

Lawton Chiles High School
7200 Lawton Chiles Lane
Tallahassee, FL 32312
(850) 488-1756
Fax (850) 488-1218
www.leonschools.net/chiles

ADMINISTRATION

Principal

Joseph L. Burgess

Assistant Principals

Jeff Lightfoot (Attendance)

Calli Pickens (Curriculum)

John P. Swope (Discipline)

Dean of Students – Grace Bigelow

Athletic Director - Mike Eto

Testing Coordinator - Aaron Clark

OFI Coordinator – TBD

School Resource Officer – Paul Emmons

Additional Contacts

Attendance Secretary -	Lynda Lewis
Curriculum Secretary -	Melanie Richardson
Discipline Secretary -	Stacy Keith
Food Service Manager -	Bob Becker
Guidance Counselors -	Kim Brumage, Jennifer Benton, Rick Davis, Natalie Garner, Alice Mathis
Guidance Secretary -	Cindy Fisher
Media Specialist -	Melissa Ingram
Media/Technology Resource -	Christine Pastula
Media Secretaries -	
Principal's Secretary -	Nicola Miller
Receptionist -	Kayla Robbins
Registrar -	Kim Beaty
School Finance Manager -	Danielle Riddle
School Maintenance Supervisor -	Joel Murray
Student Activities Secretary -	
Technology Coordinator -	Buck Buchanan

Bell Schedules

Regular Bell Schedule

Maroon Day First Lunch

First Period	7:30-9:15
Third Period	9:20-10:05
First Lunch	10:05-10:45
Third Period cont	10:50-11:50
Fifth Period	11:55-1:40

Maroon Day Second Lunch

First Period	7:30-9:15
Third Period	9:20-11:10
Second Lunch	11:10-11:50
Fifth Period	11:55-1:40

Gray Day First Lunch

Second Period	7:30-9:15
Forth Period	9:20-10:05
First Lunch	10:05-10:45
Forth Period cont	10:50-11:50
Sixth Period	11:55-1:40

Gray Day Second Lunch

Second Period	7:30-9:15
Forth Period	9:20-11:10
Second Lunch	11:10-11:50
Sixth Period	11:55-1:40

20-Minute Homeroom Bell Schedule

Maroon Day First Lunch

First Period	7:30-9:05
Homeroom	9:10-9:30
Third Period	9:35-10:05
First Lunch	10:05-10:50
Third Period cont	10:55-12:00
Fifth Period	12:05-1:40

Maroon Day Second Lunch

First Period	7:30-9:05
Homeroom	9:10-9:30
Third Period	9:35-11:10
Second Lunch	11:10-12:00
Fifth Period	12:05-1:40

Gray Day First Lunch

Second Period	7:30-9:05
Homeroom	9:10-9:30
Forth Period	9:35-10:05

First Lunch	10:05-10:50
Forth Period cont	10:55-12:00
Sixth Period	12:05-1:40

Gray Day Second Lunch

Second Period	7:30-9:05
Homeroom	9:10-9:30
Forth Period	9:35-11:10
Second Lunch	11:10-12:00
Sixth Period	12:05-1:40

School Mission Statement

“Lawton Chiles High School is building a tradition of excellence by providing the best learning environment where students are challenged to be active learners, leaders, achievers and contributors within a global community.”

School Motto

“*Cognosco; Duco; Perficio.*” The Latin translation of: “I learn; I lead; I achieve”, this motto is inscribed on the Lawton Chiles High School crest and will serve as a daily reminder to the students, faculty and staff of our school goals, values and traditions.

Chiles Alma Mater

Lyrics by Jeremy Burns Tune Based on “Come Thou Fount of Every Blessing”

Here we stand, O Alma Mater, praising all you’ve done for us. You bestowed a wealth of knowledge and instilled a sense of trust, And as we walk this road together standing tall and with great pride, We will always have the memories of Lawton Chiles High.

LCHS Fight Song

(Go Mighty T-Wolves) by Rita Johnson Edited and Arranged by Mr. German

Go Mighty T-Wolves
 You Always Give Your Best.
 Stand Up and Shout it Loud! (Go Wolves!)
 Go Mighty T-Wolves
 And put them to the test.
 We will make Chiles High so Proud!
 Raise up your Spirit for everyone to see.
 Fight with all your might to Vic-to-ry!
 Go Mighty T-Wolves
 You truly are the Best.
 You have made Chiles High so Proud! (Go Wolves!)

Nondiscrimination Statement

“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, military status, or genetic information.”

LEON COUNTY SCHOOLS 2020-2021 REGULAR SCHOOL CALENDAR

August	31	Students Report
September	7	Labor Day Holiday (District-wide)
September	21	Virtual Open House (6:00pm)
September	28	Fall Holiday (District-wide)

October	29	End of First Nine Weeks
October	30	Teacher Planning/In-service Day (Students Out)
November	11	Veterans Day Holiday (District-wide)
November	25-27	Thanksgiving Holiday (Students & Teachers Out)
November	26, 27	Thanksgiving Holidays (District-wide)
December	21-31	Winter Holidays (District-wide)

2021

January	1, 4	Winter Holidays (District-wide)
January	5	Students Return
January	12-14	Exam Days
January	14	End of Second Nine Weeks
January	15	Teacher Planning/In-service Days (Students Out)
January	18	Martin Luther King Holiday (District-wide)
February	15	Presidents Day Holiday (District-wide)
February	16	Virtual 8 th Grade Parent Night and Curriculum Fair
March	15-19	Spring Break (Students & Teachers Out)
March	22	Students Return
April	1	End of Third Nine Weeks
April	2	Spring Holiday (District-wide)
April	5	Teacher Planning/In-service Day (Students Out)
April	24	Prom 8:00 pm FSU Champions Club (tentative)
May	18	Senior Assembly and Convocation Rehearsal
May	18	Senior Convocation 6:30pm Auditorium
May	19-21	Senior Exam Days
May	21	Last Day for Seniors
May	25	Graduation Rehearsal 12:00pm Civic Center
May	25	Graduation Ceremony 7:00pm Civic Center
May	31	Memorial Day Holiday (Districtwide)
June	1	Teacher Planning/In-service Day
June	8-10	Exam Days
June	10	Last Day of School/End of Fourth Nine Weeks
June	11, 14	Teacher Planning/In-service Day

Fine Arts

All dates and times will be posted as they become available

Contacting the School

You can call Chiles High School 24 hours a day at 488-1756. The receptionist will answer your calls between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday. Any other time, calls will be answered by our automated phone system.

