



Florida Sheriffs Youth Ranches, Inc.

DONALD RALPH COOKE SCHOOL

Application Packet Checklist

New Applicants,

We are so glad you have chosen to begin the application process to enroll your child(ren) in our educational program. Listed below is a checklist to make sure that the necessary paperwork is submitted for review and consideration. The following information may be mailed, emailed, or faxed to FSyr Donald Ralph Cooke School.

- ☐ Admission Application
- ☐ Acknowledgement of receipt of Parent Student Handbook
- ☐ Parent signature on the Authorization for Records Request
- ☐ Court documents
- ☐ Copy of Social Security Card
- ☐ Copy of Birth Certificate

Once FSyr Donald Ralph Cooke School receives the above items and receives the current school records, parent and child will be invited for an interview.

Once the interview is completed, the panel will review the application packet and make a recommendation. The school will notify prospective parents concerning their acceptance status. If accepted, additional paperwork will be given to you for completion.

We look forward to reviewing your application. If you have any questions, please call us at (386) 842-5555, ext. 2255.

Sincerely,

Lacee Smith,
Administrative Assistant to the Director of Education
Mailing Address: P.O. Box 2000, Live Oak, FL 32064
Email: Lsmith@youthranches.org
Fax: (386) 842-1061



Florida Sheriffs Youth Ranches, Inc.

DONALD RALPH COOKE SCHOOL

Admission Application

(For School Use Only)			
Entry Date: _____	Student ID# _____	Grade _____	Race: _____ Photo Rls Y__ N__

Please include a copy of your child's Social Security card and Birth Certificate along with this application.

Student Information

Student Last Name: _____ First: _____ Middle: _____
Student DOB: _____ SS#: _____ Age: _____
Address: _____ City: _____ State: _____
County: _____ Zip Code: _____
Phone Number: _____ Email: _____
Race: _____ Gender: _____
Student's preferred name: _____ Lives with: _____
Legal custody: _____

Parent/Guardian Information

First Name: _____ Last Name: _____ Suffix: _____
Address: _____ City: _____ State: _____
Zip Code: _____ Cell: _____ Work Phone: _____
Email Address: _____ Employer: _____

Medical/Emergency Information

Medical History: Does your child have any of the following conditions? Please check all that apply.

_____ Allergy	_____ Asthma	_____ Dietary Restrictions
_____ Arthritis	_____ Bladder/Kidneys	_____ Headache/Migraine
_____ Hearing Loss	_____ Heart Condition	_____ Corrective Lenses
_____ Visual Impairment	_____ Diabetes	_____ Other

Please explain any condition noted above:

Is the student up to date on immunizations? Y _____ N _____

Date of most recent physical: _____

Family Physician: _____ Phone Number: _____

Name of Medicine	Dose	Frequency	Administer at: Home or School

List any other information you would like to let us know about your child's health needs:

Special Factors (custody agreement, no-contact orders, etc.)

Emergency Contact 1: _____ Relationship: _____
Cell Number: _____ Work Number: _____

Emergency Contact 2: _____ Relationship: _____
Cell Number: _____ Work Number: _____

Pick-Up Information

Please list anyone (other than emergency contacts) who may pick your child up from school.

Name and Relationship: _____
Cell Number: _____ Work Number: _____

Name and Relationship: _____
Cell Number: _____ Work Number: _____

Financial Responsibility

Name of the person assuming financial responsibility: _____
Billing Address: _____ City: _____
State: _____ Zip Code: _____ Email: _____

Will your child need “The Step-Up for Students” scholarship award? Y ____ N ____
Will your child need help financially beyond the “The Step-up for Students” scholarship award? Y ____ N ____

Family Information

Please list any family who currently works for the Florida Sheriff's Youth Ranches, Inc.:

Please list all brothers and sisters (name, grade, and school):

Student Records

Current school student is attending: _____

Address: _____ City: _____

State: _____ Zip Code: _____

School Phone Number: _____ Fax: _____

Has the student ever been retained? Y _____ N _____

If yes, please list which grade(s): _____

Is the student currently receiving special accommodation? (IEP, 504, speech, etc.)

Y _____ N _____ If Yes, please provide information _____

Does the student have discipline referrals on file with current/previous school?

