



Lawton Chiles High School

"Cognosco, Duco, Perficio" - "I learn, I lead, I achieve"

Mr. Rocky Hanna, Superintendent
Ms. Dee Dee Rasmussen, Board Chair
Mrs. Georgia "Joy" Bowen, Vice-Chair

Mr. Joseph L. Burgess, Principal
Ms. Calli Pickens, Assistant Principal
Mr. John Swope, Assistant Principal
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Mrs. Grace Bigelow, Dean of Students

March 27, 2020

Dear Parents and Guardians:

First of all, I hope that you and your families are doing well and will continue to be in good health in the middle of this crisis. By this time now every person is familiar with COVID-19 also known as the Coronavirus. Our schools have been closed temporarily as an abundance of caution for the health and safety of our students and our staff. The Governor and Superintendent have given us the mission to still provide education for students while at home during this crisis. The Superintendent has chosen a model of distance learning where we will provide lessons through websites communicated to teachers who will communicate back to you. Some students will have the option of having their lessons on paper and completing assignments and having them delivered to teachers via the support staff and administration. Included in this packet is a new employee job description that gives a repurposing of our employees to help each family meet this challenge.

Each teacher has been asked to give grace and flexibility to each student and their family in this crisis as our daily lives have been interrupted and the potential of further disruption is possible. I appreciate your patience in our school getting ready to deliver this content in this platform. I am also asking for your patience to continue as work to get this new temporary system right for you and your family in this unprecedented event for our current time.

The following is information for you and your child to know as we begin our transition to online distance learning (learning packets). On March 30th students will be continuing their learning at home through instructional materials (learning packets) from the Chiles faculty as we continue to follow orders in lieu of COVID-19 aka coronavirus. The instructional materials (learning packets) will be available online and in print at school starting March 30th. Parents, please begin thinking about designating a time and location in your home for your student to work each day. Setting a routine will help your student to be successful. Please be sure you have signed up for our listserv; however, please spread the word to friends and other families. Our listserv will be our primary means of communicating information to the entire Chiles community.

DISTRIBUTION INFORMATION

On Monday, March 30, we will have available a hard copy of the Distance Learning packets from teachers to students. These will be ONLY for students who DO NOT have computer access, device or consistent online access. We will also be checking out mobile devices for students who do not have access to one at home. We will begin distribution at 10:00 am on Monday to SENIORS, then 11:00 am-12:00 pm for Juniors, 12:00 pm-1:00 pm for Sophomores, and 1:00 pm -2:00 pm for Freshmen. Our distribution center will be in the Chiles auditorium. We ask that only one representative of the family come to pick up or check out materials and use all social distancing precautions possible. Please call us if you missed the deadline or your letter came after March 30, 2020.

GRADES AND ESE/504/Gifted/ESOLSERVICES

Grades for the 3rd 9-weeks will be uploaded into FOCUS by 4 PM on Friday, March 27th. IEP progress reports, which were completed by their ESE teachers are included in this envelope. Gifted services will continue through our classroom teachers and any questions may be sent to Mrs. Kat Quick at quickk@leonschools.net. An update will be sent later in the year regarding Gifted EP plans from Mrs. Quick. Our ESOL contact is Mrs. Alice Mathis and she may be reached at mathisa@leonschools.net. Any additional ESE/504 questions may also be sent to Mrs. Jennifer Benton at bentonj@leonschools.net and Mrs. Amanda Thai at thaia@leonschools.net. Our goal right now is to still have grades for seniors completed by May 22 and all other grades by May 29. This is still preliminary and subject to change.

