



August 7, 2018

INSIDE CHARLESTON CATHOLIC HIGH SCHOOL

Teaching character, compassion, and confidence to the youth of West Virginia for over 90 years

Dear parents and students:

I recently had a flashback to a distinct moment in my childhood. I was a young child, probably just beginning elementary school, and I was playing outside with my neighbors when one of the boys started being mean and saying cruel things. I remember running in to tell my mom who armed me with “Sticks and stones may break my bones, but words will never hurt me.” I felt empowered. She assured me that it did not matter what those kids said to me, and I should go on my merry way. So I did. I remember that through much of elementary school, I repeated that refrain to myself whenever someone was saying mean things, and I felt stronger. Upon reaching junior high, though, the sense of protection had word off, and I remember realizing just how much words could hurt.

As an educator, I regularly witness the power of words, both to uplift and to tear down. Young people do not always recognize the damage that they inflict on others with their careless words, in person, but more commonly electronically. Tremendous hurt, intentional or not, can be caused in a second and can take years to heal. On the other hand, a kind word or sincere compliment can increase self-esteem and be paid forward tenfold. Seemingly simple exchanges can be life-altering.

With a new school year upon us, may we take the time and make the effort this year to choose our words carefully. May we recognize the power that we each hold when we interact with each other and may we continually strive to lift others up.

Warmly,

Colleen Hoyer

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WELCOMES and CHANGES-- We are excited to welcome several new faculty and staff members to our school community this year. First, we welcome back Mark Ellis. Mr. Ellis taught math at Charleston Catholic in 2015-16 before leaving for a brief foray into the business world. He returns this year to join the science department as the chemistry teacher. Also joining the science department and teaching ninth grade physics is Jackie Fannin. She has her Ph.D. in physiology from Marshall University and has spent the last few years teaching all levels of science at Covenant School in Huntington. Rebecca Huffman will be the new twelfth grade English teacher. She is a Charleston native who recently returned to the area after many years in Lexington, Kentucky. She earned her Ph.D. in English at the University of Kentucky where she was a part of the English faculty. Most recently, she taught English at West Virginia State University. We welcome Alicia Beck as our new tenth grade English teacher. Mrs. Beck and her family are moving to Charleston from Savannah, Georgia. Mrs. Beck has taught high school English for several years in both public and private school settings. Caleb Meaige joins our middle school team as the seventh and eighth grade science teacher. Mr. Meaige, a recent Marshall graduate in biological sciences, is enthusiastic to share his passion for science with our students. Mrs. Erby is leaving the CCHS faculty so she is able to spend more time with her family, though she will be in the building as a substitute. Mrs. Sherry Shindle, who married middle school teacher Josh Shindle in June (congratulations to both!) will find her home in the school library. Mrs. Shindle will be teaching exploratories and managing the library in addition to taking on the responsibilities of alumni communication, VIRTUS coordination, and textbooks. Inge Collier joins our kitchen staff as a cook. Mrs. Collier brings years of experience in the food service industry and a love of homestyle cooking. Mrs. Crain is leaving CCHS so she can devote more time to her family.

Mark Haas, youth minister at Blessed Sacrament, will be our musician at all of our masses as well as our choir leader. Father Binu Emmanuel is the new assistant rector at Sacred Heart. Father Binu will be involved at the high school as well. Please make sure you introduce yourselves to our new teachers and staff members!

Welcome

The new school year also brings some changes within the faculty, as well. Andrea Herrick, former sophomore English teacher, will take on the role of Academic Advisor. She will be working with new students through the admissions process and with high school students, particularly juniors and seniors, through the college selection process. High school social studies teacher Josh Fix will take on additional responsibilities as the Associate Advancement Director. In our Athletic Department, Jacob Nelson, former Athletic Facility Director, will become the Athletic Director. Lee Bradley, our former Athletic Director, will move up on the hill as the Athletic Facility Director. Adam Buscher, CCHS Class of 2010, will become the Assistant Facility Director.



CONGRATULATIONS-- We extend congratulations to two faculty members on their marriages this summer. As mentioned above, Josh Shindle was married to Sherry Adkins in June. We are thrilled to have both Mr. and Mrs. Shindle as members of the school staff. Math teacher Jeanie Dever (now Mrs. Walter!) married Ryan Walter in June as well. We wish both couples much love and happiness.

SCHEDULING AND REGISTRATION

2018-19 REGISTRATION DAYS –are upon us! During these days, students and parents come to school to pick up schedules; pay course specific fees; update emergency contact, medical, and demographic information; pick up/place orders for textbooks, white polos and uniform jackets; and pick up/buy gym uniforms. Class fees (which were invoiced in April with tuition) must be paid in full before schedules will be released. If you have not yet paid your fees, you will need to see Mrs. Shay before receiving your schedule. Student schedules are completed during the summer months and will not be available until August registration days. Schedules for each particular grade level will only be available during the times listed below, so it is critical that parents and students adhere to the schedule listed. If families with more than one child would like to pick up schedules and so on for all their children at one time, they must come on Wednesday, August 15, from 2:30 - 4 p.m. At all other times, schedules and other items for each grade level listed below will be the only ones available at particular time slots. There will be no exceptions.

Tuesday, August 14

9 - 10:30 a.m.: Seniors only
 10:30 – noon: Juniors only
 CLOSED NOON - 1 P.M.
 1 - 2:30 p.m.: Sophomores only
 2:30 - 4 p.m.: Freshmen only

Wednesday, August 15

9 - 10:30 a.m.: 8th graders only
 10:30 – noon: 7th graders only
 CLOSED NOON - 1 P.M.
 1 - 2:30 p.m.: 6th graders only
 2:30 - 4 p.m.: Families with more than one student wishing to register all their children at one time; also, anyone unable to come at scheduled times

To help with your planning, know that you will need to **write separate checks for course specific fees, P.E. uniforms, and PVA uniform apparel and activities. Please be prepared and bring multiple checks with you.** Prepaid P.E. uniforms will be available for pick up at registration and additional P.E. uniforms will be available for purchase. **Sixth**

grade students will not need P.E. uniforms before the 2nd nine weeks, but parents may pick up order forms during registration. Sixth grade order forms will not be due until September 28th.

This year the PVA Student Directory will be organized in an electronic format. Computers will be available to update directory information and input email addresses for inclusion and updates to the RenWeb system during registration. If you are unable to attend registration, please be sure you enter your email address by Friday, August 31.

SCHEDULING CLASSES – Student schedules will be distributed during registration. Scheduling is an enormous task. In addition to analyzing students’ and parents’ requests, other pieces of the puzzle are important: standardized test scores, grades, teacher recommendations including information about each student’s work ethic and work completion, class offerings, and so on. The faculty and administration go to great lengths to make sure that students are placed in appropriate courses. Please assume that the schedule your child receives is the best one possible! Unless there is a critical reason to change a student’s schedule, it will not be changed. Students’ placement in courses varies from year to year and subject to subject -- our students are not “tracked” within an inflexible framework. Each year, students’ records are reviewed to ensure suitable placement in classes.



