



Florida Sheriffs Youth Ranches, Inc.  
**DONALD RALPH COOKE SCHOOL**



**2023-2024**  
**PARENT/STUDENT HANDBOOK**



**WELCOME BACK, COLTS!**





Florida Sheriffs Youth Ranches, Inc.

## DONALD RALPH COOKE SCHOOL

### **Introduction:**

I would like to welcome everyone to the 2023-24 school year! Our team is excited to begin another successful year with our students. We look forward to providing each student with a rigorous and challenging education based on his or her educational needs. Our faculty and staff have high expectations for student achievement this year. Our mission at FSyr Donald Ralph Cooke School is a reflection of the Florida Sheriffs Youth Ranches (FSYR); The Mission of the Florida Sheriffs Youth Ranches Donald Ralph Cooke School is to develop character, citizenship, leadership, and work ethic within the students we serve, leading them to a successful and productive life. Nothing grows and survives without a strong foundation... *WORK... STUDY...PLAY...PRAY.*

Our Vision: Inspiring and developing young men and women to face the future with a sense of direction, ability, and hope.

In this packet, you will find our policies and procedures for 2023-24.

Sincerely,

Dana Drawdy  
Director of Education

### **Acknowledgment from our Program Director:**

Sow a thought...reap an action. Right now, you are formulating your thoughts about the coming school year. I want to encourage you to formulate positive thoughts. Your attitude about school will help make this school year a success or a struggle. It's your choice. I am excited to hear about your progress and how you are making this, your best school year ever! You can do this!

Warmest Regards,

Arenetta Jacobs  
Program Director

**Administrative Staff:**

Dana Drawdy	Director of Education
Amanda Ferguson	Assistant to Director of Education
Cecelia Livingston	Dean of Students
Tresca Walker	Assistant to Dean of Students

**School Hours: 7:45-4:00****Bell Schedule:**

Period 1	8:05-8:55
Period 2	8:57-9:47
Period 3	9:49-10:39
Period 4	10:41-11:31
Lunch	11:31-12:06
Period 5	12:08-12:58
Period 6	1:00-1:50
Period 7	1:52-2:42

**Wednesday Nurture Group and Chapel Bell Schedule**

Nurture Group	8:05-8:45
Period 1	8:47-9:27
Period 2	9:29-10:09
Period 3	10:11-10:51
Period 4	10:53-11:33
Chapel	11:40-12:10
Lunch	12:13-12:38
Period 5	12:43-1:23
Period 6	1:25-2:05
Period 7	2:07-2:42

\*\*\*Tardy Bell - 2 minutes after each transition\*\*\*

**Drop Off/Pick Up:**

We will have a monitor outside to help with flow of traffic. Morning Drop off will begin at 7:50 a.m. Please wait for your students to enter school before you leave. We will also try to use this time to address any type of dress code violation.

**Visitors**

All visitors will check in at the Boys Ranch Administration Building before coming to the school. The receptionist will call the Assistant to Dean or Assistant to Director of Education to let them know to expect visitors. It is recommended to call the school and schedule an appointment before arrival.

**Student Information System**

FSYR Donald Ralph Cooke School utilizes the MySchoolWorx student information system for grading, behavioral information, transcripts, and email. Please see attached flyer for information on how to create a parent account.

## **SUMMER SCHOOL PROGRAM**

All students in residence at the Boys Ranch will attend a mandatory summer Social Skills/Life Skills Course beginning June 3, 2024 and ending on July 11, 2024. Our Life Skills Course/Social Skills course will be from 8:00 a.m. until 9:00 a.m. Monday - Thursday. ALL students needing credit make-up or wanting to take a course will stay from 9:00 a.m. until 12:00 p.m. to complete the necessary coursework.

### **Student Support Teams**

Residential student support teams will consist of:

- Dean of Students (DOS)
- Director of Education (DOE)
- Program Director (PD)
- Teacher
- Therapists
- Unit Director (UD)
- Family Engagement Specialist (FES)
- Cottage Parent/Parent/Guardian.

Day student support teams will consist of

- Dean of Students (DOS)
- Director of Education (DOE)
- Teacher
- Program Director (PD)
- Parent/Guardian.

## **EXPECTATIONS**

### **TRUST BASED RELATIONAL INTERVENTION (TBRI®)**

Here at the FSYR Donald Ralph Cooke School, we believe in providing students with the opportunity to learn in a trauma-informed environment where they can feel safe, cared for, and successful. Faculty and staff will implement Trust Based Relational Intervention (TBRI®) strategies to allow students to experience felt safety, connection, and practice self-regulation. When misbehavior occurs, students may be given the opportunity for a redo, an offer of choices, or given an opportunity to ask for a compromise when appropriate before applying consequences.

