing not properly fastened, and bare midriff outfits.

- Clothing, jewelry, buttons or any other items with profanity or with symbols, pictures, patches, and/or signs, which are indecent, offensive, suggestive, drug and alcohol-related or associated with gangs are inappropriate. Clothing, identifying markings, or paraphernalia, which are racially or religiously offensive, including those associated with gangs, clubs, sects, or groups avowing or practicing discrimination against any person on the basis of age, ethnicity, handicapping, condition, religious, sex, or sexual orientation are inappropriate.
- Curlers, fingernail polish, and other hair and grooming aids should be used in restrooms only. Sunglasses must be removed in class.

The final decision on dress code will rest with the Assistant Principal of Discipline. Students in violation of the dress code will be required to bring their dress into compliance, and repeat violators may face other disciplinary consequences.

## **CONSEQUENCES FOR INFRACTIONS**

**\*For any infraction so egregious that is deemed a disruption to the learning environment, the student will be removed from the classroom and escorted to ISD so that they can call a parent to be supplied with appropriate attire or to remain for the duration of the day in ISD.**

1<sup>st</sup> Violation: Warning (Dress Code Card must be provided, & classroom referral written)

2<sup>nd</sup> Violation: Parent Contact/Conference (Dress Code Card, classroom referral, parent contacted by teacher)

3<sup>rd</sup> Violation: Teacher Consequence (Dress Code Card, classroom referral, parent contact, detention)

4<sup>th</sup> Violation: Referral – 1 Day ISD (Office Referral written with list of infractions)

5<sup>th</sup> Violation: Referral – 2 Days ISD (Office Referral written with list of infractions)

6<sup>th</sup> Violation: Referral – Saturday School (Office Referral written with list of infractions)

7<sup>th</sup> and Subsequent Violations: (Office Referral for Defiance is written)

**This is not an all-inclusive list. Administrative discretion will apply in some cases.**

## **EMERGENCY PROCEDURES**

### **EMERGENCY DRILLS**

Emergency practice drills, announced and unannounced, will occur on a monthly basis. These drills will include practices for fires, tornadoes/severe weather, intruder lock downs, etc. Special directions are posted in all classes showing the exit route to take in an emergency. Teachers will review and familiarize students with emergency procedures at the beginning of the school year. All emergency drills are to be taken seriously.

### **FIRE ALARM PROCEDURES**

Upon activation of the fire alarm system, students will leave the building with the teacher, remain together with the class, and proceed to the designated area, single file and remain quiet until instructed to reenter the building by school personnel.

### **SEVERE WEATHER CONDITIONS**

During conditions of severe weather, school officials will remain apprised of weather conditions via contact with school board officials as well as with the aid of weather- and news-related media. During instances of severe weather, school may be temporarily suspended or cancelled. In the event of inclement weather, students will receive instruction from school personnel where they may be held in classes to prevent exposure to the elements in the outdoor hallways.

## GRADING POLICY

### GRADE CALCULATION - SEMESTER

#### GRADE DEFINITION

The grading system used at James S. Rickards High School and the interpretation of letter grades are as follows:

<b>1st 9 weeks grade</b>	A A A A A B B B B B C C C	
<b>2nd 9 weeks grade</b>	A B C D F A B C D F A B C	
<b>Exam Grade</b>		
<b>A</b>	A A B B C A B B C C B B C	
<b>B</b>	A B B B C B B B C C B B C	
<b>C</b>	A B B C C B B C C C B C C	
<b>D</b>	B B B C C B B C C D B C C	
<b>F</b>	B B C C F B C C C F C C C	
<b>1st 9 weeks grade</b>	C C D D D D D F F F F F	
<b>2nd 9 weeks grade</b>	D F A B C D F A B C D F	
<b>Exam Grade</b>		
<b>A</b>	C C B C C C D C C C D D	
<b>B</b>	C D B C C D D C C D D D	
<b>C</b>	C D C C C D D C C D D F	
<b>D</b>	D D C C D D D C D D D F	
<b>F</b>	D F C C D D F C D D F F	
<b>Definition</b>	<b>Percent Value</b>	<b>Letter Grade with Numeric Equivalent</b>
Outstanding	90 – 100%	A (4.0)
Above Average	80 – 89%	B (3.0)
Average	70 – 79%	C (2.0)
Below Average	60 – 69%	D (1.0)
Failure	0 – 59%	F (0.0)

## GRADUATION REQUIREMENTS

To graduate from high school a student must meet all the requirements of the Leon County Student Progression Plan, demonstrate mastery of the Student Performance Standards (Fla. Stat. § 1001.03, 1010.305), and meet all requirements established by the Florida Department of Education and the Leon County School Board. Visit the James S. Rickards High School Guidance Webpage at <http://www.leonschools.net/Page/16791> to view detailed graduation requirements for each cohort.