PLEASE NOTE: If a student needs a tutor in any class or does not enjoy a particular subject, aspiring to Advanced Placement or advanced level courses is a misplaced concentration of effort. Success in advanced honors/Advanced Placement courses in any subject is predicated on the understanding that the students in these classes enjoy the subject matter, enjoy putting forth the extra effort needed in these classes, are appropriately prepared academically, and have a natural affinity for these courses. All CCHS courses are taught at the college preparatory level at the very least. Encourage your children to do their best, using every ounce of their God-given ability in their classes. It is far better for a student to be successful, productive, and comfortable in honors and college preparatory courses than to struggle unhappily and with modest success in advanced honors or Advanced Placement courses. **Students’ schedules will not be changed after the first 2 weeks of school unless a change is initiated by a teacher.**

TEXTBOOK INFORMATION

Please note math textbooks are new this year. Eighth grade Algebra I, higher level math and AP math classes will participate in the CCHS rental program. Many of the new adoptions have a 2018 copyright date; therefore, used supplies on the internet are extremely limited. Please be careful when ordering.

Middle School

Order forms for middle school required books can be found on the school website and will be available at registration. ISBN numbers are available on the textbook order form. **Parents may order these books on their own if they choose; please refer to the correct ISBN number.**

Orders that were placed by June 1 should be available at August registration. The order deadlines for August will be Thursday, August 16th at 3 pm, Friday, August 24th at noon, and Friday, August 31st at noon (final order). Please turn all orders in during August registration or to the office after registration.

- Please note that the Theology consumable textbook used in middle school is now included in your fees.
- Math textbooks for 7th grade can be ordered at registration once placement is known.
- Eighth grade Algebra I textbooks will be rented through the school. A rental fee will be assessed at registration.
- A textbook fee for middle school foreign language will be assessed during August registration and all middle school foreign language materials will be provided by the teacher.

High School

Order forms for high school required books can be found on the school website and will be available at registration. ISBN numbers can be found on those forms. **Parents may order books on their own if they choose; please refer to the correct ISBN number.**

Orders that were placed by June 1 should be available at August registration. The order deadlines for August will be Thursday, August 16th at 3 pm, Friday, August 24th at noon, and Friday, August 31st at noon (final order). Please turn all orders in during August registration or to the office after registration.

Core Classes, English AP (English 9 Honors, Theology 9, Health, Physics Honors & Advanced Honors, World History Honors, English 10 Honors & Advanced Honors, Theology 10, Biology Honors, US 1900 Honors, US to 1900 Advanced Honors, English 11 Honors & AP, Theology 11, US History 20/21st Honors, English 12 Honors & AP, Theology 12)- These books can be ordered now.

**Geometry and Algebra 2 use the same book across all levels, so these books can be ordered now.

Electives and Placement classes

High school students will order books for electives and placement classes once their schedule is known at registration. **Parents may order these books on their own if they so choose; please refer to the correct ISBN number on the textbook order form.**

French I students must order a workbook. French III students should have kept their French II textbooks and must purchase a French III textbook and order a new French III workbook. French IV students will also need to have their French III textbooks and workbooks, in addition to purchasing a French IV textbook. French II and IV students will receive workbook materials from the teacher.



Electives, AP Courses & Higher Level Math (Calculus AB, Calculus BC, PreCalc II/Calc A, Trig/Precalc, Economics, Human Geography, US Government, World History, US History, Biology, Physics, Journalism, Zoology, Criminology Advanced Honors, Anthropology Advanced Honors)

There will be a **mandatory rental policy** for high school students in all AP Courses and higher level math (pre-calculus/trig honors, trig/pre-calculus advanced honors, math functions). The program requires students to rent textbooks for the duration of the year.

Terms of agreement: Text must be returned in excellent condition (or same condition rented), with no permanent marks or damage, as evaluated by the textbook coordinator and school administrators. Returning a textbook in an unacceptable condition or a lost textbook will result in being assessed a fine or the full replacement cost of the text. Student records, including transcripts, diploma, and grades will be placed on hold if fines are not paid or if the text is not returned. Rental books are to be returned on or before the day of the course's second semester exam.

English Novels: English teachers will provide information about novels to be used in English classes during the school year. **CCHS will not order novels though The James and Law Company.** Parents should order the novels required on their own. Please pay special attention to the details of the novels to be used when ordering (ISBN, printing number, edition, etc.). In some cases, these novel lists may not be complete and may be added to throughout the school year. Ample notification will be given in these cases.

E-READERS FOR HIGH SCHOOL ENGLISH CLASSES- The English department will continue its e-reader program for students in grades 9-12. Students will be permitted to use e-readers in **English classes only** for required novels during the year. Students who wish to use e-readers must supply their own devices, but they may NOT use phones. *The device must be charged for use in class and the book must be accessible on the e-reader without a wi-fi connection.* In order to participate, students and parents must sign a contract outlining all usage expectations at the beginning of the school year. Students who break the terms of the contract and/or the school's internet usage agreement will not be permitted to continue to use the devices in class for the remainder of the school year.

ACADEMIC UPDATES

PLEASE READ AND SAVE THIS NEWSLETTER -- Answers to many of the questions that you might have now and in the future may be found by referring to items in newsletters. This newsletter contains a wealth of information and is a valuable resource that can be referred to throughout the school year. **Beginning with the September 2018 newsletter, hard copies will no longer be mailed. Newsletters will be emailed to the address that you provide in RenWeb.** Hard copies will be available in the office and you are welcome to stop by and pick one up if you prefer that method. Newsletters

will continue to be sent approximately every 5 weeks and are also available on the CCHS website (www.charlestoncatholic-crw.org).

FORMS TO BE RETURNED –

1. On the first day of classes, each middle and high school student will receive an assignment notebook which contains the Student-Parent Handbook. The first page of the handbook should be torn out and signed by parents and students, acknowledging that they have read the handbook. **This form must be returned to homeroom teachers by Monday, August 27.**
2. **Off-campus lunch forms** for grades 10 – 12 are due **Tuesday, August 21**, by 8 a.m. Off-campus lunch is a privilege which may be revoked by the school. Additionally, parents do not have to allow their children to leave campus for lunch. It is the parents' choice.
3. **In-lieu of transportation forms are due to homeroom teachers by Monday, August 27.** Families living in Kanawha County who reside 2 or more miles from CCHS are eligible for a one-dollar-a-day transportation reimbursement from Kanawha County Schools. Putnam County does the same. Since our families are saving state and county taxpayers over \$4 million each year, you are encouraged to take advantage of this reimbursement.
4. **PVA forms** should be turned into the office within the first couple weeks of school. PVA volunteer forms and ALL ordering forms for white polos, green polos, and logo jackets will be available at registration and are on the website.
5. **Photo release and technology acceptable use policy forms** will be distributed at registration and are due to homeroom teachers by **Monday, August 27**.

RENWEB UPDATES -- At registration, system log-in information will be provided for new parents. New user IDs and passwords will be provided for new parents. Contact information must be updated in the system in order to receive weekly progress reports! **Family demographic and medical information MUST be reviewed and updated by Friday, August 31.**



SUMMER READING –Summer reading information is available on the school website (and, hopefully is almost complete!). Class activities, including tests, will occur during the first days of school. No written responses were required during the summer but will be assigned after school begins. **Reminder to students: Finish reading before school begins. Start the year strong!**

ARE YOUR CHILDREN READING “THE REAL THING?” -- Please encourage your students to read the original text of novels. They are doing themselves a disservice by using online notes or watching movies that have been “based” on works of literature. By actually **READING** a novel, students will improve their spelling, grammar, vocabulary, comprehension, fluency, literary analysis, appreciation of the author’s craft, and so on. They might actually enjoy reading, too!

