

Our Community Partners



The Millicent Holifield Academy of Health Sciences



2019



2020

**“Passionate hands forging
tomorrow’s Health”**

Student Handbook

Message from Principal

Dear Students and Parents/Guardians:

It is with great pleasure that I welcome you to the Rickards High School Health Academy, one of Leon County's state-of-the-art secondary academies. We believe that our young adults will "Believe, Become, and Lead".

Students attending the Health Academy have the unique opportunity to pursue challenging academic coursework in the Health field and an advanced academics curriculum that represents the new and emerging professions of the 21st century.

The Health Academy has been designed to offer a research-based education that will assure our students graduate ready for college and the careers in the Health Fields. As a member of the Secondary School Reform Initiative, the school's ideological foundation is based on: a personalized learning environment, advanced academic engagement, empowered educators, accountable leaders, engagement of the community, and an integration of high standards, curriculum, instruction, assessments, and supports. The faculty and staff at Rickards High School are committed to providing students with a quality education based on academic rigor and support.

I challenge each of you to take advantage of the what the Rickards High School Health Academy has to offer; a rich and challenging curriculum in a small learning environment, access to advanced technology, and a nurturing environment meant to foster intellectual, emotional, and social growth! We will strive to ensure our students develop their self-confidence, leadership skills, and sense of responsibility.

Sincerely,

Douglas Cook,

Student Agreement Form

I have read and understand the course expectations for the Certified Nurse Assistant training course at the Millicent Holifield Academy of Health Sciences at James S. Rickards High School. I agree to all stated rules and financial obligations.

Printed student name

Student signature

date

Parent signature

date

The School Board of Leon County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status. Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

James S Rickards High School
3013 Jim Lee Road
Tallahassee Florida, 32301

School Website Information:
<https://www.leonschools.net/rickards>

Millicent Holifield Academy of Health Sciences
website information:
<https://www.leonschools.net/domain/4381>

Our School's Mission

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

Our School's Vision

The vision of Rickards High School is to provide students with a caring, supportive learning environment that allows them to reach their maximum potential through quality programs, instruction and experiences.

We welcome your assistance with helping us achieve our Mission so that we can fully realize the vision for James S. Rickards High School. Please consider volunteering with us and or joining our School Advisory Council. Together we can make a difference in the lives of our students and our surrounding community!

Alma Motto

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



LETTER TO PROSPECTIVE MEMBERS

By enrolling in a Health Science program at James S. Rickards High School, your son/daughter has done more than just enroll in another class. He/she has actually embarked on a new way of life because of the many extraordinary advantages available through this program. In connection with the Health Science Education program, your son/daughter will be invited to join HOSA. Membership in HOSA is available to students enrolled in the Health Science Education area chosen by your son/daughter. It is designed to give the student that something “extra” which will help him/her to take his/her place more effectively in work and society. HOSA is the place for students to expand upon the learning opportunities offered in the classroom. HOSA is not a club—it is an organization that promotes career opportunities in health care and supports young people who plan to pursue a health career. In our HOSA Chapter, we stress leadership through the election of student officers. We stress participation through social activities, leadership development sessions, business meetings and friendly competition by means of skill and academic contests on the local, district, state, and national level. The costs to the student for affiliation at the state and national level are being kept to a minimum. Dues include: state dues \$12.00 and national dues \$10.00, for a total of \$22.00. Opportunities are available to work with your son/daughter to either raise their dues money, or pay it on a monthly schedule. Dues money is used to pay postage, duplicating chapter materials, and for other HOSA related needs. HOSA provides an opportunity for your son/daughter to shine

Mr. Perry L. West, Local Chapter Advisor/Coordinator

Leon County Public Schools

Mr. Rocky Hanna,
Superintendent of Schools

The School Board of Leon
County, Florida

Mrs. Georgia “Joy” Bowen

Ms. Alva Striplin

Mr. Darryl Jones

Mrs. DeeDee Rasmussen

Mrs. Rosanne Wood

Parent Focus

Parents/guardians of all Leon County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time, you can see and update personal information, see your child's agenda book information - including grades, attendance, and bus route information, and have access to the Parent Resource link, which takes you to sites such as Health Academy, School of Choice, etc. You will also have access to electronic books for some subjects. James S. Rickards High School is a Title I School, therefore, free and reduced lunch is available to all students.



Millicent Holifield, established a program at Lincoln High School to train young black women as licensed practical nurses "She single-handedly forced the Leon County School Board to train black nurses beginning in the 1950s. Her students went on to become pillars of their communities in nursing, education and business."