Y _____ N _____ If Yes, Please Explain _____

Has the student ever been expelled from a school or school district? Y _____ N _____

Please list the last 3 schools attended:

1. _____

2. _____

3. _____

If you plan to mail or fax this application to the school please use the following information:

Mailing Address:

P.O. Box 2000
Live Oak, Fl. 32064

Fax Number:

(386) 842-1061



Florida Sheriffs Youth Ranches, Inc.

DONALD RALPH COOKE SCHOOL

Acknowledgement of Receipt and Review of Student Handbook and FSYR Discipline Policy

Acknowledgement of Receipt and Review of Student Handbook

I have read and understand the rules presented in the FSYR Donald Ralph Cooke School's 2025-2026 Student Handbook.

____ I have read and understand the attendance and absence policy for the school.

____ I have read and understand that if my student exceeds 5 unscheduled home visit absences for the regular school year it could result in an incomplete for courses and summer school attendance. I understand that my student should miss no more than 5 excused days of school per semester.

Parent Signature:

_____ Date: _____

Student Signature:

_____ Date: _____

Dean of Student's Signature:

_____ Date: _____

Director of Education Signature:

_____ Date: _____



Florida Sheriffs Youth Ranches, Inc.

DONALD RALPH COOKE SCHOOL

Authorization for Records Request

To Whom it May Concern:

Your currently and/or previously enrolled student _____
whose Date of Birth is _____, is seeking enrollment at FSyr
Donald Ralph Cooke School. As part of our enrollment process, we ask that parents
supply us with records from the student's prior school. Therefore, we are requesting
that you, as the prior school, forward us the following information:

Current Transcript	_____
Current Grades	_____
Most Recent Report Card	_____
All Test Scores	_____
All Discipline Records	_____
ESE/IEP/504/ School Psychological Report	_____
Educational Psych-Social Evaluation (see attached)	_____

Please email or fax all pertinent information to:

Lsmith@youthranches.org

Fax #: 386-842-1061

Mailing Address: P.O. Box 2000, Live Oak, Fl. 32064

The parent's signature authorizing the release of records is noted below:

I _____ the parent (legal guardian) of
_____, hereby request that you forward the above noted
documentation, for the purpose of admission, regarding my child, to the
representatives of FSyr Donald Ralph Cooke School.

Signature of Parent or Legal Guardian

Date

Sincerely,

Dana Drawdy

Director of Education

ddrawdy@youthranches.org

FLORIDA SHERIFFS YOUTH RANCHES, INC. DISCIPLINE POLICY

HANDOUT TO YOUTH AND FAMILY

The purpose of discipline is to teach youth life-skills necessary to grow into lawful, resilient, and productive citizens. The goal of any behavioral intervention should be for youth to learn to self-regulate, use positive coping skills, and develop positive pro-social behavior, rather than to punish or shame youth for poor choices. Our staff use holistic, evidenced-based, and trauma-informed strategies and interventions called Trust-Based Relational Intervention (TBRI®) to achieve long lasting behavioral change.

This handout is provided to help familiarize you with the guidelines governing our discipline process at the Florida Sheriffs Youth Ranches.

Proactive Strategies

Staff will first strive to prevent misbehavior by using proactive strategies such as mindfulness, pre-teaching, and focusing on each youth's individual strengths, interests, talents, and resources to provide opportunities for positive development.

Behavioral Interventions


At all times, staff will strive to be flexible and ensure each youth's basic physiological and emotional needs are met. When addressing misbehavior, staff will consider a continuum of the following interventions, starting with the least restrictive as seen below.

The TBRI IDEAL Response

In all cases, staff will use the TBRI IDEAL response to address misbehavior. The response will be:

- **Immediate:** Staff will aim to respond within 3 seconds
- **Direct:** Staff will use TBRI Engagement strategies including direct eye contact, proximity, and reassuring touch when appropriate
- **Efficient:** Staff will use the minimum amount of intervention necessary to get behavior back on track
- **Action-Based:** Staff will provide opportunities for youth to make the right choice. For example, when possible, offering the opportunity for a re-do
- **Leveled at the Behavior, Not the Youth:** Staff will address the behavior at hand and not the youth

Least restrictive

- 
1. Playful Redirection
 2. Structure/Limits
 3. Utilizing Natural Consequences (when appropriate)
 4. Give Opportunity to re-do/ try again
 5. Supportive Action Plan
 6. Logical Consequences
 7. Protective Engagement (Physical Restraint)*

Most Restrictive

Physical Restraint

The use of physical restraint may only be initiated and utilized by staff trained in the Crisis Prevention Institute's Non-Violent Physical Crisis Intervention techniques.

