

**Lawton Chiles High School**  
**7200 Lawton Chiles Lane**  
**Tallahassee, FL 32312**  
**(850) 488-1756**  
**Fax (850) 488-1218**  
[www.chiles.leon.k12.fl.us](http://www.chiles.leon.k12.fl.us)

## **ADMINISTRATION**

### **Principal**

Joseph L. Burgess

### **Assistant Principals**

Jeff Lightfoot (Attendance)

Calli Pickens (Curriculum)

John P. Swope (Discipline)

**Athletic Director -** Mike Eto

**Dean of Students -** Mike Lassiter

**Testing Coordinator -** Aaron Clark

### **Additional Contacts**

Attendance Secretary -	Lynda Lewis
Curriculum Secretary -	Melanie Richardson
Discipline Secretary -	Stacy Keith
Food Service Manager -	Gail Levesque
Guidance Counselors -	Kim Brumage, Jennifer Benton, Natalie Garner, Alice Mathis, Jessica Tucker
Guidance Secretary -	Cindy Fisher
Media Specialists -	Melissa Ingram, Kay Taylor
Media Secretaries -	Lisa Batts, Susan Gauthier
Principal's Secretary -	Valerie Witters
Receptionist -	Kayla Robbins
Registrar -	Jeanne Tucker
School Finance Manager -	Danielle Riddle
School Maintenance Supervisor -	Joel Murray
School Resource Officer -	Paul Emmons
Student Activities Secretary -	Christine Lipian
Technology Coordinator -	Buck Buchanan

### **Bell Schedules**

#### ***Regular Bell Schedule***

First Period	7:30-8:20
Announcements & Second Period	8:25-9:20
Third Period	9:25-10:15
Fourth Period	10:20-11:10
Lunch	11:10-11:55
Fifth Period	12:00-12:50
Sixth Period	12:55-1:50
Seventh Period	1:55-2:45

### **20-Minute Homeroom Bell Schedule**

First Period	7:30-8:20
Announcements & Second Period	8:25-9:10
Homeroom	9:15-9:35
Third Period	9:40-10:20
Fourth Period	10:25-11:10
Lunch	11:10-11:55
Fifth Period	12:00-12:50
Sixth Period	12:55-1:50
Seventh Period	1:55-2:45

### **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 Notification and Contact Information**

“No person shall on the basis of gender, transgender or gender nonconforming status, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, military status, pregnancy, disability or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

## LEON COUNTY SCHOOLS 2016-2017 REGULAR SCHOOL CALENDAR

August 12	Chiles Orientation (8:30am Auditorium)
August 15	Students Report
September 5	Labor Day Holiday (District-wide)
September 19	Open House
October 12	Fall Holiday (District-wide)
October 20	End of First Nine Weeks (43 day nine weeks)
October 21	Teacher Planning/In-service Day (Students Out)
November 11	Veterans Day Holiday (District-wide)
November 23	Thanksgiving Holiday (Students & Teachers Out)
November 24-25	Thanksgiving Holidays (District-wide)
December 14-16	Exam Days/Early Release Days
December 16	End of Second Nine Weeks (40 day nine weeks)
December 19-31	Winter Holidays (District-wide)
<b>2017</b>	
January 1-2	Winter Holidays (District-wide)
January 3	Teacher Planning/In-service Days (Students Out)
January 4	Students Return
January 16	Martin Luther King Holiday (District-wide)
February 21	8 <sup>th</sup> Grade Parent Night and Curriculum Fair
March 10	End of Third Nine Weeks (48 day nine weeks)
March 13-17	Spring Break (Students & Teachers Out)
March 20	Teacher Planning/In-service Day (Students Out)
March 21	Students Return
April 22	Prom 7:00pm University Center
May 10-12	Senior Exam Days
May 12	Last Day for Seniors
May 12	Senior Picnic/Yearbook Party 2:30pm-4:30pm Cafeteria & Pavilion
May 16	Senior Assembly and Convocation Rehearsal 2:30pm Auditorium
May 17	Senior Convocation 6:30pm Auditorium
May 18	Underclassmen Awards
May 22-23	Early Exams
May 23	Graduation Rehearsal 12:00pm Civic Center
May 24	Graduation Ceremony 7:00pm Civic Center
May 24-26	Exam Days/Early Release Days
May 26	Last Day of School/End of Fourth Nine Weeks (49 day nine weeks)
May 29	Memorial Day Holiday (Districtwide)
May 30	Exam Make-up Day
May 31	Teacher Planning/In-service Day

### Seniors

(\*For the most current events, dates and times, please see the Senior website.\*\*)

