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 **Lawton Chiles High School**

**7200 Lawton Chiles Lane**

**Tallahassee, FL 32312**

**(850) 488-1756**

**Fax (850) 488-1218**

[www.leonschools.net/chiles](http://www.leonschools.net/chiles)

2024-2025

**ADMINISTRATION**

**Principal**

Joseph L. Burgess

**Assistant Principals**

Paul Lambert (Attendance)

Dan Molinaro (Discipline)

Calli Pickens (Curriculum)

Grace Bigelow (Intervention, ESE)

**Dean of Students/Testing Coordinator** – Aaron Clark

**Athletic Director -** Mike Eto

**School Resource Officers** – Sean Strickland and Leo Ledesma

**Additional Contacts**

Attendance Secretary - Misty Cash

Curriculum Secretary - Stacy Keith

Food Service Manager - Bob Becker

Guidance Counselors - Sarah Bender, Natalie Ferrera, Natalie Garner, Alice Mathis, Brigitte Robinson

Guidance Secretary - Shaila Behara

Media Specialist - Courtney Penton

 Media/Technology Resource - Betty Drake

Principal’s Exec. Secretary - Nicola Miller

Receptionist - Jessica Oyster

Registrar - Kanwal Majid

School Finance Manager - Rosina Lopez

School Maintenance Supervisor - Joel Murray

Student Activities Secretary - Becky Viosca

Technology Coordinator - Will Christie

 Clinic Aide/Student Affairs Asst . Kimberley Revell

**Bell Schedules**

*Regular Bell Schedule*

First Period –Pledge/ Reflection 7:30-8:25

Second Period 8:30-9:20

Third Period 9:25-10:15

Fourth Period 10:20-11:15

**Lunch 11:15-11:55**

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 – Pledge/Reflection 7:30-8:25

Second Period 8:30-9:10

Homeroom 9:15-9:35

Third Period 9:40-10:20

Fourth Period 10:25-11:15

**Lunch 11:15-11:55**

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!)

**LEON COUNTY SCHOOLS 2024-2025 REGULAR SCHOOL CALENDAR**

**2024**

August 12 Students Report

September 2 Labor Day Holiday (District-wide)

September 16 Open House (6:00 p.m.)

October 3 Fall Holiday (District-wide)

October 18 End of First Nine Weeks

October 21 Teacher Planning/In-service Day (Students Out)

November 11 Veterans Day Holiday (District-wide)

November 25-29 Thanksgiving Holiday (Students & Teachers Out)

November 28-29 Thanksgiving Holidays (District-wide)

December 18-20 Exam Days

December 20 End of Second Nine Weeks

December 23-31 Winter Holidays (District-wide)

**2025**

January 1-3 Winter Holidays (District-wide)

January 6-7 Teacher Planning Days/In-service Day (Students Out)

January 8 Students Return

January 20 Martin Luther King Holiday (District-wide)

February 17 Presidents Day Holiday (District-wide)

February 20 8th Grade Parent Night 5:30 p.m. and Curriculum Fair 6:00 p.m.

March 7 End of Third Nine Weeks

March 10-14 Spring Break (Students & Teachers Out)

March 17 Teacher Planning/In-service Day (Students Out)

March 18 Students Return

April 18 Spring Holiday (District-wide)

April 26 Prom 8:00 p.m.

May 13 Senior Assembly and Convocation Rehearsal

May 13 Senior Convocation 6:30 p.m. Auditorium

May 7-9 Senior Exam Days

May 16 Last Day for Seniors

May 22-24 Exam Days (Early Release)

May 22 Graduation Rehearsal 12:00 noon Civic Center

May 24 Last Day of School/End of Fourth Nine Weeks

May 24 Graduation Ceremony 10:00 a.m. Civic Center

May 26 Memorial Day Holiday (Districtwide)

May 27-28 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 (850)488-1756. The receptionist will answer your calls between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday. 7:00 a.m. and 3:30 p.m., Monday through Thursday during the Summer months. Any other time, calls will be answered by our automated phone system. No voicemail can be left on this system.

**Visitors**

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 identified as 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**

School 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) addition 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 posted in Focus four (4) times during the school year, at the midpoint of each nine-week grading period. Report cards are posted in Focus four (4) times during the year and sent by email to the primary contact. Parents may check a student’s grades by using Focus. 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 are posted in May in the Student Portal (Focus). 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.).

2025 Advanced Placement Exam Days
May 5-16

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 of the nine weeks through 3rd quarter.

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 (3 days).

**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.

Textbook/Chromebook Policy

When a book or Chromebook 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.

**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. Leon County’s attendance policy is distributed through Focus to each student the first week of school.

Absences

One of the strongest foundations for school success is regular school attendance. Without regular and consistent attendance, the student misses vital instruction in regard to subject matter, introduction, concept formation and sequential learning which can cause students to fall behind in their understanding and comprehension. To encourage good attendance absences are excused for **illnesses, medical care, medical appointments, legal affairs, or death in the family.** Students attending an administratively recognized school function will be considered present for attendance purposes.