## **GUIDANCE**

The Guidance Department of James S. Rickards High School is dedicated to the academic, emotional, mental, social, and physical well-being of every student on our campus. We take a holistic approach with our students as we are concerned not only with how they are doing in class, but also how they are doing in other activities outside of class. Our Guidance Counselors are prepared to assist you with finding information related to college applications; scholarship searches; dual enrollment; testing; emotional, social, and mental wellness; and a variety of other topics. Students are assigned counselors based on their cohort (9<sup>th</sup> grade entry year). For additional information regarding the Guidance Department and Staff, please visit the Guidance Website at <http://www.leonschools.net/Page/16784>.

## **MEDIA CENTER**

The Media Center offers a number of services to students to support research and study as well as to encourage reading for pleasure and personal hobbies/interest. The collection includes reference books, CD-ROMS, a five-year back-file of magazines, infotrac, and SUNLINK, and a catalog of resources, located in over 1200 Florida schools, available for interlibrary loan requests. Students may borrow up to five books for a two-week period. Computers are available in the media center for student use, and a copier is provided for a nominal cost. Students who use its services have the responsibility of following basic guidelines. Food and drinks are not permitted in the Media Center. A valid, signed and dated pass from a teacher is required.

## **OFF-CAMPUS LUNCH PRIVILEGES**

Off-campus lunch privileges are reserved for eleventh and twelfth grade students in accordance with Leon County Schools' policy. Only juniors and seniors who have earned a 2.0 unweighted cumulative GPA are eligible for off-campus lunch privileges. Applications may be picked up during the first week of school in the Student Affairs Office. No student is permitted to leave campus during lunch without a signed and approved application on file with the Student Affairs office prior to any attempt to leave.

## **PARKING**

Parking on campus is a privilege offered first to seniors, and then juniors who have earned a 2.0 unweighted cumulative GPA. An application for parking on campus, a notarized parent permission form, and a copy of the student's driver license, vehicle registration, and insurance card must be on file in Student Affairs prior to receiving a parking decal. A non-refundable fee of \$20.00 is assessed. Students must adhere to the following guidelines and regulations:

- Maintain a minimum 2.0 unweighted cumulative grade point average
- Follow and obey all parking rules
- Wear seatbelts
- Display decal properly (affixed to bottom of windshield, driver's side)

**Parking privileges may be revoked for the following reasons:**

- Excessive unexcused absences or tardiness (4 or more per 9 weeks)
- Transporting students off campus who are ineligible to leave campus
- Disciplinary problems
- Delivering food to students who cannot or do not leave campus leading to tardiness or eating in class
- Speeding and reckless driving
- Loitering in the parking lot

Cars improperly or illegally parked on campus may be towed at owner's expense by Hobkirk Towing, located at 2301 Ronellis Dr., telephone 224-6456. Vehicles improperly parked are also alternatively subject to being disabled with a vehicle boot in lieu of being towed. To remove the vehicle boot, a fee of \$20 must be paid prior to the release of the vehicle. If the vehicle owner refuses to pay the fee, it will be promptly towed. Costs are **\$96** for towing, **\$40** for a "no-tow" visit, \$15 per day storage fee (after 24 hours), **\$30** for after-business hour's release of a vehicle and **\$40** for a certified letter of notification (after 96 hours).

**PROMOTION FOR GRADES 9-12**

A student, including an ELL student, will be placed in accordance with the number of credits earned by the beginning of the school year. Students must fulfill the following requirements in order to be promoted:

- **Sophomore (10th Grade):** A student must have earned five (5) credits and a cumulative grade point average of 1.0 on an unweighted 4.0 scale on the credit being submitted for promotion.
- **Junior (11th Grade):** A student must have earned a total of ten (10) credits and a cumulative grade point average of 1.50 on an unweighted 4.0 scale on the credit being submitted for promotion.
- **Senior (12th Grade):** A student must have earned a total of seventeen (17) credits and a cumulative grade point average of 2.0 on an unweighted 4.0 scale on the credit being submitted for promotion.

**Students who do not meet promotion requirements prior to the beginning of the subsequent school year may be promoted at mid-year provided all requirements have been met by that time and they have earned required credits and GPA as indicated on the chart:**

**Mid-Year Promotion Requirements**

Classification	Required # Credits	Grade Point Average
Sophomore	7	1.25
Junior	13	1.75
Senior	21	2.0

**SCHOLARSHIP OPPORTUNITIES**

There are many scholarship opportunities available through the Guidance Office. Parents and students are encouraged to speak directly to their assigned counselors as early as 9<sup>th</sup> grade. For information concerning scholarships, including the Florida Bright Futures Scholarship, please visit: <http://www.rickards.leon.k12.fl.us/guidance/guidanceresources.html>.