Physical restraint will only be used if the youth's behavior meets the following conditions:

- The youth's behavior presents a clear risk to themselves or others
- The youth's behavior is beyond instructional control
- Less restrictive alternatives and de-escalation strategies have proven unsuccessful

Any use of physical restraint will be documented in an incident report, follow-up with the youth will be completed using a Therapeutic Physical Intervention form, and you will be notified within 24 hours.

Family Review Conference

If the therapeutic discipline procedure has been thoroughly followed and positive change is not achieved, a Family Review Conference (FRC) may be needed to determine appropriateness of placement. The FRC will consist of a meeting including the youth, their family, and members of the treatment team to identify the youth's strengths and resources, current needs, goals, interventions and progress.

PROHIBITED FORMS OF DISCIPLINE

The following forms of discipline are prohibited in this agency:

- Any type of discipline that is emotionally degrading
- Harassment or bullying of children by staff or other youth based on their race, national origin, religion, gender, gender expression, sexual orientation, disability, or any other legally protected characteristic

- Any attempt to change, punish or discourage a youth's sexual orientation, gender identity, or gender expression
- Any use of corporal punishment
- Using youth to discipline other youth
- The use of forced physical exercise solely for the purpose of eliminating behavior
- Punitive work assignments
- The punishment of a group for one youth's behavior
- The use of medication as punishment, or as a restraint alternative
- Any use of mechanical restraints
- Extended isolation of a youth beyond the boundaries of what would be considered reasonable
- Threatening a youth's removal from a facility
- The use of any painful or aversive consequence
- Denial of food. This includes snacks though the staff may use discretion in snack selection
- Depriving the youth of their rights as defined in this agency's Youth and Family Rights guidelines

NON-PUNITIVE WORK GUIDELINES

The use of constructive work assignments as a means of encouraging appropriate behavior is permitted, but must be applied under the following conditions:

- Work must not be assigned in hourly increments, but as a teaching interaction, which is directly participated in and supervised by the staff member making the assignment
- The assigned work must have a beneficial use, and cannot be designed to be demeaning, degrading, or humiliating
- Whenever possible, the assigned work should have a logical connection to the behavior that is being addressed
- Any plan to assign work as a consequence must be done in consultation with the team or unit director

I have been given a copy of these discipline guidelines and agree to these methods,

Parent/Guardian

Date

Youth

Date



Florida Sheriffs Youth Ranches, Inc.

DONALD RALPH COOKE SCHOOL



2025-26 PARENT/STUDENT HANDBOOK



WELCOME BACK, COLTS!





Florida Sheriffs Youth Ranches, Inc.

DONALD RALPH COOKE SCHOOL

Introduction

I would like to welcome everyone to the 2025-26 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.

At the Florida Sheriffs Youth Ranches we have 4 foundational pillars and at Donald Ralph Cooke School they mean the following:

Work- assignments, OJT, focus and finish, and completing the daily grind at school.

Study- all of the above while achieving at the highest levels possible. Learning for real world and life applications.

Play- student engagement is top priority. Having fun in an engaging and interactive classroom setting.

Pray- putting God first in all that we do. Beginning each morning with prayer.

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 2025-26.

Sincerely,
Dana Drawdy
Director of Education



Florida Sheriffs Youth Ranches, Inc.