Visitors

[NO VISITORS DURING THE FIRST SEMESTER WITHOUT AN APPOINTMENT]

Chiles High School welcomes parents and community volunteers to its campus. We do request that:

1. All visitors must report to the Administration building immediately upon arriving to campus and present valid state identification.
2. Appointments are required when meeting to discuss concerns with the appropriate administrator, teacher or guidance counselor.

For the safety of all concerned, visitors on our campus not following the proper procedures will be considered trespassers and treated accordingly.

Concerns

If a student or parent has a concern about a school policy or an employee, the following procedures should be followed in order to resolve the concern as quickly as possible:

1. Contact the person involved to discuss the issue.

2. If the concern still exists, contact the assistant principal assigned to that area of responsibility.
3. If still unresolved, contact the principal.

Curriculum and Guidance

Guidance counselors are available to plan an individual course of study, resolve conflicts or personal problems, and to explore career options, college choices and scholarship opportunities. The student population is divided alphabetically to allow each counselor to better serve students' needs. Students may schedule appointments to meet with their counselor by visiting the guidance office before or after school, between classes or during lunch. Parents may arrange a conference by contacting the counselor via e-mail or phone.

Graduation Requirements

Requirements for graduation vary based upon the year the student enters ninth grade. For specific details about the requirements, see the Florida Department of Education's website: <http://www.fldoe.org/bii/studentpro/grad-require.asp>

Grading System

The grading system used at Chiles High School for all grades, including examinations, and the interpretations of these letter grades are as follows:

Grade	Percent	GPA Value	Honors Value	AP/Dual Enrollment Value
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.0	1.0
F	0-59	0	0	0

*Methods for weighting the GPA for Bright Futures Scholarships, NCAA eligibility, and college admissions differ from the weighting procedures outlined above.

Semester grades for each course are determined by totaling the points which are listed below for each of the two nine-week grading periods and adding the points earned on the semester examination to this total. Use the semester grade totals below to determine the semester grade.

Grade	Grading Period	Semester Exam	Semester Grade
A	8 Points	4 Points	18 – 20 pts = A
B	6 Points	3 Points	13 – 17 pts = B
C	4 Points	2 Points	8 – 12 pts = C
D	2 Points	1 Points	3 – 7 pts = D
F	0 Points	0 Points	0 – 2 pts = F

A student earning three (3) or more points during the first marking period must earn at least one (1) additional point in order to earn credit for the semester. Should a student earn no additional points, the final grade average for the course for the semester will be "F". In other words, an "F" in the second or fourth nine weeks and an "F" on the exam equals an "F" for the semester and no credit will be earned.

Interim Progress Reports and Report Cards

Interim progress reports are sent home four (4) times during the school year, at the midpoint of each nine-week grading period. Report cards are sent home four (4) times during the year, the fourth time by mail. Parents may check a student's grades by using GradeBook. The student ID and password will be provided at the beginning of the school year. The guidance department can provide passwords to students who have forgotten/lost theirs.

Classification of High School Students

Students' progress through high school is based upon the number of credits earned with the appropriate grade point average (GPA), not the number of months or years they are in attendance. Students will receive one-half credit for each subject satisfactorily completed (demonstrated mastery of at least 60% of the course performance standards) over the period of one regular semester. To be classified as a high school FRESHMAN, a student must have been assigned to the ninth grade by his/her middle school principal. To be classified as a SOPHOMORE, a student must have earned five (5) credits and must have earned a cumulative grade point average of 1.0 on an unweighted 4.0 scale. To be classified as a JUNIOR, a student must have earned a total of ten (10) credits and must also have earned a cumulative grade point average of 1.5 on an unweighted 4.0 scale. To be classified as a SENIOR, a student must have earned a total of seventeen (17) credits and must also have earned a cumulative grade point average of 2.0 on an unweighted 4.0 scale.

Scheduling

Students have the opportunity to select their courses, with teacher and parent approval, in the spring semester via the course request form. Verification of requested courses is mailed home in May. Each year, student schedules are created from this form. With a school the size of Chiles, creating student schedules is an extensive process requiring hours of diligent work by the scheduling team. The faculty and staff are hired based on the courses requested by students slated to attend Chiles High School.

Schedule changes will ONLY be made for the following reasons:

1. Remediation requirements set by state educational mandates.
2. The student has already received credit for the class.
3. The student is a senior and needs a certain credit to graduate.
4. The teacher recommends a change.
5. There are scheduling conflicts.

Schedule changes WILL NOT be made for the following reasons:

1. Parents requesting certain teachers.
2. Parent/student has changed his/her mind about elective courses.
3. Rearranging order of classes.
4. Student request to lighten his/her academic load (excluding level changes)

It is our mission to ensure that students are enrolled in academic classes that reflect their ability levels. To accomplish this, the Chiles Administration may allow a level change. Level changes are only made under the following conditions:

1. The student has completed all class assignments.
2. There is a teacher recommendation for a level change.
3. The student has sought help from various resources (teacher, tutoring, etc.).

2021 Advanced Placement Exam Days

May 3-14

Please check the College Board Website for individual course exam dates and times

Scholarship Information

The Bright Futures Scholarship Program includes three different levels: Academic Scholars, Medallion Scholars and the Vocational Gold Seal Scholarship. Each of these scholarships has specific criteria that must be met, and planning begins in 9th grade. Refer to the following website for further information:

<http://www.floridastudentfinancialaid.org/SSFAD/factsheets/BF.htm>

Many scholarship opportunities are available for both underclassmen and seniors. Students should check the guidance webpage, the CHS scroll, and the Guidance Office for application information.

Honors for Academic Excellence

Semester Honor Roll Recognition

The PTO recognizes Honor Roll recipients each semester. The Fall Celebration is based on a 3.500 weighted GPA for the second semester of the previous year. The Spring Celebration is based on a 3.500 weighted GPA for the first semester of the current year.

Senior Class Honor Recognitions

Seniors qualify for academic awards based on their weighted cumulative average at the end of the first semester of their senior year. Class rank is determined using the weighted GPA to **three** places past the decimal. The following categories were approved by the School Advisory Council on June 10, 2002:

Recognition Weighted GPA Regalia

- Commended Scholar (3.800-3.999 GPA) Green Cord
- Honor Scholar (4.000-4.199 GPA) Silver Cord
- Cum Laude (4.200-4.349 GPA) Stole
- Magna Cum Laude (4.350-4.499 GPA) Stole

- Summa Cum Laude (4.500 and above GPA) Hood
- Salutatorian (Second Highest GPA)
- Valedictorian (Highest GPA)

All academic data must be corrected by the last day of the second nine-week period in order to be considered for the above awards. Students graduating early (ahead of their cohort) are not eligible to be Valedictorian or Salutatorian, nor can they be recognized for Senior Awards.