ADVANCED PLACEMENT RESULTS– Every year we look forward to receiving the results of AP exams that the high school students take during May. This year is no exception! Our teachers and students work diligently all year long, and their efforts are consistently rewarded with outstanding results. Congratulations!

Special congratulations to the following students who received the highest honors for their college-level achievements:

AP Scholars –Students who received scores of 3 or higher on three or more AP Exams.

Sarah Campbell	Patrick Hamrick	Katie Hayes
Timothy Kawash	Jacob Levenson	Antonio Lim
Josie McClanahan	Emily McCown	Trenton Reed
Edward Rowan	Mandy Spiegel	Sean Stricker

Seth Uy	Maddie Weber	
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AP Scholars with Honor – Students who received an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams.

Olivia Lewis	Sydney Rashid
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AP Scholars with Distinction – Students who received an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams.

Simon Agnew	Reuben Beasley	Daniel Coffield
Mollie Council	Irene Jonathan	Joy Justice
Audrey Keith	Ricky Lian	Anthony Wirts

National AP Scholars – The highest AP honor, National AP Scholar, is granted to students who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more of these exams. We are pleased to congratulate Joy Justice, who earned this award for a total of 9 exams taken throughout high school. Way to go!



LUNCH UPDATES AND REMINDERS

LUNCH TIME –Tuesday, August 21, marks the first full-day of school and the opening of our food service program. CCHS has three separate lunches: sixth grade lunch, seventh-eighth grade lunch, and high school lunch. Students in grades 10 - 12 may go off-campus for lunch if they have submitted their parents' permission on the official school form. **In order for students to go off-campus for lunch beginning Tuesday, August 21, their permission forms must be returned to homeroom teachers by 8 a.m. that morning. Notes/phone calls from parents will NOT be accepted for off-campus lunch privileges.** Off-campus lunch is a privilege and will be rescinded for students who arrive late to school, are late after lunch, display unsafe driving practices at lunch time, or who are being disciplined for other reasons. Parents may also withdraw their children's off-campus lunch privileges at any time during the school year by notifying Mr. Villers.

LUNCH PROGRAM –We continue to make adjustments to our school lunch program, hoping to encourage students to follow the healthful eating practices established in their homes. If you have suggestions, please share them with us! The school lunch program offers a variety of foods -- salads, sandwiches, microwavable items, fruit, cereal, etc. -- on a daily basis in addition to a rotating menu. We do not sell sodas – our drink selection includes milk, water, flavored water, and juice. **Students are certainly encouraged to bring bag lunches from home.** Middle school students have a snack time during the course of the day at which time they may eat snacks brought from home or purchased in the Commons. **Students are not permitted to have food deliveries (e.g., pizza, fast food) made to the school.** The average cost of a sandwich, drink, and chips is \$4. Prices will be adjusted throughout the school year to reflect the changes in market prices. If you have questions about the food program, please contact Mr. Villers.



PAYMENT SYSTEM- Beginning August 21, with the first full day of school we are transitioning to a cash free lunch system. We will be using My School Account, an online service that allows you to deposit money directly to students' meal accounts, receive an email notification when accounts dip to a certain amount, and to monitor purchases made on the account. When students go through the lunch line each day, their purchases will be debited from the account. You are able to deposit money electronically to accounts with a \$2.00 fee for each transaction or you can send cash or check to the school office which we can deposit to student accounts with no transaction fee. We are in the process of assigning student ID numbers that students will use when "checking out." Detailed information on setting up your account will be distributed at registration. We are eager to integrate this new technology!

NUTRITIONAL STUDY- It is well known that childhood obesity is a growing problem in the United States. West Virginia has the highest adult obesity rate in the nation and is ranked seventh nationally in the rate of obesity of adolescents ages 10-17. Very little research has been done on intervention in schools to encourage healthy eating practices among adolescents. Local pediatrician Amanda Dye, Charleston Catholic senior Seth Uy and freshman Jill Uy are undertaking a pilot study to determine if traffic light labels that classify food and beverages as mostly healthy (green), moderately healthy (yellow), and least healthy (red) will impact decisions regarding food choices. Current sixth through ninth graders are invited to participate in the study. At registration, parents and students may give consent and sign up to participate if interested. Medical students will be onsite to measure students' height and weight. Students will be assigned a random study number. Early in the year, they will complete a survey about their lunchtime eating habits. Food items will be labeled red, green, and yellow, throughout the school year and students' lunchtime eating habits will be recorded through their daily pre-orders. Medical students will measure height and weight again in the spring and students will complete an additional survey to record changes in BMI as well as self-reported dietary changes. We hope our results will help support healthy eating habits throughout our state.

DROP OFF/ PICK UP PROCEDURES

DROP-OFF/PICK UP – The Virginia Street door is the entrance for students and visitors. Please follow the procedures outlined below. The mayor's office, City Traffic Division, City Council members, the Charleston Police Department, and others have worked together with us over the years to come up with a workable plan that is efficient and effective. Since anything can happen on our highways, families need to allow extra time to get their children to school on time.

Remember, late is late -- we do not have "excused tardies." We appreciate parent phone calls to inform us when you are running late. However, a phone call does not excuse the tardy. We understand that traffic, oversleeping, etc., sometimes happen, but students will be expected to accept the consequences of a morning tardy. Any student arriving late to school will serve lunch detention that day. Repetitive first period tardies will result in additional consequences. With school traffic converging in a small area downtown, everyone needs to ensure the safety of our preschool, elementary, middle, and high school students and to help build positive community support for our schools (i.e., we don't want to disrupt more than necessary the lives of those who live or work in the downtown area). Between CCHS and Sacred Heart Grade School, we have over 800 students, so everyone needs to help.

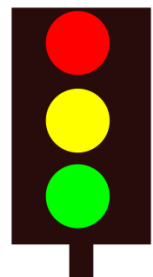
1) **There can be absolutely no stopping on Virginia Street between Dunbar and Leon Sullivan Way. This holds true at all times -- during morning drop-off and afternoon pick-up and during the school day.**

According to the Charleston Traffic Division, all lanes in front of the school are for "moving traffic." Therefore, **DO NOT PULL OVER AND DROP-OFF/PICK-UP YOUR CHILDREN ON VIRGINIA STREET IN FRONT OF THE SCHOOL!**

2) **Even when the light at Virginia and Leon Sullivan Way is red, PLEASE DO NOT DROP-OFF/PICK-UP YOUR CHILDREN ON VIRGINIA STREET.** You must pull around the corner onto Leon Sullivan Way, pulling up as far as possible toward the Boulevard, or continue past the school into the next block on Virginia Street before releasing/gathering your riders. **PLEASE MAKE SURE YOU DROP OFF YOUR CHILDREN AT CURBSIDE – DO NOT PARK/ STOP IN THE MIDDLE OF THE STREET.**