7200 Lawton Chiles Lane, Tallahassee FL 32312 | Voice: (850) 488.1756 | Fax: (850) 488.1218

<http://www.leonschools.net/chiles>

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ONLINE/DIGITAL LEARNING

Chiles has created instructional materials (learning packets) for ALL core classes for grades 9-12. This includes students in self-contained ESE classes on ACCESS Points who can find their assignments in the UNIFY Platform or receive an ACCESS packet from school. These instructional materials (learning packets) will be available online through your teacher's website in FOCUS or Microsoft Teams. Teachers will notify you if they have other platforms for you to retrieve additional information and resources in their class. This will begin on March 30, 2020. Teachers will make an electronic communication with your student or a parent by Wednesday, April 1, 2020. Our staff (intervention specialists) will also be making welcome calls to your family by Wednesday, April 10, 2020. For students who receive paper packets, we recommend that you return them to school no later than Monday April 13, 2020. This is a suggested timeline. Upon return of the packets please place assignments in a sealed Ziploc bag and please make sure that your student's name is clearly legible on all paper and on the bag.

WHAT PARENTS CAN DO

Please make sure you have updated your FOCUS account to reflect accurate information. If you have difficulty or don't have an account in FOCUS please contact beatyk@leonschools.net for assistance. If you do not have adequate or consistent access to technology you can come on Monday, March 30th and get a printed instruction materials (learning packet) and directions that your child needs to complete their assignments. **We are also asking that your child use their school email account so that teachers can easily communicate with them through FOCUS and Microsoft Teams for students to have access to communication via technology.**

ACCESS FOR MICROSOFT TEAMS FOR REMOTE MEETINGS

- Go to Chiles website <https://www.leonschools.net/chiles>
- Click Class Link (Blue Cloud in the top right corner)
- Sign in by using Student # @edu.leonschools.net and your password
- A box might pop-up that asks you to verify your network password. Type in the login password into both of the sections on the box.
- Click Teams (purple icon, very last one on your screen)
- Assignments will be uploaded into the Files tab.

You can send class messages, ask questions, video conference, and upload documents

SURVEY FOR TECH READINESS

A survey was sent on listserv, website, and social media. This is so we can determine where each family is with technology availability. Please make sure to respond if you have not already. If your family does not have internet access, please contact Comcast about their Essentials program service that will be available to our community for the next two months. To sign up, applicants can simply visit www.internetessentials.com. The website also includes the option to video chat with customer service agents in American Sign Language. There are two dedicated phone numbers 1-855-846-8376 for English and 1-855-765-6995 in Spanish.

ADVANCED PLACEMENT (AP)

If your child is an AP student, at this time 45 minute AP Exams are still scheduled to take place online but the time of the exams are still being considered. You will be updated as information is released. AP teachers will share information as it becomes available. Below are resources for you to review.

https://apcentral.collegeboard.org/about-ap/news-changes/coronavirus-update?SFMC_cid=EM288604-&rid=46805298

https://collegeboard.tfaforms.net/74?SFMC_cid=EM288604-&rid=46805298

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OFF-CAMPUS DUAL ENROLLMENT (FSU, FAMU, TCC, LIVELY)

Please refer to the correspondence from these institutions. They will guide you about how to access general information, resources, and curriculum on their campus platforms.

FOOD DISTRIBUTION

Second Harvest food distribution ended on Friday, March 27th at Chiles High School. Families may still pick up food at the following schools: Apalachee, Chaires, Ft. Braden, Hartsfield, W. T. Moore, Oakridge, Pineview, Riley, Ruediger, Sabal Palm, Springwood, Woodville, Fairview, and Nims.

CLINIC

Medications left in the clinic can be picked up at Chiles during the week of March 30, 2020. Mrs. Washington, our clinic aide, is available at washingtonl2@leonschools.net. She will refer you to a medical professional if needed.

TESTING

Current seniors: If a senior is expected to graduate in spring of 2020 and has not met the exit criteria for Algebra I EOC and/or Grade 10 ELA FSA, or earned a concordant score, this criteria will be waived. However, students still must earn the necessary credits and meet the GPA requirements to graduate.