Academic Letters and Bars

A student must earn a 3.500 weighted GPA for three of the four nine-week periods and have no Ds or Fs (including exams) to receive an academic letter or bar each school year. The first year, the student will earn a Chiles High letter with a Lamp of Learning pin. For each consecutive year, the student will receive a bar.

Department Awards

Each department will select one outstanding student from each grade level at the conclusion of each school year. This student will be recognized at the Underclass Awards Ceremony for grades 9-11 and the Senior Awards Convocation for seniors. The student selected will have demonstrated academic drive, good citizenship and a dedication to pursuing excellence in the respective academic departments. Each department offering Advanced Placement (AP) courses will also select an Outstanding AP student for the appropriate grade level(s).

****Students who receive disciplinary action risk loss of eligibility for honors or awards.****

The consequences or disciplinary action may not be immediate and includes all campus activities, per the discretion of the administration.

Chiles High School Honor Code

Chiles High School expects students to uphold standards of honorable conduct. This code was written at the initiative of Chiles High School students, faculty and parents. It sets standards and serves as one resource for classroom instruction concerning ethical behavior. To uphold the Honor Code, students are encouraged to report known violations. If a student observes another student committing an Honor Code violation or acting illegally, the student should notify a teacher, the Dean, the Assistant Principals or Principal. Teachers who have knowledge of an Honor Code violation shall notify the Assistant Principal of Discipline.

Under the Chiles Honor Code all persons are expected to:

1. Demonstrate respect for all people in the school and community as well as for the school as an institution. This includes, but is not limited to, respecting the religious, ethnic, social and economic background of all members of the school and community. Prejudiced conduct because of religion, race, gender or ethnicity is prohibited.
2. Demonstrate honesty in all matters. Lying, cheating, plagiarism, and stealing are serious offenses. (See below for a definition of cheating and plagiarism). If a student is uncertain about whether certain conduct constitutes cheating, the student should ask the teacher for clarification. All students will be expected to sign an Honor Pledge on every test and quiz as well as on other assignments as required by the teacher: *"On my Honor as a Chiles High Student, I have neither given nor received unauthorized aid of any kind on this work."* *False signing of this Pledge constitutes both lying and cheating.
3. Protect the property of Chiles High School and its community. Students are responsible for preserving the campus. Littering, vandalism, and malicious mischief are prohibited.

Cheating

Chiles High School holds high standards of personal conduct for students, and parents can reinforce those standards by articulating an ethical code to their students. The following is intended as a guideline for students and parents. It is not meant to be an all-inclusive list. The judgment of faculty and administrators is always the final resource for determining what behaviors constitute cheating.

Some of the actions which constitute cheating and will result in disciplinary action include but are not limited to:

1. Copying someone else's homework, or allowing someone to copy homework, whether handwritten or computer-generated;
2. Copying conclusions from science lab partners; (copying data is acceptable);
3. Using any materials (i.e. notes), other than those permitted by the teacher, while taking a test or quiz;
4. Asking for or giving specific information about a test already taken by another student;
5. Asking for or giving information to another student while taking a test or quiz (including looking at someone else's work, allowing someone else to look at the student's own paper, or receiving information from an unauthorized source);

6. Talking during a test or quiz, even if one's paper is already handed in;
7. Copying anyone else's work (another student, a parent, or a published source) and submitting it as the student's own work;
8. Listing a bibliography from an encyclopedia or an electronic source as the student's own Works Cited list (each item on the list must be read and used by the student);
9. Having another person type a paper for a student without giving acknowledgment (credit must be given to the person who typed the paper);
10. Copying and pasting segments of information from an Internet website and submitting it as the student's own work.
11. Sharing copies of tests or other subject matter electronically or by other means constitutes cheating.

PLEASE NOTE: Giving and asking for information with respect to homework or tests are considered equally wrong. Item #7 applies equally to materials from print and electronic sources (computer, radio, television, videos, etc.). Any material taken directly from a computer source, just as with any source, constitutes cheating, unless the student rewrites the information in his/her own words or uses quotation marks. These actions may result in multiple days of out of school suspension.

Plagiarism

Plagiarism is the unauthorized use of someone else's thoughts or wording either by incorrect documentation, failing to cite sources altogether, or simply by relying too heavily on external resources. Plagiarizing does not give due credit to the party who created the language and/or idea and also fails to inform the reader that the information originated from an outside source which they might have had the option of consulting had adequate acknowledgments been provided.

Plagiarizing undermines academic integrity. It betrays your own responsibilities as a student writer, your audience, and the research community. Whether intentional or, as is more often the case, inadvertent, the result is that some or all of another author's ideas become represented as your own. Plagiarism also includes informal published material. It is not acceptable to re-use the same paper for more than one course or to "buy" a paper from another student. Since it is intellectual theft, plagiarism is considered by all post-secondary institutions as an academic crime with punishment anywhere from an "F" on that particular paper to dismissal from the course or expulsion from the college or university.

Citizenship

Among items considered for the citizenship mark, which is recorded by the classroom teacher on the report card, are: cooperative attitude, consideration for others, punctuality, coming to class prepared to work, appropriate classroom conduct, consideration of public school property/equipment, and attendance. Detentions may be assigned at the discretion of the teacher.

Make-up Work

Students who have an excused absence shall have the privilege of making up work. The extent and nature of the absence will determine the length of time within which work may be completed. Customarily, the student has a period of time equal to the number of days absent. The teacher will offer every reasonable support and understanding to the student regarding make-up work. In all matters of make-up work, the teacher has discretionary power to extend the schedule beyond the usual time frame.

It is the student's responsibility to obtain and complete all make-up work. For absences of three or more days, parents may contact the Guidance Department before 10:00 a.m. to request particular assignments missed during the absence. The material will be available in the Guidance Office after 2:30 p.m. the next school day. On the first day of the student's return to school, it is the student's responsibility to confirm the make-up work with each teacher. Failure to make up work within the allotted time frame may result in a failing grade.

A student who receives an Incomplete (I) for a grading period has two weeks to make up all work. After two weeks, the incomplete becomes an "F". The principal may grant exceptions. (A student who has been suspended shall be given an opportunity to make up work after the first suspension ONLY.)

Textbook Policy

When a book is lost or damaged the student is responsible for paying for the replacement. A record is kept of all student obligations. Students will not be allowed to participate in the school-sponsored senior trip and/or the graduation ceremony, nor will they be able to renew second-semester parking permits and/or off-campus passes unless all prior obligations are paid.

