

To Our Teaching Guest:

Welcome to Charlottesville High School. We hope you will have an enriching experience working with our students. This orientation booklet has been assembled to ensure such an experience as well as first rate service to our school community.

In this booklet you will find:

1. A "Quick List" for your easy reference.
2. A district and high school building personnel and faculty roster.
3. A high school bell schedule.
4. A building floor plan.
5. A set of emergency and fire drill procedures.
6. Our high school's guidelines for student behavior.
7. A copy of a student behavior referral.
8. A listing of classroom rules, attendance-taking procedures, and pass policies
9. A description of room responsibilities.

All of our teachers have been requested to create a packet containing a lesson plan for every course taught, seating charts, and duty assignments. Please feel free to ask questions and seek any information you may need. Don't be hesitant. A better informed substitute makes a better substitute teacher.

When the class arrives you are in charge. Take control in a firm, friendly manner. Show genuine interest in the students. The teacher's instructions may suggest a student who can assist you in taking attendance and in any other regular daily tasks. Use these students, as they are familiar with the room, the students, and our procedures.

Start the class on time and conduct it as set down by the teacher's plans. Take notes about what you feel may be helpful to the regular teacher. If you have a suggestion, kindly make it for the teacher to evaluate.

If a serious discipline problem arises, don't hesitate to get help. Contact another teacher, the department chairperson, or an administrator, immediately.

The substitute teacher is an important member of the instructional staff. Each substitute is responsible for promoting favorable public relations and for employing professional conduct and ethics in contacts with school and community. Toward this end appropriate attire is requested. The substitute, as the teacher replacement, is expected to assist us in maintaining the established program for children.

Thank you for your efforts in helping to provide a quality educational program for our students. Have a great day of teaching.

Sincerely,

High School Administration

GUIDELINES FOR STUDENT CONDUCT IN THE HIGH SCHOOL

All students who attend Charlottesville High School have the right to the best and most appropriate high school education possible, and the safest, cleanest, and most orderly learning environment attainable.

Each person who works at Charlottesville High School, whether a student or an adult, has the right to the highest degree of respect which may be accorded an individual in our society.

All who enjoy the rights of citizenship in Charlottesville High School have corresponding responsibilities. Each student and each adult is to make every effort to ensure that each young adult is able to pursue the best and most appropriate education in the safest, cleanest, and most orderly learning environment. This means that each student and each adult is to make every effort to offer the highest degree of respect to each fellow school citizen.

The responsibilities for each student are presented in this document in the form of rules for conduct in school. The rules are derived from the policies of the Charlottesville Schools' Board of Education.

The rules governing the activity of students at Charlottesville High School apply on all school property, and apply at all school related events.

The rules also reflect the expectations of all school staff members for student behavior in classrooms, corridors, the school library, study halls, the cafeteria, all school grounds, the gymnasium, all athletic areas, all school transportation vehicles, and all offices. School staff members include teachers, custodians, bus drivers, aides, food service personnel, and administrators.

Therefore, we (Board members, Administrators, Teachers, Staff, Parents, and Community members) expect students:

1. to abide by all of society's laws while at school.
2. to follow all directives and requests made by all school adults.
3. to attend school regularly.
4. to arrive at school and at class on time.
5. to follow their daily schedule.
6. to move through the corridors in an orderly fashion. Students are not to run, push, or shove.
7. not to physically confront others.
8. to refrain from throwing objects of any kind.
9. not to possess weapons of any kind.
10. not to possess cigarettes, other tobacco products, alcohol, or drugs of any kind.
11. not to smoke or use tobacco products.
12. not to use alcohol or drugs in school. Furthermore, students are not to come to school (or school events) under the influence of alcohol or drugs.
13. not to possess matches, lighters, or other incendiary devices in school.
14. not to engage in card trading, card-playing or gambling of any kind.
15. not to bring portable stereo sets to school for security reasons (theft, loss, breakage).
16. to speak using only language which is appropriate and in good taste and act in ways accepted by our society.
17. to refrain from public displays of affection.
18. to dress in apparel that will not disrupt nor negatively affect the health and safety of the student. Hats may be worn at the discretion of the supervisor.
19. to possess and consume food and drink in appropriate areas (cafeteria, home economics area, special classroom functions). Due to safety concerns, students are not to bring beverages in glass bottles to school. Because of inadequate storage, opened drinks may not be stored in lockers during the day. Beverages are to be consumed only in the cafeteria either before school or during lunch.
20. who have been granted the privilege to drive their automobiles to school to adhere to our high school's "Rules Regulating Student Parking".