- 3) Students of middle and high school age should be responsible enough to follow traffic directional signals. Therefore, in order to help avoid congestion, **it is recommended that students be dropped off/picked up at least a block away from CCHS (but not in the Sacred Heart Grade School area!).**
- 4) **The Virginia Street main door is the only CCHS entrance during the school day (exception -- before 7:45 a.m. when students are to use gym entrance).** All other doors are locked, preventing entrance and contributing to the security of our building. Students may exit from the Virginia Street, Dunbar Street, or Leon Sullivan Way doors.
- 5) **Students must cross at the corner (Virginia and Leon Sullivan or Virginia and Dunbar).**
- 6) **Students are dismissed from class at 2:45 p.m.** (or 11:30 a.m. on early dismissal days). Therefore, there is no need to arrive in the area before that time (again, **NO STOPPING ON VIRGINIA STREET IN FRONT OF THE SCHOOL!**). At the end of the day, many students chat with friends, meet with teachers, take care of business in the office or bookstore, etc., thus exiting the building by 3 p.m. Make sure your children know where and when you'll meet them.
- 7) **The gym is open at 7:15 a.m. for students who arrive early.** Students are not permitted on the classroom floors or to the bookstore or office until 7:45 a.m.
- 8) **If your CCHS children are going to be picked up at Sacred Heart, they must enter the front door at Sacred Heart Grade School and wait with their siblings in the gymnasium.** They may not wait in front of the Co-Cathedral or on the Leon Sullivan Way sidewalk between Quarrier and Virginia Streets. There is too much congestion and the possibility for accidents needs to be diminished in every way possible.
- 9) **During AFTER SCHOOL PICK-UP ONLY,** the Charleston Traffic Division has agreed that **parents may pull to the curb and wait for their children on Leon Sullivan Way on the First Presbyterian side (left side) of the street.** This is for pick-up only and parents must remain in their vehicles. **STUDENTS MUST CROSS AT THE CORNER.** If you need to run into the school or leave your car for any reason, please find a parking meter. This lane is used by First Presbyterian at other times during the day and must be kept clear of vehicles. According to the Charleston Traffic Division, even with cars waiting along the left curb in front of First Presbyterian and with cars parked along the right at meters, there is still room for two lanes of moving traffic in between.
- 10) **NO DOUBLE PARKING!**
- 11) DURING AFTER SCHOOL PICK-UP, students may wait on the sidewalks around the school. Students are expected to refrain from horseplay, act responsibly and safely, and behave in ways that reflect positively on them, their families, and the school.
- 12) Additionally, First Presbyterian **graciously** allows students to wait on the steps in front of the church during after school pick-up. Our students must be good neighbors and support the Church's wishes while waiting on First Presbyterian property (i.e., sidewalks on Virginia Street and Leon Sullivan Way, church steps, grassy areas, stone wall, etc.). On Virginia Street, students **MAY NOT** stand or sit on the grass or on the sidewalk between the corner of Virginia Street and Leon Sullivan Way and the end of the church's property along Virginia Street. Students on First Presbyterian property must stay on the Virginia Street steps. Once again, students are expected to refrain from horseplay, act responsibly and safely, and behave in ways that reflect positively on them, their families, and the school.
- 13) Please set a good example for students by following these school rules as well as city traffic department rules.
- 14) **Teachers are assigned to after school traffic duty and remain there until 3:00 p.m. Teachers are there to help ensure students' safety. It is very difficult to monitor traffic and the actions of so many students and parents so it is imperative that each person upholds expectations stated above. Please follow teachers' directions. Don't put your children in a position in which they have to choose to follow a teacher's directive versus a parent's wishes.**

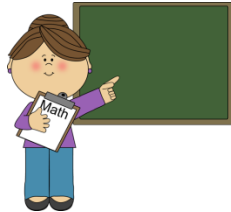
Students not following school expectations will be subject to school disciplinary action, including lunch detention and having to wait after school in the school office for parents.



WHEN DOES THE BUILDING OPEN EACH DAY? -- When Mrs. Hoyer goes to the VIRGINIA STREET door at 7:45 a.m., students may enter the classroom floors, go to the bookstore or office, etc. Students arriving at school between 7:15 a.m. (no earlier, please!) and 7:45 a.m. may go to the gym (entering the building through the gym doors on Leon Sullivan Way), where a teacher is on duty, or they may wait outside of the building on the sidewalk, near the Commons. **For safety reasons, students are not to congregate, near the curb, in the school's entryway, or on the stairs.** The first bell rings at 7:55 a.m. and students are expected to be in their classrooms when the 8 a.m. bell rings to start morning prayer and announcements. Classes, announcements, and prayers end at 2:45 p.m. and students are expected to leave the building by 3 p.m., unless they are meeting with staff members, attending club meetings, etc.

UPCOMING EVENTS

BACK TO SCHOOL NIGHT— All parents are invited to Back to School Night at the Basilica of the Co-Cathedral of the Sacred Heart on Monday, August 27, at 7 p.m. Parents will have the opportunity to gather in the church to hear an orientation and update on the school from Mrs. Hoyer. Following the opening session, parents will follow their children's schedules to learn about their classes and meet their teachers. After classroom visits, the Parent Volunteer Association's hospitality committee, with help from sixth grade parents, will provide refreshments in the Commons. Please make plans to attend this gathering to open the school year!



9th GRADE OUTDOOR EDUCATION DAY-- Plans are underway for our annual CCHS freshman class outdoor education day. Scheduled for Thursday, September 13, our freshmen, their teachers, and other school staff, will spend a creative day outdoors learning, reflecting, playing, and bonding. We will need parent drivers for the day. If you are able to help drive students from CCHS to Camp Virgil Tate in the morning and back in the afternoon, please email Molly Linehan at molly.linehan@charlestoncatholic-crw.org.

MIDDLE SCHOOL UPDATES

PARENTS OF INCOMING 6th GRADERS - At Back to School Night on Monday, August 27, you will gather in the fourth floor chapel after the orientation in the church to meet as a group with the 6th grade teachers. This gathering will give you an important opportunity to ask about general sixth grade expectations including assignment notebooks, homework, uniforms, lunch, and all the other nitty-gritty things you want to know- so keep a list of all of your questions! Afterwards, parents will rotate through the classrooms to gather information on the goals and expectations of individual teachers. The transition to CCHS need not be difficult! Read the Handbook in the students' assignment notebook which will be distributed on the first day of school to know what is expected at CCHS.

SEVENTH GRADE CAMP MAGIS --Seventh graders enrolled in Catholic schools in the Diocese will again participate in Camp Magis, a three-day camp at the Bishop Hodges Pastoral Center in Huttsville. *Magis* is a Latin word meaning *more* and is related to the quality of our relationships. Camp Magis will focus on building relationships with people around us and with God and will emphasize the example of Pope Francis. Camp activities, such as archery, ropes courses, hiking and canoeing, will be combined with prayer, mass, and reflections to provide students with a fun-filled camp experience. Charleston Catholic's camp is scheduled for September 26-28. Students will depart school on charter buses on Wednesday morning and return to school on Friday afternoon. Activities will be led by diocesan personnel, but faculty and parent chaperones will be engaged in monitoring students. **Parent volunteers are needed!** An optional parent meeting to review specific details about the camp's purpose, activities, transportation, etc. will be held in the Chapel following Back to School Night on **Monday, August 27.**

SUPPLY LISTS FOR MIDDLE SCHOOL –Supply lists were posted this summer. Please check the CCHS website. Click on “Supply List” under the “Academics” drop down menu.



SUMMER MATH: PREPARING FOR CCHS SIXTH GRADE – As the school year approaches, help your children feel prepared and get off to a stronger start in math class by having them review some basic skills. You can find a link on the school’s website which includes some basic proficiencies that are essential to early success along with some websites that provide useful practice and feedback to students.