Computers, Digital Devices and Cell Phones Policies

School-wide rules for computer, digital device and cell phone usage include but are not limited to:

1. Computers and digital devices may be used for completing academic or school-related work only. Each person has a responsibility to use equipment according to the rules posted here and those rules set forth by any classroom teacher.
2. No food, gum, or chewing tobacco allowed in the computer labs, including the IRC labs.
3. Computer games are not permitted unless directed by a teacher as part of your classroom instruction.
4. Displaying of obscene or lewd images/texts is not allowed.
5. No disruptive behavior or loud group conversations. Students must wear headphones if using music or audio recordings for class projects. When using personal ear-buds, you **MUST** have your teacher's permission. Students using ear-buds without permission will have them confiscated.
6. Sharing passwords and logins is prohibited. Never let another person use your computer account. This will result in both parties being disciplined.
7. Modification of hardware and software configurations on any computer is prohibited. This includes modification of printer settings and modification of system software or operating systems. Under no circumstances may you change the resolution, background display or color, or any monitor settings unless directed to do so by your teacher.
8. Software license agreements and copyright laws are strictly enforced. Copying licensed software from the lab workstation hard drives or file servers is a violation of federal copyright laws and of school policy.
9. All students are responsible for checking computer equipment at the beginning of class and reporting any damaged or missing pieces right away. Students are responsible for lost or vandalized equipment. If something is not working correctly, **STOP IMMEDIATELY**, and ask an instructor.

Chiles High School will enforce the maximum consequences for inappropriate computer behavior including but not limited to discipline referrals and loss of privileges.

Personal Communication Devices (PCD's) / Smart Watches

Personal Communication Devices (PCD's), to include smart watches, must be turned off (**HARD POWER OFF**) during **class time** and can **ONLY** be used in the hallways, cafeteria and outside of the building unless otherwise directed by a classroom teacher. Repeated violations of these rules and policies set forth in LCS Policy 5136 will result in more severe disciplinary actions.

Note: Teachers have until 3:00pm to bring items to Student Affairs upon the third and fourth violation. Parents may call to see if the phone has been turned in prior to their arrival, but the teacher will only be contacted after 3:00pm to request the phone.

1st Offense- The teacher will provide a verbal warning.

2nd Offense- The teacher will issue a detention and contact parent either by phone or email and input the offense under Teacher Managed Only-No administrative action needed in FOCUS (including the information on parent contact). Teachers may give the phone back to the student at the end of class or at the end of the student's school day.

3rd Offense-The teacher will complete an online Discipline Referral in Focus. Student will receive the consequence of one Saturday School. The teacher will turn in the device to Student Affairs by 3:00 PM. *Parents or Guardians may sign the phone out of Student Affairs. If the parents cannot sign out the phone or come get the phone at all, please refer to the policy below (*).

4th Offense-The teacher will complete an online Discipline Referral in Focus. Student will lose privilege to have PCD or smart watch on campus. Student will receive a behavior contract with Student Affairs. *Parents or Guardians may sign the phone out of Student Affairs. If the parents cannot sign out the phone or come get the phone at all, please refer to the policy below (*).

***If parents or guardians are unable to sign the PCD or smart watch out of Student Affairs, the student may be issued an afterschool Friday detention as an alternative to the parent/guardian sign-out requirement. Failure to attend Friday afterschool detention will result in one day of OFI.**

Failure to give the phone to a teacher will result in immediate OFI for that school day and the following school day.

Failure to give the phone to administration will result in 3 days of OSS.

ATTENDANCE

Leon County's attendance policy is distributed to each student the first week of school. Students are expected to attend every class, every day, on time, prepared to work with the proper attitude. The school maintains records of all student attendance, including absences, tardiness and early dismissals. The teachers' online records are the official record that determines the number of absences for each student. Students attending an administratively-recognized school function will be considered present for attendance purposes.

Digital learners are required to log in each day during the regular class time. The teacher will determine the exact log in time. Students who fail to log in at that time will be marked absent.

Absences

The policies for high school attendance (both brick & mortar and digital) allow a maximum of three absences per nine-week grading period. Absences may be excused for **illnesses, medical care, medical appointments, legal reasons or death in the family**. Documentation from the family or medical care provider may be used to excuse these absences.

Absences for religious holidays, higher-education visits, or other educational experiences must be arranged before the days away from school occur. Leon County Schools publishes a list of approved religious holidays and provides a form to request permission to be absent for observance of these special days. Religious forms should be turned in at the beginning of the school year. Higher-education visits must be prearranged with the institution of interest and must be pre-approved by the administration one week before the absence and followed by the submission of appropriate documentation from the higher-education institution. Other educational experiences (such as work during legislative sessions, appropriate extended family trips, etc.) must be pre-approved by the administration a minimum of one week before the absence. Additional documentation may be required upon return from the absences.

Unexcused Absences

An unexcused absence is any absence which has not been properly documented under the guidelines stated above. Students will receive a failing grade for any class that has four or more unexcused absences per nine-week grading period. Absences totaling ten or more for any semester may require documentation from medical or legal sources in order to be excused. Family trips/vacations are not generally excused unless there is substantial educational gain and if the absences are preapproved by the administration.

Documenting Absences

Absences should be documented the day the student returns to school. Notes should be hand-delivered to the attendance office, attached to an e-mail, or faxed (488-1821). **Documentation submitted within 5 days of the return to school**. Documentation must be legible and include the student's full name, date, periods missed and the reason for the absence. Allow 48 hours for the absence to be cleared in FOCUS/Parent Portal. Excuse notes for digital students will be accepted via email or fax.

Signing Out

Students who leave campus before the end of the day must be signed out by the approved adult through the attendance office. Signing out does not excuse the absence. Parents must be contacted by phone by the attendance office staff in order for students to sign themselves out. Leaving campus without signing out is considered "skipping" and the absences are recorded as "unexcused". Students who do not return from lunch are considered "skipping", and the absences are recorded as "unexcused **Documentation submitted within 5 days of the return to school**".

Appeals

Students who have unexcused absences that result in attendance failures may appeal to have the Attendance Failure forgiven and the earned grade restored. Students are to contact the attendance office to request an appeal with Mr. Lightfoot. Interventions for attendance issues are (but not limited to) Attendance Contracts, Student Conferences, Parent Conferences, detentions, OFI and Saturday School(s). Parents are encouraged to monitor attendance using Leon Focus and the Leon County Schools auto-dialer. Attendance warnings will also be sent home each grading period. Students with Attendance Failures that have not been forgiven will not be able to acquire a parking pass or an off campus pass. Seniors with Attendance Failures that have not been forgiven will not be able to participate in their graduation ceremony.

Tardy/Late

Students are marked tardy if they report for class after the tardy bell rings. Being marked tardy four times in one class for a nine-week grading period will result in an unexcused absence. Reporting to class ten minutes or more after the tardy bell rings results in the student being marked "late" which is the equivalent of an unexcused absence.