### **CELL PHONES**

Cell phones are prohibited on school campus. If a student is caught with their phone after 8:00, it will be taken from them by the dean and returned to their cottage parents/parent or unit director. If a student is caught with cell phone for a 2<sup>nd</sup> time, the phone will be taken and not returned.

### **Nurture Groups**

To help foster the principles of TBRI in a safe, fun, and nurturing environment, Nurture Groups will be held at school each Wednesday morning.

TBRI Nurture Groups are weekly small groups that promote students social and emotional growth in a playful and supportive group setting. The purpose of Nurture Groups is to help students develop relational skills including giving and receiving care, negotiating needs, and getting to know their autonomous self. Every student will be enrolled in a 1<sup>st</sup> period Social Skills and Character Education course that will include Biblical Studies.

**ACADEMICS**

Every student’s transcripts are thoroughly evaluated upon acceptance into the Boys Ranch Program. All students will be placed into academic and elective courses based on their individual needs.

Students who are in need of credit retrieval for failed course work will either be placed in that course for the school year, attend after school credit make-up, or be placed in summer school depending on the time of year the student is accepted. Once a passing grade is achieved for semester work, the new score will be added to the transcript under the school year of completion. The failing grade will remain on the transcript but will not count against GPA.

Cheating and plagiarism are never allowed at FSyr Donald Ralph Cooke School. If a student is caught cheating or plagiarizing an assignment, they will receive a zero and the expectation will be that the student will repeat the assignment. This will be done during remediation days, monitored after school time, at home and/or in study hall at their cottage. It will be up to the teacher to decide how their grade will be affected once the assignment is resubmitted.

**High School Graduation Requirements**

***18 or 24 Credit Option***

<b><u>Course</u></b>	<b><u>24 Credit Option</u></b>	<b><u>18 Credit ACCEL Option</u></b>
English	4	4
Algebra I	1	1
Geometry	1	1
Mathematics	2	2
U.S. History	1	1
World History	1	1
U.S. Government	0.5	0.5
Economics with Financial Literacy	0.5	0.5
Biology I	1	1
Equally Rigorous Science	2	2
Practical/Performing Art	1	1
Electives	9	3

## **ATTENDANCE**

The importance of regular school attendance is emphasized by FSYR Donald Ralph Cooke School and by the Florida Compulsory Attendance Law. School attendance is the responsibility of the parent and the student.

### **Absences**

It will be the responsibility of the student to make sure that all missed work is made up upon return to school. Students should obtain all make-up work within two days of return to school. It will be at the teacher's discretion for the due-date. If a student begins to fall behind in their academic courses, after school tutoring and credit make-up will be assigned.

Students should not miss more than 10 days in a full school year or more than 5 per semester. Summer school may be assigned for those students who fall behind in their academics due to excessive absences.

A written excuse must be submitted to the Assistant to the Dean, Tresca Walker or emailed to [twalker@youthranches.org](mailto:twalker@youthranches.org) for the student's absence/tardy to be excused.

### **Examples of Excusable Absence/Tardy:**

Illness

Serious illness or death in the family

Medical appointment

Emergency medical or dental

Agency and school activities

Legal matters

Pre-Approved family activities

Other absences excused by DOE

### **Tardiness**

It is the expectation that students will transition to and from class in a timely manner. A student will be considered tardy if they arrive to class after the tardy bell. Tardiness will be considered excessive when there are more than 3 per nine-week period.

## **ATHLETICS**

FSYR Donald Ralph Cooke School students will be allowed to participate in the Suwannee County School District sports programs and activities. Students must maintain a 2.0 minimum GPA per semester and have approval of the educational team.

Students who need to leave early for practices, games, or any other extra-curricular activities will be responsible for making up any work that is missed during this time. The amount of time a student has to turn in their assignments will be determined by the individual teacher.

All students will be held to the same behavioral standards and if after school correction/reflection activities are assigned, they will be expected to attend. Students can be released to attend their activities as time allows.

**Extracurricular Activities:**

Leo Lions Club  
Heifer Program  
Farm Activities  
Horseback Riding  
Student Leadership  
Volunteer Opportunities

**DRESS CODE**

All students will follow the dress and grooming policy and procedures set forth by the Florida Sheriffs Youth Ranches.