DONALD RALPH COOKE SCHOOL

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 is 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
Vacant	Assistant to Director of Education
Tony Dodd	Dean of Students
Beth Warner	Assistant to Dean of Students

School Hours**7:45-4:00****Monday-Tuesday 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 Chapel 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
Chapel	11:40-12:10
Lunch	12:13-12:40
Period 5	12:43-1:23
Period 6	1:25-2:05
Period 7	2:07-2:42

Thursday Block Bell Schedule

Period 1	8:05-8:55
Period 2	8:57-10:27
Period 3	10:29-11:29
Lunch	11:31-12:16
Period 3	12:18-12:48
Period 4	12:50-2:20

Friday Block Bell Schedule

Period 1	8:05-8:55
Period 5	8:57-10:27
Period 6	10:29-11:29
Lunch	11:31-12:16
Period 6	12:18-12:48
Period 7	12:50-2:20

Tardy Bell - 2 minutes after each transition

Drop Off/Pick Up

We will have a monitor outside to help with the 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 the Dean or Assistant to the 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 the 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 on June 1, 2026, and ending on July 9, 2026. 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.

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 and 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.

First-Period Social Skills and Character Education

All students will participate in a first-period Social Skills and Character Education Course. This elective will focus on the principles of TBRI in a safe, fun, and nurturing environment while fostering relational health and building character within our students.

Cell Phones

Cell phones are prohibited in our school and on our 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 a cell phone for a 2nd time, the phone will be taken and not returned. An exception will be made for Senior Privileges. They will be expected to turn their cell phones into the front desk each morning. There will also be times when cell phones are needed by our Juniors and Seniors when signing up for testing and post-secondary preparation.

Academics

All students' 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 need credit retrieval for failed coursework 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 the study hall at their cottage. It will be up to the teacher to decide how their grades will be affected once the assignment is resubmitted.

High School Graduation Requirements

18 or 24 Credit Options

<u>Course</u>	<u>24 Credit Option</u>	<u>18 Credit ACCEL Option</u>
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 returning 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. For our resident parents, those who wish to request a non-scheduled home visit must do so at least two weeks prior to the dates you are requesting. The maximum amount of excused unscheduled home visit days shall not exceed 5 for the regular school year. Students should maintain a C or better average in all courses to be granted extended periods of time away from school. All requests will be handled on a case-by-case basis.

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, Beth Warner or emailed to bwarner@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 2 per month.

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 the approval of the educational team.

Students who need to leave early for practice, games, or any other extracurricular activities will be responsible for making up any work that is missed during this time. The amount of time a student must 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.

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, Light Khaki, Gray, 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-skinny. No baggie or drop-waist pants. No cargo shorts. No pajama bottoms, elastic waistbands or drawstrings, or athletic pants/shorts are allowed except for in PE (see PE dress code). Pants must fit above the hips, and a belt is a daily requirement. The belt must be plain in color, black or brown (western belt buckles are allowed). The material must be twill or cotton, not denim.

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

No fashion athletic shoes (Air Force 1) or athletic shoes with laces are allowed at school except during PE. Shoes with laces must always be tied properly during PE. Acceptable shoes for school are slip-on Converse or Vans, deck shoes, dress shoes, cowboy boots, Hey Dudes, and 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. *There will be a cold weather exception to this rule that will be sent home once cold weather begins.*

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 the 3rd and 6th 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 they 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 and 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 always prohibited from FSyr Donald Ralph Cooke School campus:

- 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, de-escalate, 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
- Pocketknives
- 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 corrections to 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 earn 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/or in the spring.

Dual Enrollment

Students who need a Foreign Language credit, CTE 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 11th-grade year. Students must have a 2.0 or higher and be in good behavioral standing with our program.

Students may also dually 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.

Family Engagement

Twice per year we will have Family Engagement activities for Donald Ralph Cooke School. They will take place the Friday before Thanksgiving and Spring Break. Communication about each event will be mailed and emailed home.

We will also send home end of the year surveys each May. Your feedback about our school is greatly appreciated.

Library Policy

1. The Library will be open Monday through Friday for the last 15 minutes of each class period.
2. Students may check out only one book at a time.
3. Students must return the current book checked out prior to checking out a new book.
4. Lost or damaged books must be paid for before the 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
Quarter Zip	\$35.00
Electronics Damage	Cost of repair/replacement

Accreditation

FSYR Donald Ralph Cooke School is a Cognia Accredited School





Florida Sheriffs Youth Ranches, Inc.
DONALD RALPH COOKE SCHOOL

Dana Drawdy, Director of Education
(386) 842-5555, extension 2248

Acknowledgement of Receipt and Review of Student Handbook

I have read and understand the rules presented in the FSyr Donald Ralph Cooke School's 2025-2026 Student Handbook.