-Dr. Edward Holifield

Mission:

Our Academy of Health Sciences program is designed to encourage and prepare students for entry into post-secondary education in the fields of Nursing, Pre-medicine, Allied Health Sciences, Pre-Pharmacy, or Pre-Public Health. The health academy follows the three essential elements outlined by the State of Florida Department of Education career model:

- A small learning community
- A college-prep curriculum with a career theme
- Partnerships with local community supporters, colleges/universities and employers

Rewards

- Potential Scholarships
- Core health science courses
- Academy shirts
- Possible paid internships & apprenticeships
- Participation in college-level health sciences courses (Concurrent Enrollment)
- Tours, shadowing, career fair experiences
- HOSA Future Health Professional memberships and Summer Programs
- Health careers leadership skills development
- Community/volunteer programs
- Annual recognition and awards for achievement in academics, community service, and clinical experiences
- Academy graduation credential certificates and diploma seals and honors cords
- Letter of recommendation from the Academy Coordinator and/or counselor
- Possible consideration for placement in post-secondary educational programs
- Incentive for Academy completers when applying for health sciences majors

Confidential Information

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records, and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the Florida laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, 27 which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders. Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of postsecondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

Halls/Hall Passes

Approximately 7 minutes are allowed to pass from class to class. Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present a hall pass courteously when asked to do so. At no time is a student to be out of the classroom during class without an agenda book Pass. Teachers are not to give verbal permission for a student to exit the classroom.

Cell Phones

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a school bus, would be a violation of the COSC.

Internet Use Policy – Board Policy

Access and use of the internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

Emergency Contact Information Student Data/ Emergency Contact

Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information provided on the Student Data/Emergency Contact Card will enable school staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

10th Grade Commitment

1. Take required Millicent Holifield Academy of Health Sciences courses and the course progression plan for your cohort.
2. Complete 10 additional hours of documented volunteer service (15 hours cumulative) during the 10th grade year.
3. Maintain good discipline and represent the Academy well. This includes not committing any category II, III, or IV disciplinary infractions, as well as repeated category I disciplinary infractions (see the Leon County Schools' *Code of Student Conduct*).
4. Earn the following grade point average (GPA) by the end of the 10th grade and maintain it throughout the high school year: 2.5 or better weighted

11th Grade Commitment

1. Take required Millicent Holifield Academy of Health Sciences courses and the course progression plan for your cohort.
2. Complete 10 additional hours of documented volunteer service (25 hours cumulative) during the 11th grade year.
3. Maintain good discipline and represent the Academy well. This includes not committing any category II, III, or IV disciplinary infractions, as well as repeated category I disciplinary infractions (see the Leon County Schools' *Code of Conduct*).
4. Maintain the required grade point average (GPA) of a 2.5 or better weighted GPA.

12th Grade Commitment

1. Take required Millicent Holifield Academy of Health Sciences courses and the course progression plan for your cohort.
2. Complete 10 additional hours of documented volunteer service (40 hours cumulative) during the 12th grade year.
3. Maintain good discipline and represent the Academy well. This includes not committing any category II, III, or IV disciplinary infractions, as well as repeated category I disciplinary infractions (see the Leon County Schools' *Code of Conduct*).
4. Maintain the required grade point average (GPA) of a 2.8 or better weighted GPA.

By the end of 12th grade, Millicent Holifield Academy of Health Sciences students must have completed their course progression for their cohort. These courses are listed under the Millicent Holifield Academy of Health Sciences Curriculum guide.

***Students not abiding by these expectations will be removed from the Millicent Holifield Academy of Health Sciences**

PROGRAM DESCRIPTION:

The Health Academy at James S. Rickards High School is designed to encourage and prepare students for entry into healthcare careers immediately upon graduation and/or continued education in the healthcare profession in the post-secondary arena. While in the program students can obtain post-secondary credits, obtain industry certifications, and participate hands-on experiences. During their senior year students can participate in the Certified Nursing Assistant (CNA) training program and clinical experiences, dual enroll in another post-secondary healthcare program, or be placed in an externship position. Those that participate in the CNA training program will sit for the CNA licensure exam prior the end of their senior year.

Student Rights and Responsibilities

The rights and responsibilities presented in the Code of Student Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

Dress Code – Board Policy

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

Uniform Policy

The mandatory school uniform is as follows: Rickards High School Health Academy students are required to wear uniform at part of the program. The teacher will provide students and parents with the expectations as they relate to uniform compliance.

ALL OTHER CLOTHING ATTIRE IS NOT PERMITTED

Special note to Parents: A student who wears items of clothing which distract the attention of students from the lesson being presented will be required to change the clothing to remove the distraction. Students violating the dress code will be excluded from class and other school activities until student is wearing proper attire. Other clothing issues such as size and/or fit will be considered on an individual basis and acceptability will be determined at the discretion of the administration.