1st Tardy

Verbal Warning (R)

2 nd Tardy	Teacher Detention with Teacher/Parent Communication (R)
3 rd Tardy	Discipline Referral will be written which will result in a Saturday School being assigned (R)
4 th Tardy	Discipline Referral will be written which will result in a Saturday School being assigned plus the Tardy will be recorded as a Late which is an unexcused absence (L)

Senior Skip Days

“Senior Skip Days” do not exist. Students who are absent on any student-initiated skip day will be considered “skipping”, and the absence will be recorded as “unexcused”.

Hall Passes

When students are outside the classroom during a class period, they are responsible for having a hall pass assigned by their teacher. Students are not allowed to use electronic devices, be at any vending machine, or be in the parking lots during class time.

Clinic

Students in need of first aid or other related assistance should obtain a pass from a teacher to report to the front office secretary. If it is necessary for the student to leave campus, the parent/guardian will be called. If a student is injured on campus during the school day, the injury should be reported to a teacher or school official immediately. Administering any medicine to students is not a recommended procedure for schools, but at times it is necessary. Any medicine, including over-the-counter medications that need to be administered at school should be brought to the front office with the following:

1. Written order from a physician detailing the name of the student, the drug, dosage, and time intervals at which medications are to be taken.
2. Written permission from the parent or guardian of the student requesting that the school district comply with the physician’s order.

***Phone numbers and addresses of emergency contacts should be on file in the office and updated yearly and/or anytime any of the information (numbers, names, addresses) changes. It is the parent/guardian’s responsibility to contact the registrar to make the necessary changes.**

STUDENT AFFAIRS

Policies and Procedures supported by LCSB Policy 5500

Alcohol/Drugs

Any student who breaks the law in regards to alcohol or drugs on campus or at school-sponsored functions, including suspicion of use, will receive disciplinary action. Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, “look-alike” drugs, steroids or possessing drug paraphernalia on any school property or at any school-sponsored event (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be ten (10) days suspension from school; however, violation of this policy may result in permanent expulsion from school and recommendation for prosecution. (LCSB 5530)

Students **using or in possession of alcohol/drugs** are processed in the following way:

- Student will receive a 5 day out-of-school suspension plus 5 days of OFI. The 5 days OFI may be rescinded if the student is enrolled in an adolescent certified drug rehabilitation/educational program. A notice of enrollment must be given to Student Affairs on the company’s official letterhead to have days rescinded. Rescinding of suspensions are only offered to first time offenders. Maximum penalty is expulsion from Leon County Schools and recommendation for prosecution. Suspensions will result in the immediate revocation of on campus parking for the remainder of the school year.

Drug Paraphernalia

Vaporizers are being used as instruments for the inhalation of controlled substances on our campus, vaporizers will be processed as drug paraphernalia. Drug paraphernalia falls under Leon School Board Policy 5530. The state definition of drug paraphernalia can be found in FS 893.145.

Students **using or in possession of drug paraphernalia** are processed in the following way:

- Student will receive a 10 day out-of-school suspension. Student will be allowed to return to school after a minimum of 3 days of out-of-school suspension pending a negative drug test submitted to Student Affairs within 24 hours of the incident. If the drug test is positive or the student refuses to take a test, then 5 days may be rescinded if student is enrolled in an adolescent certified drug rehabilitation/educational program. A notice of enrollment must be given to Student Affairs on the companies official letterhead to have days rescinded. Rescinding of suspensions are only offered to first time offenders. Maximum penalty is expulsion from Leon County Schools and recommendation to the Leon County Sheriff's Office (LCSO) for prosecution. Out of school suspensions will result in the immediate revocation of on campus parking for the remainder of the school year.

Students **selling drug paraphernalia** are processed in the following way:

- Student will receive a 10 day out-of-school suspension. Rescinding of suspensions **are not offered** to students who sell drugs or drug paraphernalia. Maximum penalty is expulsion from Leon County Schools and recommendation to the LCSO for prosecution.

NOTE: Vaporizers are being used as instruments for the inhalation of controlled substances. Students found in possession of vaporizers will be considered in possession of drug paraphernalia. Drug paraphernalia falls under Leon School Board Policy 5530. The state definition of drug paraphernalia can be found in FS 893.145.

Tobacco/E-Cigarettes

Chiles High School is a Drug-Free School Zone. Leon County School Board policy 5512 applies to everyone: use or possession of tobacco is prohibited within 1,000 feet of the school grounds and at all school functions. Visitors will be asked to extinguish or discard any smoking or tobacco products immediately.

- Students violating this policy will receive 3 days of OSS. Out of school suspensions will result in the immediate revocation of on campus parking for the remainder of the school year.

Social Media: Racially Charged/Lewd/Harassing/Inappropriate Communication

All Social Media or digital communications that occurs on or off campus could potentially have an impact on the school environment. If the conduct is deemed to be dangerous to the safety or welfare of other students or employees, infringes upon the rights of others, then appropriate consequences will be administered as appropriate.

Brick and Mortar Students - These infractions require a formal consequence and will result in a minimum of 3 days of OFI to a recommendation of expulsion from Leon County Schools.

Digital Academy Students – These infractions require a formal consequence and will result in a minimum of 3 days of reduced access/engagement within the digital classroom to a recommendation of expulsion from Leon County Schools.

Personal Communication Devices (PCD's) / Smart Watches

Personal Communication Devices (PCD's), to include smart watches, must be turned off (HARD POWER OFF) during **class time** and can **ONLY** be used in the hallways, cafeteria and outside of the building unless otherwise directed by a classroom teacher. Repeated violations of these rules and policies set forth in LCS Policy 5136 will result in more severe disciplinary actions.

Note: Teachers have until 3:00pm to bring items to Student Affairs upon the third and fourth violation. Parents may call to see if the phone has been turned in prior to their arrival, but the teacher will only be contacted after 3:00pm to request the phone.

1st Offense- The teacher will provide a verbal warning.

2nd Offense- The teacher will issue a detention and contact parent either by phone or email and input the offense under Teacher Managed Only-No administrative action needed in FOCUS (including the information on parent contact). Teachers may give the phone back to the student at the end of class or at the end of the student's school day.

3rd Offense-The teacher will complete an online Discipline Referral in Focus. Student will receive the consequence of one Saturday School. The teacher will turn in the device to Student Affairs by 3:00 PM. *Parents or

Guardians may sign the phone out of Student Affairs. If the parents cannot sign out the phone or come get the phone at all, please refer to the policy below (*).

4th Offense-The teacher will complete an online Discipline Referral in Focus. Student will lose privilege to have PCD or smart watch on campus. Student will receive a behavior contract with Student Affairs. *Parents or Guardians may sign the phone out of Student Affairs. If the parents cannot sign out the phone or come get the phone at all, please refer to the policy below (*).