It is the expectation that ALL students will self-check for proper dress code each morning. We ask that all cottage parents and parents check students for proper dress code before they leave for school. Students out of dress code will be sent back home to change immediately which will result in unexcused tardies or absences from class. Another option would be for students to receive a Payment of Debt (POD) to purchase clothing in order to be in compliance, if we have their sizes available. *Dress Code clothing can be purchased through French Toast Uniforms.*

Students will be allowed to wear sports jerseys, over dress code, on game days only.

**Boys:**

**Shirts:** Black, Heather Gray, True Royal, and Dark Green Polos. All polos must be solid in color with no symbols or embroidery other than the Cooke Colts logo.

**Bottoms:** Khaki, Navy or Black cotton/twill slacks with or without pleats. Shorts must be of the same style. No holes, rips, or pattern marks. No super-skinnies. No baggie or drop-waist pants. No cargo shorts. No pajama bottoms, elastic waistbands or drawstrings, athletic pants/shorts are allowed except for in PE (see PE dress code). Pants must fit above hips and a belt is a daily requirement. The belt must be plain in color black or brown (western belt buckles are allowed). Material must be twill or cotton, no denim.

**Shoes:**

No fashion athletic shoes (AirForce 1) or athletic shoes with laces allowed at school except during PE. Shoes with laces must be tied properly at all times during PE. Acceptable shoes for school: slip on Converse or Vans, deck shoes, dress shoes, cowboy boots, Hey Dudes, slip on athletic shoes (shoes with laces removed are not acceptable).

## **Girls:**

**Shirts:** Black, Heather Gray, True Royal, and Dark Green Polos. All polos must be solid in color with no symbols or embroidery other than the Cooke Colts logo.

**Bottoms:** Khaki, Navy, or Black, Navy or Black cotton/twill slacks with or without pleats. Shorts must be of the same style. No holes, rips or patterns. No joggers, pajama bottoms, elastic waistbands, or athletic pants/shorts allowed except for in PE (see PE dress code). No super-skinny. Pants must fit above hips and a belt is a daily requirement. The belt must be plain in color, black or brown (western belt buckles are allowed). Material must be twill or cotton, no denim.

## **Shoes:**

No fashion athletic shoes (AirForce 1) or athletic shoes with laces allowed at school except during PE. Shoes with laces must be tied properly at all times during PE. Acceptable shoes for school: slip on Converse or Vans, deck shoes, dress shoes, cowboy boots, Hey Dudes, slip on athletic shoes (shoes with laces removed are not acceptable).

## **Backpacks:**

Backpacks are only permitted at school for the following: Students who leave directly from school for town jobs, on campus OJT, dual enrollment, and sports practice. They may bring a backpack with a change of clothes for their activity. These items must be given to our Assistant to the Dean. These items are subject to be searched at any time.

## **Jackets/Coats:**

One pullover quarter zip with school mascot will be issued to each student for a \$35 charge. Included in this handbook is the Adidas Jacket that is acceptable for dress code. No other coat, jacket, hoodie or pullover will be allowed at Donald Ralph Cooke School. If a student is caught with inappropriate hoodies, jackets, or coats they will be taken and not returned.

## **PE Clothing Boys and Girls:**

All students are required to dress out for PE. Only basketball style shorts are allowed. No spandex allowed. Shirts must be crew neck. Socks must be worn with athletic shoes. A PE bag will be provided. A small drawstring bag will be allowed to bring PE clothes daily.

## **FOOD**

### **Snacks:**

In order to empower our students by meeting their physiological needs, FSYR Donald Ralph Cooke School will provide 2 healthy snacks per day at the beginning of 3<sup>rd</sup> and 6<sup>th</sup> periods. Students are not allowed to bring snacks from the cafeteria or home. Any student found to be in possession of an inappropriate snack must turn in the inappropriate snack and choose a snack from those provided.



The school will provide a water bottle for each student to be brought to school and taken home each day. Students will be responsible for keeping up with their assigned bottle. If a replacement bottle is needed students will be charged a POD (Payment of Debt) of \$3 to replace their bottle. No other drinks will be allowed at school and will be confiscated and thrown away.

### **HARASSMENT POLICY**

Sexual, ethnic, racial, or religious harassment of any specific employee or student will not be tolerated. Offenses refer to physical or verbal actions that have the purpose or effect of creating a hostile, offensive, or intimidating learning environment or have an ethnic, racial, religious, or sexual basis. Examples would include physical contact of a sexual nature, sexual, racial, ethnic, or religious comments or insults. All complaints and incidents will be investigated in a confidential manner. Where violations occur, immediate action will be taken to remedy the situation and prevent its reoccurrence.