GRAMMAR FOR SIXTH GRADE STUDENTS– In our sixth grade English class, we strive to build on the strong grammar foundation many of our students received through the Shurley English program and to apply that knowledge to student writing and literary analysis. Since some of our incoming students are not as familiar with this approach to grammar and composition, Mrs. Hayes has compiled a grammar packet – a basic review of terms and concepts she will teach in the first weeks of school – that is available on our website. A review of this information by all students, but particularly by students who did not study Shurley English in grade school, will help ensure an easier entry into sixth grade English classes in the upcoming school year.



FROM THE SCHOOL OFFICE

TELEPHONE MESSAGES -- Because of the number of students enrolled and the limitations on office staff and telephone lines, **we strongly urge parents to make arrangements with their students regarding transportation, appointments, etc. before students leave home.** If you must leave a message for your child, call the office. The names of students who have messages are announced at the end of each school day. Please remember that students’ cell phones are required to be turned off during the school day. They should not be checking phones- even to get messages from you- between the hours of 7:45 and 2:45!

APPOINTMENTS -- We strongly encourage you to make doctor’s appointments after the school day so that students do not miss valuable instructional time. However, we know that this is not always possible. If your child must leave school for an appointment during the school day, **PLEASE SEND A NOTE** with your child in the morning. The student should come to the office before 8 a.m. to get an appointment slip from the office enabling him/her to leave class at the specified time. He/she will check out in the school office and will sign in upon returning from the appointment.

SENIORS – PhotoGrafix is the official CCHS yearbook photographer. Mike Hall will come to school in September to take the official pictures for the yearbook (i.e., suit jacket, formal drape). Students who want clothing changes and/or indoor/outdoor shots can call and make appointments (304-768-2000). For pricing info, go to the website www.wvphoto.com.

SAFETY MATTER -- We greatly appreciate the number of active parents and volunteers who help during the school day, whether to participate in Read Aloud, serve lunch, or help in the library. Please be patient when awaiting entry to the building. For safety reasons, students and faculty are instructed not to open ANY door to let visitors into the building. Visitors’ entry to the building is on Virginia Street. The office staff works hard to respond to the doorbell when it chimes and to receive and welcome all guests, but it may take a moment or two before you are admitted. You may be asked to identify yourself before being permitted entry—this is for everyone’s safety. Please don’t take it personally! Upon entry, please report directly to the office to sign in and receive a visitor’s pass.

FORGOTTEN HOMEWORK?— While you are welcome to bring assignments to the school office that your children may have forgotten, the office staff will not deliver these items to students or interrupt class to call students to the office. Students

may come to the office to retrieve items that they are expecting between classes, at lunch, or at break. Dropping an assignment in the office is not the same as turning it in to the teacher, so these assignments may not receive full credit.

STUDENT DRIVERS – Please encourage your student drivers to be responsible and safe. It is tempting for them to speed down the street in front of the school (showing off for friends?), pull out of parking lots too quickly, ignore pedestrians, change lanes abruptly, speed through yellow lights, text or talk on cell phones while driving, fiddle with music, and so on. Please discuss these dangerous behaviors with your student driver. Tragedies happen in an instant. If you see inappropriate or reckless driving by our students, please note the license plate and make of car and notify Mr. Villers.

PROOF OF ENROLLMENT FORMS -- for drivers' licenses and permits may be requested in the school office using the CCHS request form. It will take two school days for the forms to be completed by office staff.

VIRTUS – Be sure you're able to help! All parents or other adults who volunteer, coach, drive students, chaperone, etc., are required by the Diocese to complete the diocesan sexual abuse awareness training before being allowed to work with our students. Training is available online or at sessions periodically scheduled. To begin, visit the VirtusOnline.org and choose the online option. Allow 1- 1½ hours to complete the program. Print out the certificate of completion and submit it to Mr. Villers. It is still necessary to complete the background check and sexual abuse awareness statement which can be done by clicking on the link at the school website at www.charlestoncatholic-crw.org. If you have questions, please call Mr. Villers.

Adults who volunteer, coach, or chaperone, may be asked to update background and policy forms.

Background checks must be updated every three to five years depending on your role in the school. Policy questionnaires should be updated if they were signed before 2014. Current Diocese guidelines do not require volunteers to update the training portion of VIRTUS. Please contact Mr. Villers with any questions and to update your forms.

STUDENT PARKING – Father Higgs has made parking spots available to our students on the gated lot on Quarrier St. across from the YWCA. Students will pay \$55/ month or \$220 for the first semester and \$275 for the second semester plus a \$10 deposit for a gate access card. Checks should be made out to Sacred Heart. Spots will be assigned on a first come first served basis. Interested students should sign up in the school office.

SCHOOL COMMUNICATION – An abundance of information is at your fingertips on the school website- from the school newsletter to athletic events to the school calendar! Take some time to become familiar with all the latest features on the school's website --www.charlestoncatholic-crw.org. Additionally, please be sure you follow CCHS news on Twitter for important announcements from the school office. Text "follow cchsnews" to 40404 and you will receive all cchsnews tweets as text messages. It's easy to stay informed!

IF YOUR LAST NAME IS DIFFERENT FROM YOUR CHILD'S NAME – please put the child's full name on all checks issued to CCHS and to any correspondence sent to the school.

BOOKSTORE REMINDER-- The bookstore is open each day from 7:45 a.m. - 8 a.m. and from 2:45 - 3:15 p.m. Mrs. Lovejoy will have pencils, pens, binders, envelopes, composition books, assignment books, and notebook paper, payable at the time of purchase.

LOCKS ON LOCKERS – ALL LOCKERS MUST HAVE LOCKS PURCHASED FROM THE CCHS BOOKSTORE. Locks will be given to 6th graders the first week of school. Locks for grades 7-12 will be available for purchase during registration. Middle school students must keep their lockers locked. Students are discouraged from bringing valuables to school. The school will not be responsible for anything that is lost or stolen from a locker



NON-CUSTODIAL PARENT MAILINGS -- In August, non-custodial parents who would like to receive copies of report cards and newsletters should send \$12 and a current mailing address to Mrs. Lovejoy in the school office. The list and labels are updated each year, so please be sure to notify Mrs. Lovejoy of your request.

MEDICATIONS –When students need to take prescription medication at school, the medicine must be sent to the office with a doctor’s order in a plastic zip-lock bag with the student’s name clearly labeled. Also, any medications kept at school for various reasons – e.g., asthma, allergies, etc. – should be sent to the office in a bag with the doctor’s order, and an allergy or other medical plan, if applicable. Over the counter medicine such as Advil, cough drops, etc. need to be in a plastic bag with student’s name clearly marked and with specific information stating when such items should be dispensed. **Additionally, the appropriate diocesan form (available in the office) for any medications must be completed by the parent/guardian.** At the end of the school year, we will ask your students to stop by the office and pick up their plastic bags with last year’s supplies. Medications are not stored from one school year to the next.

ADVERTISING OPPORTUNITY – Add your business to The Wall in the competition gym at the CCHS Athletic Facility. We already have several advertising banners on display. If you’re interested in adding your business or well wishes to the wall, 3 foot by 6 foot customizable banners are available. What a great way to reach out to the Charleston Catholic community! To learn more and order a banner for your business, contact Kathy Crain at (304)541-4182.

NOTES FROM THE ACADEMIC ADVISOR

Dates to Remember

Senior Parent Meeting: Wednesday, August 29 – Two sessions (choose one) -- Noon or 7:00 p.m. in the library

Come review exactly what your children should be doing as they apply to college and prepare for graduation.