Non-seniors: The Department is waiving the requirement for non-senior students who are currently enrolled in a course that requires an EOC to take the associated EOC. However, non-seniors who have yet to pass the Grade 10 FSA ELA must still meet the exit criteria by passing that assessment during a future administration or earning a concordant score. Though non-senior students enrolled in the EOC course of Algebra 1 are not required to take the Algebra 1 EOC, they must still meet the mathematics assessment graduation requirement by either passing the Algebra 1 EOC (offered four times each year) during a future administration, earning a concordant score, or passing the Geometry EOC during a future administration.

ACTIVITIES AND ATHLETICS

All extracurricular activities have been cancelled for the remainder of the school year. This includes all athletics, performing arts, field trips, and prom. We will have more information in the next few weeks regarding convocation, graduation, summer workouts and summer camps.

ATTENDANCE

At this time, all attendance failures have been cleared for this year and last year. All earned grades have been restored. If you have any questions regarding attendance email Mr. Lightfoot at lightfootj@leonschools.net or call 850-488-1756 extension 246.

GUIDANCE INFORMATION

Counselors may be reached via email. Please also refer to the Guidance Department section of the website next week for updates and an FAQ. Counselors will be contacting seniors regarding graduation requirements and can answer any questions for future plans beyond high school.

The school counselors' email addresses and the part of the alphabet they are assigned to are as follows:

Mrs. Natalie Garner- (last names A-C) garnern@leonschools.net
Mrs. Kim Brumage (last names D-HA) brumagek@leonschools.net
Ms. Alice Mathis (last names HE-MC) mathisa@leonschools.net
Mrs. Jennifer Benton (last names ME-SA) bentonj@leonschools.net
Mrs. Jessica O'Neal (last names SC-Z) onealj@leonschools.net

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Students who need counselor approvals for their FLVS class need to have parents email their child's counselor for approval after the student has completed registration and course selection. Once the course has been approved by the counselor, the status will be CRC Course request complete.

GRADUATION REQUIREMENTS FOR SENIORS

If a senior is expected to graduate in spring 2020 and has not met the exit criteria for Algebra I EOC and/or Grade 10 ELA FSA, or earned a concordant score, this criteria will be waived. However, students still must earn the necessary credits and meet the GPA requirements to graduate.

MENTAL HEALTH

Please access documents sent from our district support services at www.leonschools.net/Domain/7259. The support services phone number is 850-561-8362. To contact Disc Village please call 850-574-6240. The child abuse hotline phone number is 1-800-962-2873.

TRANSCRIPTS

A grade history can be printed for scholarship and unofficial college purposes from FOCUS. Those directions can be accessed on the Chiles website. Any requests for online or printed official transcripts may be sent to Mrs. Kim Beaty at beatyk@leonschools.net.

ACTIVITY FEES

Many of you have reached out with questions regarding refunds for activity fees paid to Chiles High School for field trips, clubs, sports teams, etc. Depending on what your student has already received, the school will be providing partial and full refunds for these fees. We are currently putting together a plan and will begin this process soon. We ask that you please be patient with us during this time; the refund process will take several weeks to complete given the school's population and the number of school activities. If you have further questions, please feel free to email Mrs. Riddle at riddled@leonschools.net.

RESOURCES

LCS is making many digital resources available to students through each student's ClassLink site, a site they are very familiar with. Please check the Chiles Website at www.leonschools.net/chiles and Listsev for updates. In addition, personnel from WFSU shared that as of March 23rd they are providing three blocks of programming geared to student grade placement (pre-school to 12th grade). Please review the sites for additional information: <https://wfsu.org/> and <https://florida.pbslearningmedia.org/> to see the AMAZING resources they are providing at **no charge** to keep our students excited about learning!

FACILITY

Please be assured that our custodial staff is continuously cleaning our school buildings based on Centers for Disease Control (CDC) for a potential return of students and staff.

SCHOOL OFFICE HOURS

8:00 AM-3:00 PM

Please observe social distancing (at least 6 feet) between each person while visiting the office.

Thank you and take care,

Joseph L. Burgess
Principal

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