October 14	Homecoming Dance Panoramic Photo Senior Fees Due \$70.00 Grad Bash
April 22	Junior/Senior Prom 7:00pm University Center
May 10-12	Senior Exams
May 12	Last day for Seniors
May 12	Senior Picnic/Yearbook Party 2:30pm-4:30pm Cafeteria & Pavilion
May 16	Senior Assembly & Convocation Rehearsal 2:30pm CHS Auditorium <b>Mandatory</b>
May 17	Senior Awards Convocation 6:30pm CHS Auditorium
May 23	Graduation Rehearsal 12:00pm Civic Center <b>Mandatory</b>
May 24	Graduation Ceremony 7:00pm Civic Center

## Fine Arts

October 8	TBD	Marching Band Competition (Tentative)
October 11	7:00pm	Chorus Fall Concert
October 13	7:00pm	Orchestra Fall Concert
October 22	TBD	Marching Band Competition (Tentative)
November 16-19	7:30pm	Fall Play
November 22	7:00pm	Band Fall Concert
December 1-3	TBD	Tri-State Band Festival, FSU
December 3	7:00pm	All District Orchestra Concert
December 5-6	7:00pm	Holiday Concert
December 8	7:00pm	Drama Winter Showcase
February	7:00pm	Chorus, Orchestra, and select Band Masterworks Concert
January 4	6:00pm	ITS Showcase
January 24	6:00pm	Leon County Men's Chorus Day
February 3	TBD	Spirit of the Arts Day/Fine Arts Performances/Chalk Walk
February 14	7:00pm	Orchestra Pre-MPA Concert
February 23	7:00pm	Band Pre-Festival Concert
February 16	TBD	Jazz MPA, Leon High School
February 17-18	TBD	Auxiliary, Instrumental Solo and Ensemble
February 23	7:00pm	Pre MPA Concert Band
February TBD	TBD	Café Dinner Theater by Wolfpac
March 3-4	TBD	Band FPA District Concert MPA
April 6-8	7:30pm	Spring Musical
April 13	7:00pm	Chorus and Orchestra Masterworks Concert
April 18	7:00pm	Spring Band Concert
April 28	6:00pm	Musical Theatre Revue
May 2	7:00pm	Drama Spring Showcase
May 9	7:00pm	Chorus Spring Concert
May 11	7:00pm	Orchestra Spring Concert

## 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

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

1. All visitors 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.).

## **2017 Advanced Placement Exam Weeks**

May 1 - 5 & May 8 - 12

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 9<sup>th</sup> 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) Silver Cord
- Honor Scholar (4.000-4.199 GPA) Green 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 third nine-week period in order to be considered for the above 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.\*\***

### **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.

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.

### **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.

### **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/Testing Central)**

The IRC webpage ([www.chiles.leon.k12.fl.us/irc](http://www.chiles.leon.k12.fl.us/irc)) offers online databases for research, online tools for writing and research, newspapers and magazines, free Internet resources for schoolwork and research, as well as great Teens Read links.

Check the IRC webpage or CHS scroll for specific hours of operation. Passes to the IRC are required during the school day. 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 for 30 minutes during the lunch period for homework, studying, and reading. Food and drinks (other than water) are not permitted in the IRC.

Surveillance cameras are located in the IRC for security of materials and safety of students. Alarms will sound when materials are not checked out properly. Intentional horseplay with the security system will result in disciplinary action!

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. Subscription to an Internet Cloud Storage Site is highly recommended for saving computer files. Examples of Cloud Storage sites are Microsoft SkyDrive, Dropbox, Google Docs (Google Drive), Amazon Cloud Drive, etc. These are Internet sites that offer free storage space for classwork files and photos. 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. Check the IRC webpage for the latest titles.

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!

### **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.
10. Personal cell phones and digital devices will be confiscated if used outside the guidelines, rules and procedures set forth by each classroom teacher. Students are expected to learn and

remember the rules, as they will differ from teacher to teacher.

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

## **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.

### **Absences**

The policies for high school attendance 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 must be turned into the Attendance Office 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.

### **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 must be turned into the Attendance Office within 5 days of the return to school.***

## **Appeals**

Students who have unexcused absences that result in attendance failures may appeal to have the earned grade restored. Students are to contact the attendance office to request an appeal with Mr. Lightfoot.

## **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.

## **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**

### **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 10 day out-of-school suspension. 5 days 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.

### **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 1 day of out-of-school suspension pending a negative drug test submitted to Student Affairs. 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 for prosecution.

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 for prosecution.

### **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 order will receive a referral and be disciplined in accordance with the Student Code of Conduct.

### **Dress Code**

An important goal of a dress code is to teach young people that different types of dress are appropriate for different settings. Students need to make responsible decisions about how to dress appropriately for different situations such as school, work, recreation, and other social activities. All Chiles 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 Chiles High School campus. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership (Leon County School Board Policy 5511). Accommodations will be made for medical, cultural, and/or religious reasons.

NOTE: The building principal or designee shall make the final determination concerning questions regarding the appropriateness of dress and grooming for school-sponsored functions.