____ I have read and understand the attendance and absence policy for the school.

____ I have read and understand that if my student exceeds 5 unscheduled home visit absences for the regular school year it could result in an incomplete for courses and summer school attendance. I understand that my student should miss no more than 5 excused days of school per semester.

Parent Signature:

_____ Date: _____

Student Signature:

_____ Date: _____

Dean of Student's Signature:

_____ Date: _____

Director of Education Signature:

_____ Date: _____



Boys School Uniforms

We recommend ordering from frenchtoast.com, specific item numbers and acceptable colors are provided below.

Item # 1519

Pants: Khaki, Navy Blue, or Black

Adjustable Waist Double Knee Pant

Item # 1519

Our Price: \$25.48



42 106 Reviews [View Reviews](#)

Twill dress pants that hold up to all-day (and all-year) action. Wait, what? You're now free to move, groove, or whatever you do while you're doing your schoolwork. These pants manage to be both stretchy and roomy but also slim-fitting. Oh, and also Worn knees and wrinkles aren't a thing you have anymore.

SIZE RANGE

Youth

Slim

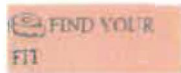
Husky

Adult

COLOR: Khaki



NEW FEATURE!



SIZE:

28 / 30	28 / 32	28 / 34	30 / 30	30 / 32	30 / 34	32 / 30	32 / 32
32 / 34	34 / 30	34 / 32	34 / 34	36 / 30	36 / 32	36 / 34	
38 / 30	38 / 32	38 / 34	40 / 30	40 / 32	40 / 34	42 / 30	
42 / 32	42 / 34	44 / 30	44 / 32	44 / 34	46 / 30	46 / 32	



Girls School Uniforms



We recommend ordering from frenchtoast.com, specific item numbers and acceptable colors are provided below.

Item # 1573

Pants: Khaki, Navy Blue, Or Black

Straight Leg Twill Pant

Item #1573

Our Price: \$26.33



3.4 38 Reviews [View Reviews](#)

You like to look good. But you also like to slide in the dirt. You shouldn't have to choose, so we powered up the knees on these twill pants. A decorative button just adds a little extra credit. Wear a belt or leave it at home to change up your style game (and adjust the fit, of course). Wash it, dry it, and go Repeat

SIZE RANGE

Youth

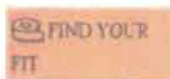
Plus

Adult

COLOR: Khaki



NEW FEATURE!



SIZE:

Womens 2 Womens 4 Womens 6 Womens 8 Womens 10

Womens 12 Womens 14 Womens 16 Womens 18 Womens 20

Womens 22



Item # 1692

Shorts: Khaki, Navy Blue, or Black

Girls Bermuda Short

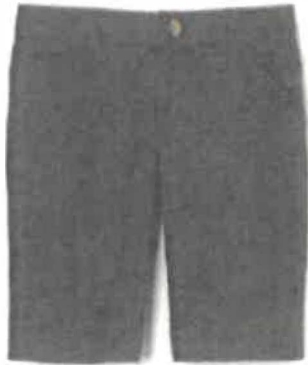
Item # 1692

Our Price: \$17.83



3.4 18 Reviews Write a Review

For fast-growing kids, these shorts have an adjustable waist. It changes a size or two, so this pair will last through the next growth spurt. Made of sturdy cotton-blend twill with a little stretch for the best fit.



SIZE RANGE

Youth

Plus

Adult

COLOR: Black



NEW FEATURE!



SIZE:

Womens 2

Womens 4

Womens 6

Womens 8

Womens 10

Womens 12

Womens 14

Womens 16

Womens 18

Womens 20

Womens 22

Item # 1012

Polo Shirts: Heather Gray, True Royal Blue, Black, or Green

Short Sleeve Pique Polo

Item # 1012

Our Price: \$18.96



4.4 2.7 Reviews Write a Review

This best selling short sleeve polo is polished enough for the classroom yet comfy enough for the playground. Our pique fabric is a soft textured knit that gives a classic look. The wider cut ensures a more comfortable fit.



SIZE RANGE

Toddler

Youth

Adult

COLOR: Green



NEW FEATURE!