Classroom etiquette/Professionalism:

- ◆ This class is intended to provide the student with not only instruction as a nurse assistant, but also training to become a professional and the expectations associated with professionalism. Therefore, we expect that we will NOT see bra straps, boxers, underwear/thongs or cleavage during this class. we understand that piercings and tattoos are a form of self-expression. However, for the purpose of maintaining professional expectations, facial and tongue piercings will not be allowed at job shadows or clinicals. One piercing per ear will be allowed.
- ◆ To honor the other students and the instructors, please turn off cell phones prior to class and. Phones may be used with special permission.
- ◆ No food or drinks are allowed other than water.
- ◆ This is a professional environment being used to train young adults to be professionals. Therefore, there will be no gum and absolutely no foul language allowed.
- ◆ All lab supplies will be returned to proper storage areas before leaving class. Also, the beds and lab area will be straightened and left in a clean manner (as determined by the instructor).

Behavior:

Students will also be evaluated on their behavior during theory, laboratory, and clinical experiences. Behavior shall be conducive to learning and a professional manner will be maintained at all times. Verbal and physical confrontation will not be tolerated. Differences of opinion will be handled in an open sharing manner, but not in front of classmates, patients, visitors, or staff. The following behaviors will result in automatic termination from the course:

1. Any act that endangers the health and safety of a person receiving your care
 2. Abuse, neglect or harm to a person receiving your care
 3. The use of habit forming drugs or controlled substances
 4. Violation of confidentiality
- Misappropriation of school or client's property

PROGRAM REQUIREMENTS:

Students must have a 2.0 GPA to qualify

Applications require two recommendations (teacher or principal)

Students must be in good standing with the attendance and discipline offices at the high school in which they are currently enrolled.

Class fees

\$25 HOSA (Future Health Professionals-Local and National fees)

\$30 Academy Scrubs

\$20 Materials and Supplies (includes First Aid CPR AED card upon completion of training)

\$75 Total

PROGRAM PROGRESSION

<u>1st Year</u>	<u>2nd Year</u>	<u>3rd year</u>	
Honors Anatomy and Physiology: (Including Medical Terminology) (2000360)	Health Sci. Foundation (84171100) or Basic Healthcare Worker (HSC0003)	Nurse Aide & Orderly (HCP0121V) Post- Secondary Credit (two periods: skills/lab and theory)	CNA Training Program with Clinical Experience (Post-Secondary Credit) Possible Certifications: Certified Nursing Assistant
Possible Certifications: CPR/First Aid/AED	Possible Certifications CPR/First Aid/AED		Dual Enrollment at TCC or Lively Technical in another healthcare program (i.e. Pharmacy, Paramedics) Post-Secondary Credit
			Medical Externship

Other Requirements

- TB test –to be done at your own physician’s office
- Proof of immunization
- OHSA / HIPAA training (provided in class)

Pass a criminal background check, drug screening, physical, and fingerprint background check prior to clinical internship

Eligibility requirements for taking the certification exam

1. Attend 40 hours of **clinical experience**
2. No more than 1 missed clinical days which must be excused by proper documentation.
 - I reserved the right to amend this policy due ti extenuating circumstances.
3. Maintain minimum grade of C in the CNA class
4. Meet school grade eligibility requirements in other classes
5. Complete ALL assignments
6. Test off as satisfactory or proficient on all 22 skills
7. Completed payment requirements
8. Minimum final grade of 75/C in the CNA class
9. Any required make up lab time must be completed **and** up to date
10. All eligibility requirements will be checked every six weeks. It is the student’s responsibility to know and abide by these requirements.

The Millicent Holifield Academy of Health Sciences Clinical Experiences

Clinical experiences are vital in the preparation of health care workers who will work with patients. This course has a required 40 clinical experience components in which the student will observe and/or perform specific health care procedures in direct contact with patients that may include:

- ◇ showing respect and dignity to patients
- ◇ answering call lights (if applicable)
- ◇ personal care
- ◇ patient bathing
- ◇ bathroom assistance
- ◇ questioning patients about bodily functions
- ◇ informing instructor/ staff when problems arise
- ◇ communicating effectively in pre- and post-conferences with instructor and doing their very best to represent the Health Science Academy.
- ◇ other types of personal contact between student and patients

Students will be excused from class on clinical days, but it will be the student’s responsibility to arrange with their teachers the time to make up any missed assignments. The student will be supervised and assisted by the instructor at all times while in the facility. The student must be on time and in attendance each day. Students will only perform the skills they were taught in class and have mastered.

Dress Code:

Students are expected to follow the conduct, appearance, dress and grooming standards of the healthcare profession, the RHS health academy and the Leon County School district policy. First year and second year students are expected to wear their health academy polo shirts on the designated day and at all health academy events as directed by the instructor. All seniors attending clinicals will wear scrub uniforms while in the hospital setting as well as at the Health Academy on the designated day as directed by the instructor. White closed-toe shoes (tennis shoes acceptable), and their name badges are to be worn always during the clinical experience. Name badges are a requirement for participation in clinical rotations. White long-sleeved shirts are acceptable to wear under the scrubs.