Junior Parent Meeting: Wednesday, September 12 – 7 p.m. in the library

As you begin the college search process, it’s important to stay organized and to know everything that has to happen over the upcoming year. We will go over all of this together!

Freshman Parent Meeting: Wednesday, September 26 – 7 p.m. in the library

“The High School Years – Prelude to College.” Learn about making academic plans for high school and preparing for what comes next.

- 1.) **Immunizations:** All 7th and 12th graders are required to have updated Tdap and meningitis vaccines. An updated immunization record must be submitted before students will be allowed to enroll this fall.
 - 7th graders: 1 booster dose of Tdap vaccine (tetanus, diphtheria, and pertussis) and 1 dose of MCV4 (meningitis)
 - 12th graders: 1 dose of Tdap (tetanus, diphtheria, and pertussis) and 1 booster dose of MCV4 if first dose of MCV4 was given before the child’s 16th birthday; a booster dose is not required if the first dose was given after the child’s 16th birthday.
- 2.) **New students** (except those attending area Catholic elementary schools) must submit final report cards and achievement test results to the office before registration.
- 3.) **College Visits:** Mrs. Herrick handles college visit requests. Students should pick up the forms from her office and return the completed forms to her at least 2 days before the trip. **Seniors are allowed 2 college visit days; juniors are allowed 2 college visit days. All college visits must be made before May 1.**
- 4.) **College representatives** will start visiting soon, typically during lunch. Dates and times will be available on the school calendar, and students will be reminded on the morning and afternoon announcements. High school students are invited (and encouraged) to report to the library after picking up their lunches to meet with the representatives. Students should take advantage of this opportunity to learn more about different colleges.
- 5.) SAT and ACT testing and registration information and registration is available online at --www.collegeboard.org and www.act.org (CCHS code: 490-205). CCHS encourages students to take both the ACT and the SAT before the end of their junior year.

Notes for Seniors

- College application and scholarship information will be available through the Naviance Family Connection site. All students set up these accounts last fall; parents will receive information on this at the senior parent meeting.
- Senior parents need to complete their parent questionnaires and return them to Mrs. Herrick by Monday, September 10. This information is used heavily to augment college recommendation letters written by school personnel. Parents who did not receive a questionnaire via email last spring can email Mrs. Herrick at andrea.herrick@charlestoncatholic-crw.org to receive a copy. Please either email Mrs. Herrick the completed questionnaire or print and return to the school.

FINE ARTS/HUMANITIES REQUIREMENTS – Students who attended CCHS during the 2017-2018 school year were able to start fulfilling the upcoming year's fine arts/humanities requirements during the summer months. These activities must be submitted during the first quarter in order to receive credit. 6th graders and other students new to CCHS in 2018-19 may not begin to work on these requirements until after the requirements are discussed in English classes in August.

NOTES FROM THE PARENT VOLUNTEER ASSOCIATION (PVA)

All volunteers must be 100% VIRTUS compliant.

- 1. PVA Polos and Fleece** - Order forms for CCHS logo jackets (including the heavier weight grey jacket and also a lighter weight black jacket, both in full zip and quarter zip), white uniform polo shirts, and green athletic/academic competition polo shirts are available on the CCHS website and may be ordered at registration. For questions, please contact Kathy Atassi (304-415-0071) for jackets, Christi Preston (304-550-0239) for green polos, and Marsha Hoyer (304-552-8065) for white polos. OFFICIAL UNIFORM POLOS MUST BE PURCHASED THROUGH PVA. Please note that students who are members of athletic teams and academic competition teams are permitted to wear an official CCHS kelly green polo shirt to school on designated dates – normally home games and post-season games designated by the principal.
- 2. Cafeteria volunteers**– Many thanks to those of you who have volunteered to help in August and September. When you're at school for registration in August, please sign up to help serve lunch during the year. The volunteer schedule for August and September are also included on the menu in this newsletter. The Kanawha-Charleston Health Department requires all cafeteria and concession stand volunteers to have a food handler card. In order to be in compliance with this requirement, all CCHS cafeteria volunteers must complete a 75 minute online training course and 30 question assessment with a score of 70%. The PVA will pay the registration cost and will provide volunteers with an access code to participate in the course. If you know now that you're ready to get involved, please contact Stephanie Sullivan (wvsteph23@yahoo.com) for information on the Food Handler's Card and Kim Javins (kim.javins@suddenlink.net or 304-549-3939) for information on scheduling. The regular cafeteria volunteer schedule for October 2018 through June 2019 will be completed for the school year after volunteers submit their CCHS Cafeteria Volunteer Forms following registration in August.
- 3. PVA dues** were included in fees on the April tuition invoice. In addition to buying materials to support the school's instructional program, this fee covers operational expenses of special student projects (e.g., Project Graduation, moving up reception, baccalaureate reception) so funds will not be solicited for various activities. We'll still be looking for your time, talent, and good cooking!
- 4. Parent involvement** is critical for the successful operation of the CCHS athletic program. Helping transport students to games and practices, working gates, being supportive of the players and coaches, attending games, and participating in the team lunch program are just a few ways that parents help. EVERY parent of an athlete is needed to support the teams! Each sport is allocated one team lunch, and guidelines and dates for these lunches will be distributed to parents at the beginning of each season, once team rosters have been established.
- 5. Athletic family passes** are available through the PVA. These passes are good for immediate family members only (not cousins, in-laws, ex-in-laws, grandparents, fiancées, etc.) to attend CCHS home games. The passes do not cover away games, tournaments played at home, homecoming games, or any SSAC tournaments. Cost is \$150 for all home middle school games only, \$175 for all home high school games only, and \$200 for all home games (both levels). A \$100 student or senior citizen pass for all home games is also available. Passes may be purchased during registration

days at the PVA table. An order form for sports passes is also in the PVA Parent Registration Packet so you may order them later in the semester. Please contact Lynn Brookshire at 304-541-4649 if you have questions about these passes.

6. **PVA packets** including volunteer forms and all ordering forms for logo jackets, white polos, and green polos will be available at registration as well as on the school website (www.charlestoncatholic-crw.org). Forms should be submitted within the first few weeks of the school year to the school office.



1. Charleston Catholic welcomes Fr. Binu Emmanuel as the new Pastoral Associate for Sacred Heart Co-Cathedral! Fr. Binu will serve as our chaplain this year.
2. Our 'Senior Retreat on the River' will be August 30-31. Seniors meet at 7 a.m. on Thursday in the CCHS Commons. We travel by Adventures of the Gorge buses to the river and then spend most of the day rafting the lower New River. Once we leave the river, we travel by bus to Camp Virgil Tate where the class bonds over conversation, prayer and a bonfire. This retreat is memorable and sets the tone for senior year. Parent drivers are needed to transport students back to school on Friday afternoon. If you are able to help, please note on the permission slip or email Molly Linehan at molly.linehan@charlestoncatholic-crw.org.
3. Our Junior TimberTrek Experience will be Sept. 6th (with a Sept. 7th rain date). Juniors gather in the Commons at 7 a.m. We travel to Fayetteville by Adventures on the Gorge buses and then spend the school day on TimberTrek's high ropes course. Students are encouraged to challenge themselves to move beyond their comfort zones by taking creative risks. We will return by bus and be back at school around 3:15.
4. Any summer service done by returning 7th through 12th graders can be applied to the 2018-2019 school year. Completed forms for summer hours are due at the close of the first quarter and will not be accepted after that date. The first quarter passes quickly- complete the service activity forms (which can be found on the website) now while the activity is fresh in your mind! Students in 6th grade or new to CCHS for the 2018-19 school year may begin completing hours once the school year begins.