SIZE:

S

M

L

XL

2XL

3XL

4XL

5XL

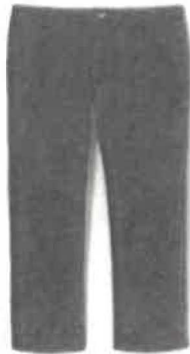
Adidas Track Jacket

Black Lightweight Jacket with White Stripes on the Sleeves or Solid Black. No hood.



Item # 1694

Pants: Khaki, Navy Blue, or Black



Straight Fit Chino with Power Knees

Item # 1694

Our Price: \$26.33

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3 3 10 Reviews [View a Sample](#)

French Toast is here to help students shine! Our Straight Fit Chino Pant is made with a comfortable cotton blend stretch twill and features front & back pockets and functional belt loops.

SIZE RANGE

Youth

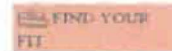
Husky

Adult

COLOR: Black



NEW FEATURE!



SIZE:

28 / 30	28 / 32	28 / 34	30 / 30	30 / 32	30 / 34	32 / 30	32 / 32
32 / 34	34 / 30	34 / 32	34 / 34	36 / 30	36 / 32	36 / 34	
38 / 30	38 / 32	38 / 34	40 / 30	40 / 32	40 / 34	42 / 30	

Item # 1699

Shorts: Khaki, Navy Blue, or Black



Stretch Flat Front Short

Item # 1699

Our Price: \$17.83

0000

3 2 11 Reviews [View a Sample](#)

For fast-growing boys, these shorts have an adjustable waist. It expands a size or two, so this pair will still fit a few months from now. The sturdy cotton-blend twill fabric comes with a little stretch for an easy fit.

SIZE RANGE

Youth

Husky

Adult

COLOR: Black



NEW FEATURE!



SIZE:

W28 YM	W30 YM	W32 YM	W34 YM	W36 YM	W38 YM
W40 YM	W42 YM	W44 YM	W46 YM		

Item # 1012

Polo Shirts: Heather Gray, True Royal Blue, Black, or Green

Short Sleeve Pique Polo

Item # 1012

Our Price: \$18.98



4.4 237 Reviews [View All Reviews](#)

This best selling short-sleeve polo is polished enough for the classroom yet comfy enough for the playground. Our pique fabric is a soft textured knit that gives a classic look. The wider cut ensures a more comfortable fit.



SIZE RANGE

Toddler

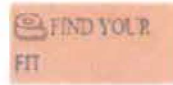
Youth

Adult

COLOR: Green



NEW FEATURE!



SIZE:

S M L XL 2XL 3XL 4XL 5XL

Adidas Track Jacket

Black Lightweight Jacket with White Stripes on the Sleeves or Solid Black. No hood.



Acceptable Shoes (No laces)



Unacceptable Shoes

Any athletic shoes with laces are unacceptable.





FSYR Donald Ralph Cooke School 2025-26 School Calendar

July

- 21-25 Staff Training Summit
- 28-31 Beginning of Pre-Planning Week

August

- 1 Pre-Planning Day and Back to School Orientation
- 5 First Day of School
- 18-29 Stanford Test Weeks Grades 6-10

September

- 1 Labor Day Holiday NO SCHOOL

October

- 3 End of 1st Quarter (44 days)
- 6 Teacher Planning Day NO SCHOOL

November

- 21 Fall Family Engagement Day
- 24-28 Fall Break and Thanksgiving Holiday for Teachers and Students
- 27-28 Staff Holiday

December

- 18 End of 2nd Quarter (48 days) (Hot Chocolate Truck)
- 19 Teacher Planning Day NO SCHOOL
- 22-31 Christmas and New Year Holiday Students and Teachers NO SCHOOL (Staff Holiday 24th and 25th)

January

- 1-2 New Year Holiday Students and Teachers (Staff Holiday 1st) NO SCHOOL
- 5 Students and Staff Return to School
- 19 Dr. Martin Luther King Day Holiday Students and Staff NO SCHOOL

February

- 16 President's Day Holiday Students and Staff NO SCHOOL
- 18-22 FSYR Open House/School Service Days
- 23 PD Day for School Staff NO SCHOOL