Documenting Absences

Absences should be documented through the Focus parent portal the day the student returns to school. Documentation must include the date(s) missed and the legally accepted reason for the absence.

Unexcused Absences

An unexcused absence is any absence which has not been properly documented and administratively approved. Absences exceeding five consecutive days or totaling ten per grading period may require additional documentation from medical or legal sources. Family trips/vacations are not generally excused unless there is substantial educational gain and if the absences are pre-approved by the administration.

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. 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**”. Students can only be signed out by a parent/legal guardian or those designated in Focus as an authorized pickup person, in person or by phone call from an authorized number.**

Tardy

Students are marked tardy if they report for class after the tardy bell rings.

1st Tardy Verbal Warning

2nd Tardy Teacher Detention with Teacher/Parent Communication

3rd Tardy Discipline Referral will be written which will result in a Saturday School being assigned.

4th Tardy Discipline Referral will be written which will result in a Saturday School being assigned.

Pre-Arranged 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. Forms can be found in the Student Affairs Office.

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, students may contact the teacher to request particular assignments missed during the absence. Students can always check their Canvas assignment page on their Chromebook for assignment as well. 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.

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”.

Appeals

Students who have unexcused absences that result in loss of privileges may appeal. Students are to contact the attendance office to request an appeal with Mr. Lambert. 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 issues that have not been forgiven will not be able to acquire a parking pass or an off-campus pass.

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 on first offense.  Two 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. 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 5 day out-of-school suspension on first offense.  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 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 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 and possible recommendation for expulsion.  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 (see above Drug policy). 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.

These infractions require a formal consequence and will result in a minimum of 3 days of OSS 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 before school, during transition, during lunch, and after school, 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.

No Cell Phone Use in Classrooms: Now in Florida Statutes 1006.07, “a student may not use wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes.”  To comply with state law and in accordance with Leon County Schools policy, students are not allowed to have phones out at all during instructional time.  In high school, students will be able to use their phones before school, during transition, lunch, and after school.  This also means students should not be using their phones in the hallways or bathrooms during class time.

Consequences at Chiles for having phones out during class:

1st Time: Warning and ask to put it away.

2nd Time: Teacher detention and parent contact

3rd Time and after: Referral to front office, possible consequences include admin detention, Saturday School, ISS, and eventually OSS.

If a student refuses to put their phone or device away, may result in a referral and OSS (Out of School Suspension).

**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 Saturday School 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 issued a Saturday School and Student Affairs will conduct a parent conference. Continued violations of the dress code may 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 issues. 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 issues 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 ($40.00 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 for drugs/alcohol 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.

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 7:00 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.

**In School Suspension (ISS)**

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).  Students assigned to ISS 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. 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 an alternate non-traditional setting or in home school. Serious and/or repeated misconduct may be cause for expulsion. Expulsion can be affected 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 affected, 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.

 Baseball Benny Hewett

 Basketball (girls) Troy Hartmann

 Basketball (boys) Eli Phillips

 Bowling (girls) Sandie Hanna

 Bowling (boys) James Marschka

 Competitive Cheer TBD

 Cross Country Amy Hassell

 Dance Gwen Alexander

 Flag Football Justin Kurlander

 Football Bill Ragans

 Golf (boys) Destin Parmer

 Golf (girls) Amy Sherry

 Lacrosse Jordan Walton

 Sand Volleyball Kaitlin Jahn
 Sideline Cheer Gayla Sanders

 Soccer (girls) Jordon Godfrey

 Soccer (boys) Bryan McDonald

 Softball Cyndi Jevyak

 Swimming & Diving Maggie Crutchfield

 Tennis Mike Dross

 Track and Field John Hernandez

 Volleyball (girls) Kaitlin Jahn
 Weightlifting (girls) Kaitlin Jahn
 Weightlifting (boys) Bill Ragans

 Wrestling James Marschka

\*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.
* 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 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 sign-ins 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.

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.

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 # @edu.leonschools.net): \_\_\_\_\_\_\_\_\_\_

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, 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

**Gale Student Resources in Context:** Password: Students

**Gale Opposing Viewpoints in Context:** Password: Students

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

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# NONDISCRIMINATION NOTIFICATION & CONTACT

“No person shall on the basis of sex, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status 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.

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

Tonja Fitzgerald, Divisional Director Equity Compliance Officer (Students) Leon County School District

2757 West Pensacola Street Tallahassee, Florida 32304

(850) 487-7309

fitzgeraldt@leonschools.net

Wallace Knight, Director Equity Compliance Officer (Employees)

Title IX Compliance Officer Leon County School District 2757 West Pensacola Street Tallahassee, Florida 32304

(850) 487-7210

knightwa@leonschools.net

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

Jennifer Benton, 504 Specialist

(850) 487-7317

bentonj@leonschools.net