COMMUNITY SERVICE AND GIVING

BOXTOPS FOR EDUCATION AND SERVICE TO OTHERS!— The sixth grade theology classes continue to collect Box Tops for Education that can be found on many different products. Everyone's involvement is needed to make the program a success! Money raised through the Box Tops will be donated to local nonprofit agencies that the students will be learning about in Theology class. Please clip or tear off Box Tops and send them to school in August. They don't have to be trimmed neatly - simply tear them off and stick them in an envelope or sandwich bag. Please make sure the date on the Box Top hasn't expired yet.

SUPPORT CCHS AS YOU SHOP!— It is easy to support CCHS when you shop.

1. The **Kroger Community Rewards is a simple but beneficial program.** After you have registered your **Kroger Plus Shopper's Card through a one time online process**, use the card when you checkout, and Charleston Catholic will receive a check from Kroger on a quarterly basis. To register your card, go to www.krogercommunityrewards.com and use the Charleston Catholic organization number **83696**. Be sure you have your Kroger Plus card available when you register. Kroger Plus Cards are available at the Customer Service desk at any Kroger.
2. When you shop at Amazon.com, the AmazonSmile program will donate 0.5% of your purchases to CCHS when you log in to your Amazon account using the address <http://smile.amazon.com/ch/55-0630688> (or by clicking on the link on the School Home section of RenWeb) to enroll in the program.

ATHLETIC UPDATES

CONGRATULATIONS— to our high school girls athletic program for their successes in the 2017-18 school year which earned them the MVB Bank Champions Cup. The MVB cup is a new award presented by the West Virginia Secondary School Activities Commission (WVSSAC), recognizing the top performing high schools in the state for their overall athletic and academic achievement. Cups are presented to a boys and girls program at each class (A, AA, AAA) level. The recipients of the MVB Bank Champions Cups are selected by a point system that rewards the top eight finishers in each state championship sanctioned by the WVSSAC. **The Lady Irish won the inaugural Class A girls MVB Bank Champions Cup for overall athletic and academic success in the 2017-2018 academic year.** Our girls had an amazing sports year! They earned top-eight finishes in soccer, cross country, basketball, swimming, tennis and track. The Irish totaled 604.5 points on the year, followed by Wheeling Central (488 points), Williamstown (380 points), Clay-Battelle (366 points) and Doddridge County (294 points) in the top five. We are very proud of the girls' accomplishments and all of the hard work and dedication they put into CCHS athletics. We are thankful for their talented and caring coaches who enabled the girls to achieve this award. **The award will be presented at 5:30 pm at Schoenbaum Field before the Girls Home Soccer game against Linsly. Come out and support our girls! Congratulations to all on earning this impressive achievement!**



GOOD SPORTSMANSHIP -- is expected of all Charleston Catholic athletes, coaches, parents, students, and other fans. We must reflect excellence in all activities. Good sportsmanship includes showing respect to opposing teams, coaches, fans, and officials, both on the field and off. People judge our school by viewing the behavior of those who represent it most visibly. Many times this is the only exposure they have to a Catholic school community. Though not easy, it is always best to “be the bigger person” and ignore (and certainly not imitate!) negative remarks or gestures from others. It is wonderful when game officials remark upon the impressive behavior of our student athletes, the collegiality of our coaches, and the positive vibes from our fans. Please do your part to stay positive.

A REMINDER ABOUT SIXTH GRADE ATHLETIC PARTICIPATION-- Beginning with the 2018-19 school year, sixth grade students will be allowed to play one school sponsored sport each season (fall, winter, and spring) if they meet school eligibility requirements. **Students must meet WVSSAC eligibility requirements (minimum 2.0 semester GPA), in addition to school expectations, to participate in their first sport, regardless of the season. To become eligible for a subsequent sport during their sixth grade year, students must maintain a 2.5 GPA each quarter. The administration reserves the right to remove a student from an athletic team at any time if the student's academics or behavior decline.** In addition to helping students grow and mature, our coaches strive to build competitive teams. Practices are mandatory, not optional. PLAYING TIME IS A COACH'S DECISION. Middle school sports do not subscribe to the “everyone plays” philosophy that many less competitive programs do. As sixth graders, it is likely that students will not see much playing time. If playing time is a primary concern to you or your child, I encourage you to continue in recreational teams or church leagues.

FALL SPORTS -- Students must have a completed doctor's physical (administered after June 1, 2018) to give coaches on the first day of practice. This physical is good for the entire school year. Once teams have been selected, students participating must submit their athletic fees (\$75 per sport) before first day of competition in order to participate. A student who has not turned in athletic uniforms from another sport will not be permitted to participate in the next sport. CCHS students are eligible for athletics if they meet WVSSAC requirements (including having an unweighted 2.0 GPA at end of 2017-18 second semester) and CCHS expectations, i.e., good behavior and good attendance. For more information, please contact Jacob Nelson, CCHS athletic director, or coaches for individual sports, listed below.

AD – Jacob Nelson – jacobnelson5076@gmail.com
 HS Boys' Soccer - Niall Paul – npaul@spilmanlaw.com
 HS Girls' Soccer - Amy Mullen - cdmullen@suddenlink.net
 HS Cross Country - Scott Welch - scottwelch34@yahoo.com

HS Golf – Sam Helmick – shelmick@newwave.net
 HS Volleyball – Alexis Mourier - annanicole44@gmail.com
 HS Cheerleading – Satin Blackwell – satinblackwell@gmail.com
 MS Boys’ Soccer – Jon Ball – jonmb13@msn.com
 MS Girls Soccer – Donovan Reed – dreed199219@gmail.com
 MS Volleyball – Mary Beth Smith – mbsmiff88@gmail.com
 MS Cross Country— Scott Welch—scottwelch34@yahoo.com

NEW CCHS STUDENTS INTERESTED IN SPORTS– New students for the 2018-19 school year who are interested in playing fall sports should contact the individual coaches listed above or Jacob Nelson, athletic director, for information.

PARTICIPATION IN SCHOOL SPORTS – To participate in athletic events, students must be in school for the full school day on the day of the scheduled activity. If a student is late or absent for any part of the day on a game day, that student is not permitted to play that day. This “full day” policy includes leaving school for appointments, so students need to avoid scheduling appointments during the school day. To be eligible for practice, students must be at school for the majority of the school day. Students are also expected to be on time each morning following an athletic event. Students who have long standing medical appointments, family funerals to attend, or other similar instances may be excused at the discretion of Mr. Villers. Although suspensions are rare at CCHS, when a student is suspended at school, that student is also suspended from athletic practices, games, etc. for the FULL DAY on the day(s) suspended (i.e., if a student is suspended for a Tuesday, the suspension includes involvement in any school activities -- sports, social, etc. -- for Tuesday evening also). In addition, if a student is suspended for a Friday, the suspension holds for Friday evening but does not continue for Saturday unless the student is also suspended for Monday.

TRAVEL—Students may not drive to school events, such as field trips or “away” athletic events, taking place at locations other than Charleston Catholic facilities or other designated “home” locations. Students must ride to and from the event with adults (age 21 or older) who have met the Diocesan requirements for field trip drivers.