March

- 6 End of 3rd Quarter (42 days)
- 9 Teacher Planning Day NO SCHOOL
- 23-31 Stanford Test Week Grades 6-10

April

- 1-3 Stanford Test Week Grades 6-10
- 10 Family Engagement Activity
- 13-17 Spring Break Students and Teachers NO SCHOOL

May

- 14 Last Day of School/ End of 4th Quarter (43 days)
- 15 Post-Planning Teachers
- 18-29 Teacher Time Off /Student Home Visit Week 1 and 2
- 25 Memorial Day All Staff

June

- 1-30 Summer School M-TH

July

- 1-9 Summer School M-TH
- 4 4TH of July Holiday Students and Staff NO SCHOOL
- 13-17 Teacher Time Off/ Student Home Visit Week 3

How to Log In to Access Your Child's Classroom Activities in MySchoolWorx.

D.R. COOKE SCHOOL uses MySchoolWorx to help parents stay connected with their child's education. You can access grades, homework assignments, events & classroom information, communicate with teachers & administrators, and more.

Here's how to get started...



First, click the link in your email invitation to join.

You will receive an Email Invitation to access myschoolworx to the email address you have provided the school. This email contains a special link for you to sign in to MySchoolWorx for the first time.



Next, create a user password to access MySchoolWorx.

You will be prompted to set your own unique and secure password for logging in and accessing MySchoolWorx. If you forget your password, just press the "Forgot Password" link on the login page.

Log in and Look Around

Your dashboard menu will guide you to all the things you can do in MySchoolWorx. Here are just a few:

Assignments: Homework due

Grades: Test scores, GPA, report cards

Calendar: Holidays, classroom & school-wide events, field trips, picture day, weather days, sports, etc.

Set Auto Alerts to get notices on:

Grades: You can determine the criteria for which alerts you receive, including which subjects, classes, and more.

Emergencies, Behavior, Illness, etc.

Communicate with Teachers and School Administrators:

- **Get Email Messages** in your private & secure MySchoolWorx messaging inbox
- **Get Notifications & Messages** forwarded to your personal email address
- **Send/Receive Messages** with Teachers & Admins

Download the Mobile App

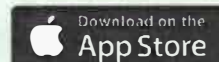


After your account has been set up, you can download the MySchoolWorx Mobile App for free to access school communications and important info for your child's progress:

View Assignments, Grades and Calendars, Send & Receive messages with Teachers & School Administrators.

Download links for the Mobile App:

FOR APPLE DEVICES



<https://apps.apple.com/us/app/myschoolworx/id1257281896?ls=1>

FOR ANDROID DEVICES



<https://play.google.com/store/apps/details?id=com.bonfirecc.msw&pli=1>

Note: Your MySchoolWorx account must be established with a user name and password before you can access and use the mobile app.

MySchoolWorx User Guide for Parents

For more information or helpful tips using MySchoolWorx, you can access the **Easy User Guide for Parents online 24/7.**

<https://msw4parents.pagedemo.co/>

PARENT GUIDE



For help or questions contact the school office:

(386) 842-5555



Florida Sheriffs Youth Ranches, Inc.

DONALD RALPH COOKE SCHOOL

2025-26 Tuition and Fee Schedule

Student Tuition: 8,000 ea.

Other Student Fees:

Registration Fee 100.00 ea.

Book Fee 150.00 ea.

- Other testing fees may be applicable, such as the cost for Advanced Placement Exams, PSAT, and PERT and a summer school fee of \$1200.00.
- Financial assistance is available for those who cannot cover costs above Step Up For Students Scholarship Award.



Florida Sheriffs Youth Ranches, Inc.

DONALD RALPH COOKE SCHOOL

2025-26 Financial Aid Availability

The average award provided to families in Suwannee County from the Step Up for Students Scholarship program may not cover the full tuition of \$8,250.00 for the 2025-26 school year. The Florida Sheriffs Youth Ranches will provide additional financial aid to parents of community students according to the scale below.

Annual Gross Income	Financial Aid Provided
\$0 -\$30,000	100%
\$30,001 -\$60,000	75%
\$60,001 -\$90,000	50%
\$90,001- \$120,000	25%
\$120,001 and over	Ineligible for Aid