### **SAFETY**

The following are prohibited from FSyr Donald Ralph Cooke School campus at all times:

- Weapons
- Bullying
- Violent Threats to students and adults
- Violence
- Sexual Activity
- Drugs/Alcohol/Vapes
- Gross Disrespect
- Possession of Pornography and/or explicit music and jokes

FSyr Donald Ralph Cooke School has a safety plan in place in accordance with the policies and procedures of FSyr Boys Ranch. Consequences will be issued in the form of Out of School Behavior Reflection Days. Violations can lead to expulsion from program based on severity of the offense.

### **GENERAL BEHAVIORAL AND DISCIPLINE EXPECTATIONS**

We will follow the COLTS Way for behavioral expectations at FSyr Donald Ralph Cooke School. The Florida Sheriffs Youth Ranches, Inc. Discipline Policy and TBRI Principles and Practice will be the foundation for behavioral management at FSyr Donald Ralph Cooke School. All families will receive a copy of the FSyr Discipline Policy.

- C-** Be a Good **CITIZEN**
- O-** **OWN** Your Behavior
- L-** Be an Active **LISTENER**
- T-** Be **TRUSTWORTHY**
- S-** Maintain **SELF-CONTROL**

We will address behavioral issues using the TBRI Four Levels of Response. Utilizing Playful and Structured Engagement, students will be given opportunities to reset, re-do, deescalate, and regulate to correct their behavior. Calming and Protective engagement will be used when a student or situation becomes escalated. All discipline issues will be handled case-by-case, according to the student's needs.

General Behavioral Challenges:

- Cheating
- Out of dress code
- Tardies
- Skipping class/school
- Cursing
- Cursing directed at staff
- Explicit Language/Explicit Gestures/ Explicit Noises (Sexual/Drugs)
- Destruction of school property
- Vapes/Vaping/Tobacco
- Pocket knives
- Cell phones

Behavioral challenges will be addressed with the following consequences

- After School Behavioral Reflection (ASBR)
- Lunch Behavioral Reflection (LBR)
- Out of School Behavioral Reflection Day (BRD)
- Payment of Debt (POD) and/or repair of damages
- Loss of school privileges
- Possible expulsion from Program

**STATEMENT OF POLICY**

FSYR Donald Ralph Cooke School retains the privilege to make changes, amendments, and correction of the rules and policies of the school, at any time, with or without prior notice as determined by the educational team.

**STUDENT VOLUNTEER HOURS**

All high school students should be earning at least 25 community service volunteer hours per school year. Summer volunteer hours will be counted towards their totals. Florida Bright Futures Medallion requires 75 and Scholar requires 100. There is a volunteer sheet attached to this handbook.

**TESTING:**

We will utilize the Stanford 10 (2018) for standardized testing for grades 6-10. Our students in grades 11 and 12 will need to be signed up for ACT in the fall and SAT in the spring.

**DUAL ENROLLMENT:**

Students who need a Foreign Language credit or a credit in a desired course we do not offer, can sign up to take that course through FLVS.

Students wishing to enroll in technical courses to earn industry certifications, may do so through River Oak Technical upon entering their 11<sup>th</sup> grade year. Students must have a 2.0 or higher and be in good behavioral standing with our program.

Students may also dual enroll for college courses through North Florida Community. They offer both in-person and online courses. Students must have a 3.0 or higher, be in good behavioral standing with our program, and perform high enough on the P.E.R.T, SAT, or ACT.

**Library Policy:**

1. Library will be open Monday thru Friday for the last 15 minutes of each class period.
2. Student may check out only one book at a time.
3. Student must return current book checked out prior to checking out new book.
4. Lost or damaged books must be paid for before student will be allowed to check out another book.
5. All books are checked out and checked in by the Administrative Secretary.

**Late to School:**

All students MUST sign in and out with our Assistant to the Dean. We ask that we receive a “call ahead” to let us know a student has returned or will be coming in late. This will help us manage students and their safety. Please make sure students who have town runs through lunch are provided a lunch before return.

**STUDENT SUPPLIES:**

We will provide pencils, pens, highlighters, and a notebook for each student. Students will be responsible for the upkeep and proper use of FSyr Donald Ralph Cooke School supplies. They will be charged a Payment of Debt in cases of destruction and loss of school property.

Headphones	\$8.00
Calculator	\$8.00
Water Bottle	\$3.00
Computer	\$250.00
Electronics Damage	Cost of repair/replacement

**ACCREDITATION:**

FSYR Donald Ralph Cooke School is a Cognia Accredited School