***If parents or guardians are unable to sign the PCD or smart watch out of Student Affairs, the student may be issued an afterschool Friday detention as an alternative to the parent/guardian sign-out requirement. Failure to attend Friday afterschool detention will result in one day of OFI.**

Failure to give the phone to a teacher will result in immediate OFI for that school day and the following school day.

Failure to give the phone to administration will result in 3 days of OSS.

Computers, Digital Devices and Cell Phones Policies

School-wide rules for computer, digital device and cell phone usage include but are not limited to:

1. Computers and digital devices may be used for completing academic or school-related work only. Each person has a responsibility to use equipment according to the rules posted here and those rules set forth by any classroom teacher.
2. No food, gum, or chewing tobacco allowed in the computer labs, including the IRC labs.
3. Computer games are not permitted unless directed by a teacher as part of your classroom instruction.
4. Displaying of obscene or lewd images/texts is not allowed.
5. No disruptive behavior or loud group conversations. Students must wear headphones if using music or audio recordings for class projects. When using personal ear-buds, you **MUST** have your teacher's permission. Students using ear-buds without permission will have them confiscated.
6. Sharing passwords and logins is prohibited. Never let another person use your computer account. This will result in both parties being disciplined.
7. Modification of hardware and software configurations on any computer is prohibited. This includes modification of printer settings and modification of system software or operating systems. Under no circumstances may you change the resolution, background display or color, or any monitor settings unless directed to do so by your teacher.
8. Software license agreements and copyright laws are strictly enforced. Copying licensed software from the lab workstation hard drives or file servers is a violation of federal copyright laws and of school policy.
9. All students are responsible for checking computer equipment at the beginning of class and reporting any damaged or missing pieces right away. Students are responsible for lost or vandalized equipment. If something is not working correctly, **STOP IMMEDIATELY**, and ask an instructor.

Chiles High School will enforce the maximum consequences for inappropriate computer behavior including but not limited to recommendation for expulsion from Leon County Schools.

Dress Code

All Lawton Chiles High School students are expected to dress appropriately for school and follow the Leon County Schools Dress Code Policy. Students who are in violation of the dress code will be disciplined.

Attire and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing or drawings which would be offensive or insensitive to those on the Lawton Chiles High School campus. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership (Leon County School Board Policy 5511). Bandanas are not permitted on our campus.

Accommodations will be made for medical, cultural, and/or religious reasons.

The following clothing attire is not permitted: pajamas, slippers, and sheer or see-through clothing. All clothing should cover the belly, chest/torso, rear end and not show excessive skin during natural movement throughout the student's school day. No undergarments are to be seen. Florida's Sagging Pants Law requires school boards to adopt dress code barring clothes that "expose underwear or body parts in an indecent or vulgar manner". Attire should not disrupt or detract from the learning environment.

Administration may use discretion in determining what is considered inappropriate dress and/or grooming.

Dress Code Consequences

1st Offense: The student will be issued a warning and will be given proper change of clothing to wear for the remainder of the school day.

2nd Offense: The student will be issued a Friday Detention and the parent will be notified. The student will be given proper change of clothing to wear for the remainder of the school day.

3rd Offense: The student will be issued OFI and the parent will be notified. The student is given proper change of clothing to wear for the remainder of the school day.

4th Offense: The parent will be notified and the student will be assigned Out of School Suspension. Continued violations of the dress code will result in suspension from school, with the number of days increasing with each offense.

Covid-19 Face Covering Procedures

Rationale: EVERYONE on campus always has a shared responsibility and expectation to protect the safety and health of **ALL** occupants. As per the Centers for Disease Control and Prevention guidance, cloth face coverings have been proven to reduce the spread of Covid-19 when used by people in public settings. Cloth face coverings worn over the nose and mouth, serve as a protective barrier to prevent respiratory droplets from traveling into the air and onto other people when a person wearing the cloth covering coughs, sneezes, talk or raises their voice. To protect the **SAFETY** and **HEALTH** of **ALL** students, faculty and staff on campus, face coverings will be required, and the following Covid-19 Face Covering Policy will be implemented and enforced during the 2020-2021 school year.



FACE COVERING ZONE IS CAMPUS-WIDE	
Hallway Transitions	Main Office
All Classrooms	Restrooms
IRC	Gym
Clinic	Cafeteria
Auditorium	School Bus
Before School Mass Gathering Locations (Cafeteria, Picnic Tables, IRC)	After School Dismissal Locations (Parent Pick UP and Bus Ramp)

CLASSROOM REQUIREMENTS

Face coverings will be required in all classrooms. Face covering breaks will be determined and supervised by teachers. Face Covering Breaks will be conducted as per current CDC physical distancing guidelines.

BREAKFAST & LUNCH REQUIREMENTS

Face coverings may be removed for the consumption of food and beverages during breakfast and lunch. Face coverings will be placed back on when food consumption is complete. Seating will be assigned and limited to adhere to recommended CDC physical distancing guidelines.

TYPES OF FACE COVERINGS

Types of face coverings can include a cloth mask or medical-grade masks (e.g., surgical face masks, N95 respirators). A face covering must cover the nose and mouth completely. Any mask that incorporates a valve that is designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, gaiters, bandannas, or vents are not sufficient face coverings because they allow droplets to be released from the mask.

NON-COMPLIANCE POLICY & PROCEDURES

1st Offense – Documented in FOCUS – Level 2 Offense – (Defiance) – Office Disciplinary Referral	
Step 1:	Teacher/Staff Member will notify Student Affairs.
Step 2:	Student will be escorted to Student Affairs.
Step 3:	Parent/Guardian Contact and/or Conference will be conducted by Administration (Dean of Students, Testing Coordinator, Assistant Principal or Principal).
Step 4:	Assigned Disciplinary Consequence: Student will be required to attend a Mandatory “Educational Consultation” with emphasis on Public Health & Safety/Personal Responsibility prior to their return to the regular classroom setting. Consultation will be conducted by a Guidance Counselor, New Horizons Program Counselor or Student Affairs.
Special Notes:	<ul style="list-style-type: none"> (1) If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy. (2) If the offense is classified as a Level 3 Offense (Significantly violate the rights of others and put others at risk or harm), additional Disciplinary Consequences will be assigned at the discretion of Administration.