### **Shirts, Tops, and Blouses**

Must cover all aspects of the bosom and torso at all times whether sitting, standing, reaching, or bending. Spaghetti straps, halters and tube tops are not permitted. Straps must be a minimum of ONE inch wide on each shoulder. Students must not show excessive armpit area when wearing sleeveless shirts. Sheer and/or tight clothing are not appropriate for school dress. Sweaters/jackets may not be used for the purpose of covering/correcting a Dress Code violation. If a jacket or other covering is worn over a top, the shirt, blouse, or dress underneath must meet the dress code.

### **Skirts, Dresses and/or Shorts**

Must reach mid-thigh length when in standing position. Short-shorts and mini-skirts may not be worn. All dresses must have straps (at least 1-inch wide on each shoulder).

### **Pants**

Yoga pants and other spandex material type pants are not to be worn at school. Leggings may only be worn under shorts or skirts of appropriate dress code length (mid-thigh). Pants should fit appropriately, without sagging, and hide all undergarments (basketball shorts, underwear, boxers, other shorts, etc.). Pants may not be ripped or torn above the knee. Florida's Sagging Pants Law requires school boards to adopt dress codes barring clothes that "expose underwear or body parts in an indecent or vulgar manner."

### **Undergarments**

(boxers, briefs, bras, bra straps, bralettes, bandeaus, etc.)

Must not be exposed at any time. Pajamas are not allowed to be worn at school.

### **Shoes**

Required and must be safe for school activities. Bedroom shoes and house slippers are not permitted.

### **Hats and Sunglasses**

Hats or any head covering and sunglasses (male & female) may be worn outside. They are not allowed in the hallways, classrooms or offices.

Students who **fail to follow the dress code** are processed in the following way:

- 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 lunch 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 a Saturday School 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.

### **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**

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. Students must maintain a 2.0 GPA each nine-week grading period in order to maintain their parking space. Previous years' obligations 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.

### **Items of Non-Instructional Nature**

Cell phones, iPods, MP3/CD/tape players, other electronic devices, toys and/or games may ONLY be used during the school day under the following guidelines: A student may ONLY use such items before or after school and/or during lunch. Inappropriate use or possession of such equipment will result in confiscation of the item(s) to be returned to the parent/guardian at the end of the school day. Repeated violations of this rule will result in a more severe disciplinary action.

### **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 the telephone during class time or between classes unless it is an emergency. Emergency calls can be made with permission from the front office or Student Affairs office. 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**

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.

## **Saturday School**

Students may be assigned Saturday School work detail as a form of disciplinary action. Saturday School hours are from 7:30 a.m. until 10:30 a.m. Students must sign in no later than 7:40, or they will be considered absent. Students who are absent or tardy will be assessed further disciplinary actions.

## **Suspensions (In-School)**

The ISS 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).

## **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. A student may make up any work missed only during the first suspension in a school year. 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 Leon County Public School System. 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.

Cross Country	August 1	Michael Phillips
Football	August 1	Garrett Jahn
Golf (boys)	August 1	Ken Smith
Golf (girls)	August 1	Amy Sherry
Swimming & Diving	August 1	Gerry Norris
Volleyball (girls)	August 1	Kaitlin DiLuzio
Soccer (girls)	October 10	Lindsay Taylor
Soccer (boys)	October 17	Bryan Wilkinson
Weightlifting (girls)	October 17	Herb Moore
Basketball (girls)	October 24	Terral Upchurch
Basketball (boys)	October 31	John Langlois
Wrestling	November 7	James Marschka
Softball	January 9	Cyndi Jevyak
Tennis	January 9	Owen Long
Baseball	January 16	Dick Steed
Track and Field	January 16	Philip Browning
Weightlifting (boys)	January 16	Garrett Jahn
Lacrosse	January 16	Chris Anders
Flag Football	February 13	Stan Goldstein
Sand Volleyball	March 21	Kaitlin DiLuzio
Dance	April 28	Jennifer Drawdy
Cheerleading	June 1	Gayla Sanders

\*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), **EL3 and EL3CH forms 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.

### 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.**

### Username and Passwords for Library Databases

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

**CHS Computer Login:** Username (9-digit student #): \_\_\_\_\_ Password: \_\_\_\_\_  
(All passwords must be 7 or more characters long and include a capital letter, a lower case letter, and a number. You will be required to change your password throughout the year.)

**Pinpoint** (For Checking Grades Online): Username: \_\_\_\_\_ Password: \_\_\_\_\_

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

**Grolier Multimedia Encyclopedia:** Username: leonco Password: leonco

**Student Resources in Context:** Password: LCSB

**Opposing Viewpoints in Context:** Password: LCSB

**eLibrary:** Username: leonschools Password: lcsb

**CultureGrams:** Username: leonschools Password: lcsb

**ProQuest Historical Newspapers:** Username: leonschools Password: lcsb

**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!!!**