ENFORCEMENT OF THE RULES OF THE HIGH SCHOOL

It is important that each member of our school community learns about how rules will be enforced. Your school administration and faculty have developed a schedule of responses to infractions of school rules. These responses are designed to help protect the rights of others, and guarantee that each individual meets his or her responsibilities.

The administrative responses are meant to assist students in the development of skills which will help them interact with others. In all cases, anyone charged with rules infractions is entitled to seek clarification about how an administrative response is assigned. The most common administrative responses to rules infractions include, but are not limited to:

- Student conference
- Reprimand
- Loss of pass privileges
- Loss of extra-curricular activities privileges
- Departmental or teacher's detention
- Restitution for damages (in money or compensatory work time)
- Administrative detention
- Administrative conferencing
- Internal suspension
 - External suspension
- Extended external suspension
- Expulsion

Administrative conferencing refers to the involvement of any of the following persons in the case of a student's rule infractions:

- Parents or Guardian
- Teachers
- Counselor
- Principal
- Superintendent
- Probation Officer
- Law Enforcement Personnel
- Dean of Students
- Social Service Representative

RESPONSES TO INFRACTIONS OF THE RULES

Any single response or any combination of administrative responses may be applied, dependent upon a student's record of behavior, the severity of the infraction, and the frequency of repetitions of an infraction.

Infraction (first occurrence)

Endangering the safety of self and/or others (running, pushing, throwing objects, etc.)

Administrative Response

- Reprimand
- 5:30 detention
- Suspension

Possession of cigarettes or other tobacco products

- Confiscation of the cigarettes or other products
- Parental contact
- Detention
- In-School Suspension

Smoking or other use of tobacco products

- Immediate 2 days' suspension
- Parental involvement
- Curtailment of pass privileges
- Referral to counselor or social worker

Possession and/or use and/or being under the influence of alcohol, drugs, other controlled substances, or drug paraphernalia.

- Confiscation of substance for law enforcement disposal
- External suspension: 3 to 5 days
- Parental involvement
- Require a physical
- Require counseling
- Curtailment of pass privileges
- Involvement of law enforcement

Sale of alcohol, drugs or controlled substances. (The term "sale" also refers to any kind of giving, dispensing, or transmission.)

- Confiscation of substance for law enforcement disposal
- Parental involvement
- Recommend Superintendent's hearing
- Require a physical

	<ul style="list-style-type: none"> • Require counseling • Immediate 5 day external suspension • Curtailment of pass privileges • Involvement of law enforcement
Use or possession of weapons (including, but not limited to, knives of any kind, incendiary devices or explosives, firearms, or martial arts equipment. Possession includes having any of these items in a motor vehicle.)	<ul style="list-style-type: none"> • Confiscation of weapon for law enforcement • Up to 5 days of external suspension, dependent upon severity • Parental involvement • Involvement of law enforcement
Vandalism or theft of school property	<ul style="list-style-type: none"> • Return or restitution for damages • Internal or external suspension, depending upon severity • Curtailment of pass privileges • Involvement of law enforcement, depending upon severity
Theft or destruction of personal property	<ul style="list-style-type: none"> • 5:30 detention: 2 or 3 days for the first offense • Return or restitution for damages • Parental involvement • Curtailment of pass privileges • Involvement of law enforcement, depending upon severity
General or spontaneous use of crude and abusive language (dependent upon severity)	<ul style="list-style-type: none"> • Reprimand • Teacher or departmental detention • 5:30 detention • Suspension
Crude and/or abusive language or gestures directed toward a staff member	<ul style="list-style-type: none"> • Immediate 3-5 day suspension • Parental involvement • Superintendent's hearing
Intimidation/Harassment (includes bullying, sexual harassment, and threatening behavior)	<ul style="list-style-type: none"> • Warning • Parental involvement • Referral for evaluation for counseling • Suspension • Involvement of law enforcement
Fighting: The administrator will take steps to determine the aggressor(s)	<ul style="list-style-type: none"> • Immediate suspension up to 5 days • Parental involvement • Counseling • Involvement of law enforcement
Refusal to follow a directive or a request from a staff member (depending upon severity)	<ul style="list-style-type: none"> • Reprimand • Parental involvement • Loss of specific privileges • Performance of specific assistance duties or reflective assignments • 5:30 detention • Suspension
Vehicle use violations (consult: "Rules Regulating Student Parking", dependent upon severity and number of occurrences)	<ul style="list-style-type: none"> • 5:30 detention • Internal suspension • Parental involvement • Loss of driving privileges • Involvement of law enforcement

THE PASS SYSTEM

Teacher and staff generated passes should conform to the following guidelines: one person per pass, must include time and destination, and must be legibly written in ink.