2nd Offense – Documented in FOCUS – Level 3 Offense – (Other Major Offense–Health Threat/Defiance) Office Disciplinary Referral	
Step 1:	Teacher/Staff Member will notify Student Affairs.
Step 2:	Student will be escorted to Student Affairs.
Step 3:	Parent/Guardian Contact and Notification of 2 nd Policy Violation will be conducted by Administration (Dean of Students, Testing Coordinator, Assistant Principal or Principal). In addition, they will be notified of the student’s enrollment in Chiles’ Digital Academy for the remainder of the 1 st semester. Notification of the DA enrollment and supporting intervention documentation will be sent to the District Office Personnel (Divisional Director of Secondary Schools).
Step 4:	Assigned Disciplinary Consequence: (1) Student will be enrolled in Chiles’ Digital Academy for the remainder of the semester.
Special Notes:	If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy.

Off-Campus Lunch Privileges

Seniors and juniors who wish to leave campus for lunch must complete an off-campus application. Off-campus privileges will be given to those students who maintain a GPA of 2.0 or better from the previous semester and do not have outstanding attendance failures. Those who drive off campus must adhere to Chiles High parking policies. Previous years’ obligations must be cleared prior to passes being issued.

Parking Privileges

The campus parking facilities are the property of the Leon County School Board. Parking on campus is a privilege, not a right. This privilege is available to seniors and juniors with an approved parking permit, and is based on space available. Juniors and Seniors (by cohort year) must maintain a 2.0 GPA each nine-week grading period in order to maintain their parking space. Previous years' obligations and any Attendance Failures must be cleared prior to permits being issued.

Students are not to loiter in the parking lot. Students are not to return to their vehicle during the school day unless they have permission from Student Affairs or the Attendance Office. Students are only permitted to park in their assigned space. Students may not use the area designated for faculty, staff or visitor parking. Students who drive recklessly or cause a disruption with their vehicles (excessively loud music, etc.) may be subject to disciplinary action to include suspension of parking privileges and/or off-campus privileges, Saturday School, OSS, warning notice posted to their vehicles, and/or towing of their vehicles.

NOTE: Vehicles on campus are subject to search by the administration and their designees. Vehicles parked on school grounds without a valid parking permit are subject to being immobilized (\$35.00 fee) or towed at the owner's expense as per School Board Policy 5771 and Florida Statutes 715.07. Announcements may or may not be made prior to towing. The administration has the discretion to remove or exclude from campus any flags, banners or symbols displayed in the parking facilities that could be deemed offensive/disruptive to the orderly educational process.

Out of school suspensions will result in the immediate revocation of on campus parking for the remainder of the school year.

Telephone Use and Deliveries

Class time will be protected, and students are expected to take care of personal business on their own time. Students should not ask to use any phone during instructional time unless it is an emergency. Emergency calls can be made with permission. Classes will not be interrupted for messages or deliveries. Deliveries sent to school for students will not be accepted. Messages will be delivered just prior to the last period dismissal bell.

Lost and Found

All articles which are found should be taken to Student Affairs. Articles unclaimed after thirty (30) days will be donated to a charity or similar organization.

Lockers

[NO LOCKERS WILL BE USED DURING THE FISRT SEMESTER]

Lockers are available for student use but are the property of the school. School personnel with probable cause may search lockers at random. The school assumes no responsibility for articles lost or stolen from lockers. The school provides (for minimal charge) the only locks allowed to be used on campus.

Zero Tolerance-Weapons/Firearms

Listed below is an excerpt from the Leon County Schools district policy 5772 of actions related to weapons that will result in expulsion.

Weapons and firearms as defined in F.S. 790.001 and include, but are not limited to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

For purposes of this policy, the term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

Students shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the site administrator. Failure to report such knowledge may subject the student to discipline.

Any student who is determined to have brought a firearm or weapon to school, any school function, or on any school-sponsored transportation or bus stops or who is determined to have made a threat or false report involving school or school personnel property, school transportation or a school sponsored activity, will be expelled, with or without continuing education services, from the student's regular school for a period of not less than one (1) full calendar year and referred for criminal prosecution. The School Board may assign the student to a disciplinary program or Ghazvini Learning Center for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one (1)

year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement if determined to be in the best interest of the student and the school system.

Afterschool Friday Detention

Students may be assigned afterschool Friday Detention as a form of disciplinary action. Afterschool Friday Detention hours are from 2:00 p.m. until 4:00 p.m. Students who are absent or tardy will be assessed further disciplinary actions. Cellphones will be collected and secured by teacher/administrator.

Saturday School

Students may be assigned Saturday School work detail as a form of disciplinary action. Saturday School hours are from 7:00 a.m. until 10:00 a.m. Students who are absent or tardy will be assessed further disciplinary actions. Cellphones will be collected and secured by teacher/administrator.

Opportunity for Improvement (OFI)

The OFI program is used as an alternative classroom where the student who has been temporarily removed from the classroom can continue to work on his/her essential assignments assigned by the regular classroom teacher(s). Students assigned to OFI will report to Student Affairs by 7:30a.m. Cellphones will be collected and secured by teacher/administrator.

Suspensions (Out-of-School)

Students may be suspended from school, or from riding the bus, for no longer than ten (10) school days unless extended by the Superintendent of Schools or the School Board. Absences during the suspension shall be considered administrative absences. Students will be allowed to make up any work missed during the suspension. Students who are suspended are not permitted to participate in or attend any school-sponsored activity while on suspension.

Expulsion

Expulsion is a denial of access to the traditional Leon County Public School System experience. Students would be placed in a alternate non-traditional setting or in home school. Serious and/or repeated misconduct may be cause for expulsion. Expulsion can be effected and rescinded only by the Leon County School Board. The length of the expulsion shall not exceed the end of the school year during which it was effected, plus one additional school year. The principal will suspend the student ten (10) school days, with a recommendation for expulsion, and notify the Superintendent and parents by letter. (Refer to the Student Code of Conduct for reasons for Expulsion.)

ATHLETICS

Athletics teams have been established by the administration and are under the direct supervision of the Athletic Director and the appointed coach. All teams abide by the procedures, rules and regulations of the FHSAA and Leon County Co-curricular Handbook. Any concerns should be directed to the head coach or Athletic Director.

Football	Kevin Pettis
Golf (boys)	Ken Smith
Golf (girls)	Amy Sherry
Swimming & Diving	Maggie Crutchfield
Volleyball (girls)	Kaitlin Jahn
Cross Country	Michael Phillips
Weightlifting (girls)	Kaitlin Jahn
Competitive Cheer	Gayla Sanders
Soccer (girls)	Joe Ferris
Soccer (boys)	Bryan Wilkinson
Basketball (girls)	De'Ja Jeffery
Basketball (boys)	Rick Davis
Wrestling	James Marschka
Weightlifting (boys)	Kevin Pettis
Softball	Cyndi Jevyak
Tennis	Mike Dross
Track and Field	Michael Philips
Baseball	Dick Steed
Lacrosse	Ken Morton
Flag Football	Stan Goldstein

Sand Volleyball
Sideline Cheer
Dance

Kaitlin Jahn
Gayla Sanders
Gabby Campbell

*Off-season conditioning opportunities are scheduled for most sports. Contact the coach for more information. We ask that every student athlete is registered on the Chiles Athletic website by their parents.