## **SCHOOL PROPERTY**

Students are required to take appropriate care of all school property that includes, but is not limited to, books, furniture, equipment, computers, bathrooms, walls, etc. Students will be required to pay for repair or replacement for lost and/or damaged items.

Students are responsible for taking care of assigned textbooks, making sure the books are returned as close as possible to the condition in which they were issued. The student to whom the book was assigned must pay for damaged and/or lost textbooks in the event that it is not returned or is returned in an unsatisfactory condition.

## **SEARCH & SEIZURE (See LCSB Policy 5771)**

Upon entering into or upon any property of the Leon County School Board (including Rickards High School, Cox Stadium, and Leon District School buses) school board officials have the powers to perform a search of a person, vehicle, or personal property upon reasonable suspicion that said search would reveal stolen property or contraband, or anything that may threaten the health, safety, and wellbeing of any person. School administrators also may utilize metal detectors and law enforcement-trained narcotics detection dogs. School administrators may search parts of a vehicle including the passenger compartment, engine compartment, the trunk, and any containers within whether locked or not.

## **SEMESTER EXAM POLICY**

All students must take a written or performance-based final semester exam in each course unless otherwise exempted. Students with 10 or more unexcused absences per semester must earn a passing grade on the semester examination in order to be eligible to receive credit in that course.

## **SRD CONSULTATION**

In all cases of infractions, specific cases may be referred to the School Resource Deputy or other appropriate law enforcement personnel for any violation of state/federal statutes or municipal ordinances, **which will likely result in student arrests**. Please note additionally, that certain offenses require notification of the SRD per school board policy.

## **STUDENT GRIEVANCE PROCEDURE**

Any dispute concerning student rights and responsibilities and the application of School Board Policy and Procedures may be grieved using the steps and the procedures contained in Policy 5710.

## **STUDENT MEDICATIONS (See LCSB Policy 5330)**

Only medications that are medically necessary during school attendance will be accepted. Most medications can be given at home. Medication must be transported to and from school by the parent/guardian. The parent/guardian must complete a Medication Permission Form for each medication.

Students requiring over-the-counter (OTC) medicine for a temporary medical condition (i.e., cough and cold medicines, pain relievers, allergy medicines, skin conditions) do not need a written health care provider order for the first five days of medicine administration, although the Medication Permission Form shall be completed by the parent/guardian. If the nonprescription medicine is needed for more than five days, a written health care provider's order is required. Students who carry their own medication must have a Medication Permission Form and written order from the physician on file in the school clinic.

### **TELEPHONES AND ELECTRONIC DEVICES**

Students have access to a telephone in the Main Office during the school day. Students may request to use the school telephone during lunch or during class if provided with a pass to the office by the teacher. Students are allowed to bring cellular telephones to school (at their own risk, as Leon County Schools will NOT BE HELD LIABLE for any lost or stolen devices). However, Leon County students will not be able to use cellular telephones during class hours, except in the Main Office. If cellular telephones ring, are used during the school day, or are visible, they could be confiscated by an employee or the School Resource Officer.

Cellular telephones will be returned to the student at the conclusion of the school day after the first confiscation, and will only be returned to parents for any subsequent confiscation. Cell phones confiscated after lunch will be returned at the conclusion of the **following** school day. Upon confiscation, teachers will turn the telephone over to the Assistant Principal for Discipline or his/her designee. Refusal to surrender an electronic device or cell phone will result in an automatic Out of School suspension (**1 day**).

### **TRESPASSING (See LCSB Policy 9150.01)**

Non-students are required to report to the main office immediately upon entering the school premises. Failure to report to the office or any act that interferes with the orderly operation of the school **will be grounds for trespass prosecution.** Students may not enter the premises or grounds of another school from one hour before to one hour after school hours without permission. Trespassing on another schools' campus will result in an automatic Out of School Suspension (3 days). Exceptions include waiting for a bus transfer, escorting a younger student, or participating in volunteer or service projects. **\*\*Students who return to campus during a period of suspension or expulsion will be subject to arrest for trespassing. Students in other programs that require students to leave school grounds in order to attend work will be subject to arrest and/or other disciplinary action for trespassing if they remain on campus after such time they are expected to be at their jobs and, therefore, off campus.\*\*** Students who are suspended are not allowed to attend or participate in any extracurricular activities, including athletics.

### **Nondiscrimination Notification and Contact Information**

“No person shall on the basis of gender, transgender or gender nonconforming status, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, military status, pregnancy, disability or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers  
Equity Coordinator and Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7306  
[rodgersk@leonschools.net](mailto:rodgersk@leonschools.net)

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Dr. Alan Cox, 504 Specialist  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7190  
[coxa@leonschools.net](mailto:coxa@leonschools.net)

**Leon County School District  
Tallahassee, Florida  
Jackie Pons, Superintendent**