Honor Pass:

A personalized green ID card, revokable by the teacher or via the referral process through the principal's office. It must be produced for each use.

Eligibles: Students in grade 9 who:

- 1.) carry an academic average of 85 or better,
- 2.) carry a schedule which has no more than one (1) daily study hall (not including a study hall opposite P.E.) and,
- 3.) maintain a good record of behavior in the evaluation of the principal, based on staff input.

Privileges: 1.) Bathroom and office privileges from lunch or study hall.

- 2.) Admittance from lunch or study hall to the computer room, library, teacher work areas, lab, shop, guidance, guidance conference room, art room, auditorium, music practice room, other . . . subject to teacher's refusal at destination.

Gold Pass:

A personalized gold ID card, revokable via the referral process through the principal's office. It must be produced for each use, and may be carried from year to year upon determination of eligibility.

Eligibles: Students in grade 10 or 11 who:

- 1a.) carry an academic average of 90%, or
- 1b.) carry an academic average of 85% or better and have no more than one (1) daily study hall (not including a study hall opposite P.E.)
- 2.) maintain a good record or behavior in the evaluation of the principal based on staff input.

Privileges: Same as Honor Pass.

Senior Pass:

A personalized ID card, revokable via the referral process through the principal's office. It must be produced for each use.

Eligibles: Students who project to graduate at the end of the current year and:

- 1.) who have satisfied all R.C.T. requirements.
- 2.) who are not taking two years of a subject.
- 3.) who have not failed a course in the current marking period.
- 4.) are not carrying any incompletes.
- 5.) maintain a good record of behavior and attendance in the evaluation of the principal, based upon staff input.
- 6.) secure their parents' permission as part of an in-person orientation conducted by the principal.

- Privileges:
- 1.) all Honor pass privileges as indicated, plus
 - 2.) permission to leave school grounds for lunch, errands, or personal business during study halls or lunch periods.

◆◆◆Special Notes◆◆◆

- 1.) all Senior Pass holders are subject to school rules while in the village at privilege time.
- 2.) all Senior Pass holders are not to use their autos to leave on their Senior Pass. To leave via auto, Senior Pass holders must use conventional home-oriented permission methods.

HOMEROOM PROCEDURES

1. 8:00 a.m.: Staff should be in their area of supervision or homeroom/first period class.
2. 8:10 a.m. Students are to be present in homeroom, seated and attentive for announcements, materials distribution, and the commencement of instruction.
3. 8:10-8:17 a.m.: Please take attendance for the homeroom using the teacher's homeroom roster.
5. 8:17 a.m. **Please see to it that the nurse receives a report of absences from homeroom.**

PASS POLICIES

Charlottesville High School's approach is that students should be in class. Student absence from class should be discouraged. If students are out of class, they **must** have a pass. Pre-signed passes or office passes or summons should be honored.

We have an Honor Pass system. The use of these passes should also be permitted.

With respect to students' requests for locker or bathroom privileges, please know that we regard you as the judge of who should be allowed such passes. We recommend that no more than one student be permitted out of class at any one time. We recommend that passes allow for only two minutes of class absence.

DISRUPTIVE STUDENTS

We ask our teaching staff to carefully consider the removal of disruptive students from class. We recognize that this may become more necessary for a substitute teacher. Here are some helpful guidelines:

Prior to removing a student:

1. Make every effort to deal with the disrupter.
2. Check the hallway for a staff member. If one is present, ask for supervision assistance.
3. Consider calling the office for administrative assistance at your room.

If, in your judgement, it becomes necessary to remove a student because of class disruptions:

1. Page the office via the wall buzzer and indicate the student being removed.
2. Check the hall by your classroom for staff members. If a staff member is present, ask for that person's assistance in getting the disrupter to the office.
3. As soon after class as possible, check with office personnel to verify that the student arrived as instructed.
4. Submit a referral to the office, and brief an administrator about the incident.
5. Notify the regular teacher about the incident.

ROOM RESPONSIBILITIES

Substitutes, when assigned to teachers' classrooms, are asked to make themselves responsible for the condition of those rooms and the equipment contained in them. Rooms should be left in order at the end of the school day. Please give attention to the following procedures:

1. Lights should be off when the room is not in use.
2. Floors should be free of paper and debris.
3. Students are not to be allowed to write on desks.
4. Windows and doors should be closed and locked.
5. Broken equipment or needed repairs should be reported to the main office.
6. Window shades should be aligned after dismissal.