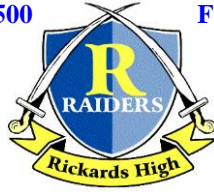


JAMES S. RICKARDS HIGH SCHOOL

3013 Jim Lee Road
Tallahassee, Florida 32301

Tel: (850) 414-5500

Fax: (850) 922-7104



Dr. Deborah Barnes, AP – Curriculum
Mr. Sam Striplin, AP–Administration/Discipline
Mr. Chris Cowart, AP– Facilities/Attendance
Mr. Roosevelt Sea, Dean of Students
Ms. Claudette Farmer, Community Liaison

Dr. Joe Williams, IB Coordinator
Mrs. Melissa Cooper, AP Coordinator
Mrs. Victoria Williams, IB Dean
Mr. Earl Hankerson, Athletic Director
Ms. Chariya Davis, Assistant Athletic Director

Mr. Douglas Cook, Principal

November 2, 2023

Hello Parents and Guardians,

Thanks to a partnership with the Foundation for Leon County Schools and the Comcast Foundations, Rickards will be offering a very special program for our parents. Beginning Thursday, November 9th, and meeting one evening per month through March, we will be offering a course in Digital Literacy. This course will range from basic digital/computer skills like creating an email address and safety online, through more advanced skills using applications such as Microsoft Excel and Word. We will also be incorporating career readiness skills such as resume building and interviewing to secure meaningful employment.

The tentative dates for the sessions are: 11/9/23, 12/12/23, 1/9/24, 2/6/24, and 3/5/24 from 5:30 PM – 7 PM. Light snacks will be served.

We are able to accept the first 15 registrants. If you have questions, please contact Mrs. Cooper at 850-414-5500, ext. 5005 or send an email to coopere@leonschools.net. If you are interested in enrolling in the digital literacy class being offered at Rickards, please complete the form using the link below: <https://forms.office.com/r/J62wXUKxhi>.

We are looking forward to this opportunity to help you grow.

Sincerely,

E. M. Cooper

Mrs. E. M. Cooper
Rickards Grant Liaison

“The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information.”