FHSAA physical forms (good for one year from date of physician's signature), **are required in order to participate in any of the above sports.** All forms are available for download on the Chiles website under the Athletics tab and also available at registermyathlete.com. After all required forms are complete students are to get their green clearance form from the Student Activities office.

Student Organizations & Activities

All students are encouraged to participate in the many and varied extracurricular offerings. To be eligible to participate in any extracurricular activity, students must maintain a minimum GPA of 2.00 as defined by the Florida Legislature (FS232.425). Each club established must be recognized by the administration and have a Chiles employee serve as faculty sponsor. All club activities will abide by Leon County School Board policy and are open to any and all Chiles High School students. Any form of initiation must be approved by the administration and adhere to school board policy. **Hazing is strictly forbidden in any form.**

Inter-Club Council (ICC)

The Inter-Club Council is an organization consisting of student leadership of established Chiles High School clubs. The objectives of the Inter-Club Council are:

- To develop initiative and leadership.
- To foster relationships between clubs on the campus of Lawton Chiles School clubs.
- To disseminate information between clubs of Lawton Chiles High School.
- To build another communication bridge between the administration and the student body.
- To facilitate the establishment of clubs through an approved system.

Chairperson	Surabhi Kumar
Treasurer	Sandhya Kumar
Secretary	Kaitlyn Wen
Webmaster	Harshil Pahuja

Contact: chilesicc@gmail.com

Internet Access

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of privileges. The use of student accounts must be related to class assignments (i.e. school research) and follow the policies of the Leon County School District's Internet and Network Use Guidelines. A copy of these Guidelines may be obtained from the IRC. Each student will complete an Internet Access form to be signed by the student and parent/guardian before school Internet accounts are activated. Also, a completed Acceptable Use Policy Form is required in order to access a free campus computer account.

Information Resource Center-IRC (Media Center/Library)

The IRC webpage (<https://www.leonschools.net/Page/20726>) offers online databases for research, tools for writing and research support, links to free Internet resources for schoolwork and a catalog for the library collection.

Check the IRC webpage or CHS scroll for specific hours of operation. Passes to the IRC are required during the school day and students **MUST** sign in using "Preston", a sign-in computer. (Teachers can monitor student attendance from their classroom computers.) The IRC will be open most days before school and during the lunch period for homework, studying, and reading. Food is not permitted in the IRC. Drinks with lids are permitted.

All school and district policies apply to IRC computer use, personal devices, and cell phones. It is the responsibility of each student using the IRC to become aware of and adhere to all computer lab rules and policies. Students may use their

own personal digital devices and cell phones for schoolwork while using the IRC. Making and receiving phone calls is prohibited at all times unless permission is given, and a staff member is present.

Students may check out as many materials as needed for a two-week period. Items may be renewed only once, whenever needed, for an additional two-week period. Overdue materials must be cleared before any additional materials are checked out. All lost or damaged IRC resources must be paid for by the end of each school year. Seniors will not be allowed to participate in graduation activities until all lost or damaged IRC resources are paid for or returned.

FTR is a state-wide reading motivation program for high school students. The purpose is to introduce students to contemporary fiction authors and novels. Fifteen books compete for the top voted title yearly. Chiles students can help select the fifteen books on the list by giving direct input to the Teens Read Committee. See your media specialist to find out how you can be involved!

The IRC is a great gathering place to study, have meetings, and research. Ask your media specialist for help on any assignment and suggestions for great books to read!

CHS Computer Login: Username (9-digit student #): _____ Password: _____ (All passwords must be **8** or more characters long and include a capital letter, a lower case letter, and a number or symbol. You will be required to change your password multiple times throughout the year.)

***Note: Students are responsible for maintaining their computer passwords and are expected to use Classlink to recover forgotten passwords. This requires password recovery options to be set up in Classlink at the start of the school year. Please visit Classlink (from the Leon County School or Chiles website), login with your 9-digit student number and computer password, go to "My Profile", then "Password Recovery Setup". To reset your password, click "Help, I Forgot my Password" at the Classlink login screen.**

Usernames and Passwords for Library Databases

Please contact your media specialist if you cannot access any database below

FOCUS (For Checking Grades Online): Username: _____ Password: _____

Destiny (IRC online catalog of eBooks and Print Books available for checkout.)

Student Resources in Context: Password: Students



Opposing Viewpoints in Context: Password: Students



Soundzabound (Copyright-free music): Username: chiles Password: music

TurnItIn.com (Plagiarism protection): Log in after receiving class code from teacher.

NoodleTools: To set up your account, use Username: leonschools Password: leon After it is set up, use:

Username: _____ Password: _____

Visit the Chiles IRC webpage for access to all databases. **Smart phone and tablet/iPad apps are now available for our research databases! Ask about it!!!**

UnitedStreaming Video On Demand: See your classroom teacher to create a user account using the Chiles student passcode.

Soundzabound (Copyright-free music): Username: chiles Password: music

Follett Shelf (eBooks on Destiny): Username: chiles Password: student

Popular Magazines: Password: LCSB

Sources in U.S. History: Username: Civil War Password: LCSB

Books and Authors: Password: LCSB

LitFinder: Password: LCSB

Health and Wellness Resource Center: Password: LCSB

Academic OneFile (Peer reviewed world journals and reference sources): Password: LCSB

TurnItIn.com (Plagiarism protection): Log in after receiving class code from teacher.

NoodleTools: To set up your account, use Username: leonschools Password: leon After it is set up, use: Username: _____ Password: _____

Choices Planner (Career Research): SiteID: 0089173 Password: chileshs

Career Transitions (For planning resumes, colleges, career surveys, financial aid, etc.): Password: LCSB

All other Gale Virtual Reference Library Products: Password: LCSB

Visit the Chiles IRC webpage for access to all databases. **Smart phone and tablet/iPad apps are now available for our research databases! Ask about it!!**

2020 – 2021

Nondiscrimination Statement

“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, military status, or genetic information.”

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

Dr. Kathleen L. Rodgers, Assistant Superintendent
Equity Coordinator (Students) and
Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306
roddersk@leonschools.net

Deana McAllister, Labor and Relations
Equity Coordinator (Employees)
(850) 487-7207
mcallisterd@leonschools.net

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

Karin Gerold, 504 Specialist
(850) 487-7160
geroldk@leonschools.net