HANDBOOK REMINDERS AND UPDATES

MANDATORY REPORTING-- Charleston Catholic faculty and staff are mandatory reporters of suspected child abuse and neglect. Reasonable cause to suspect that a child is neglected or abused or observation of a child being subjected to conditions that are likely to result in abuse or neglect will be reported to Child Protective Services and the Department of Safe Environment at the Diocese of Wheeling Charleston.

TECHNOLOGY - Smartwatches are becoming more prevalent in our daily use. Smartwatches that become distracting may be taken by the teacher. Smartwatches are prohibited during test days without exception. Smartwatches that are taken and given to the office will be treated as a cell phone and have the same consequences.

HOMEWORK - Homework is an integral part of the Charleston Catholic program. Homework builds self-discipline, reinforces study skills, and provides practice and review. Middle school students should expect the following daily homework load:

6th grade – 1 hour per night

7th and 8th grades- 1 hour thirty minutes per night

High school students should expect a more rigorous course of homework. Long term assignments and studying for tests are not part of the daily homework allotment. Homework brought in by parents will not be delivered to students. Homework may not be submitted via screenshots, pdf, or email unless previously approved by the teacher. Students may pick up work in the office in between classes.

UNIFORM GUIDELINES

UNIFORMS-- Students are required to be in uniform beginning Monday, August 20. The uniform is part of the CCHS package. Uniforms are just that -- uniforms. They remind us of the businesslike nature and academic atmosphere existing at CCHS. They are not intended to reflect current fashion trends. Because school expectations are so clearly stated, there is no reason for any student to be improperly attired and, therefore, no reason that parents should need to be disturbed to rectify a clothing situation. If uniform violations cannot be fixed immediately, students pay a consequence with lunch detention. Repeat offenders will receive additional consequences. In some cases, parents will be called to bring appropriate attire to

school and students will have to miss classes while they are waiting. We ask for your help to make sure uniform pants are not faded or worn and are hemmed and not altered and that shirts are in good repair. Students are not allowed to wear “place holders” or have facial piercings.

Uniform Guidelines:

Determination regarding appropriate wear and grooming will be determined by the school administration.

1. Students not dressed in the proper school uniform will be sent to the office immediately, with the exception of test days in which students will be sent to the office after the student has completed his/her test.
2. All clothing must be in good repair: Students wearing clothing which is not hemmed, or which is torn, frayed, faded, worn, stapled, pinned, or taped will be considered out of uniform. Immediate steps must be taken to correct the problem, and the consequences for being out of uniform shall apply.
3. Clothing may not be altered, tapered, or rolled up.
4. No hats, scarves, bandanas, jackets, coats, sweatshirts, or non-uniform sweaters are to be worn in the building during the school day.
5. Dress and grooming must be neat and clean. It is expected that hair should be neat and clean at all times. Unbecoming, bizarre or distracting hairstyles/colors are not permitted. Hairstyles must not impede eye contact with teachers.
6. There should be no writing on shoes, clothing, or body parts. Permanent/temporary body art, i.e. tattoos, may not be visible.

Uniform Code:

Uniform pants/ shorts may be purchased locally from Charleston Department Store or online from Schoolbelles at schoolbelles.com (our school number is #1246) or from Lands’ End School at landsend.com/school (our school number is 900133356).

Shirts: Shirts must be either 1) a blue or white, long or short sleeved, oxford-cloth, button-down, with no visible labeling or 2) an official CCHS Polo. Oxford dress shirts must be worn tucked and buttoned. Polos must be purchased from PVA. Polo shirts may be worn untucked if the hem is straight and does not fall below the hip line. **Fitted blouses or blouses with darts are not permitted.**

Undershirts: While optional, if worn, undershirts must be solid white with no printing. Undershirts must not have collars or turtlenecks and sleeve length must match that of the uniform shirt. Undershirt may not hang below polo shirt.

Pants: **Pants must be navy blue corduroy or twill and have no visible labeling or rivets.** Pants must be worn at the waist and be of modest fit. (Pants deemed too legging-like by administration will not be allowed.) **Legging or jegging-like pants are prohibited.** Corduroys and twill pants must not be faded. Students wearing worn, faded pants will be considered out of uniform.

Shorts: Navy blue twill shorts must be no higher than 2 inches above the knee. Shorts must not have any visible labeling or rivets. Uniform shorts are not cargo style. Shorts must be worn at the waist and be of modest fit. Shorts must not be faded. Students wearing worn, faded shorts will be considered out of uniform. Shorts are worn from the beginning of the school year until October 15 and beginning April 15 until the end of the school year.

Sweaters: Plain navy blue crew neck or cardigan sweaters may be worn. Sweaters with embellishments, patterns, designs, etc. may not be worn.

Sweater Vests: A solid green v-neck sweater vest from Lands’ End School (item number 22301-6BP4 for girls and 22301-8BP3 for boys) may be worn with oxford cloth, button-down shirts only.

Uniform Jackets/Fleece: Gray or black uniform jackets may be purchased from the PVA. These may be worn as an additional layer to the uniform. Fleece previously sold by PVA are no longer available for purchase but may be worn. No gym/team sweatshirts or jackets may be worn.

Socks: Socks must be worn and must be clearly visible. Leggings are not permitted.

Shoes: Shoes must be leather dress shoes that are primarily black, brown, gray, or navy in color. Shoelaces must be the same color as the shoe and must be tied. Shoes that have a place for shoelaces are required to have shoelaces. Soles may not exceed 1 inch, and heels may not exceed 1½ inches. All shoes must be closed at the toe and heel and have a hard sole. Shoe tops must be below the ankle bone. The following type of footwear is not permitted: sandals, moccasins (soft or hard soled), athletic shoes (even if leather), platform shoes, fleece-lined shoes/ slippers, wedges, clogs, or boots.

Belts: Belts are optional. If worn they should be simple dress belts.

Jewelry: Girls only are permitted to have ear piercings. No other type of visible body piercing is allowed. Other jewelry, if worn, should not be distracting. Faculty or staff may require a student to remove offending jewelry. Boys are not permitted any type of visible body piercings.

Ties: Boys only may choose to wear ties. If worn, ties must be tied at the neck and worn with an oxford cloth, button-down uniform shirt. Ties cannot be distracting or contrary to school expectations regarding clothing. Faculty or staff may require a student to remove offending ties.

MANY THANKS

- to the many hard-working volunteers who helped to make HOPE 2018 a success: CCHS rising seniors and recent 2018 graduates spent the week working on houses and living in Clay County High School; college aged alumni and adults who used vacation days to lead work crews; Clay County Schools personnel and parishioners at the Catholic Church of the Risen Lord in Maysel who made living and dining arrangements for our group; Jim Weimer, who spent countless hours behind the scenes to plan and organize the details in preparation for the week; and Bill Mehle, CCHS theology teacher, who put in tireless hours beginning in the fall with fundraising, planning, organizing, and leading the week's activities. This experience truly changes the lives of all involved.

- to the terrific custodial and maintenance crews who spent the summer returning the building to tip top shape with sparkling floors, clean sidewalks, bright rooms, and newly updated classrooms. Their year round dedication keeps our facility a source of pride for our community.

2018-19 CALENDAR

FAMILY TRIPS, APPOINTMENTS, ETC. -- Please avoid taking students out of school for vacations, family trips, appointments, etc. If students miss school for any reason (including illness), it is their responsibility to find out what they missed. The policies for making up work are included in the Parent-Student Handbook. If your child is ill or will miss school for any reason, please notify the school office by 8:30 a.m. In addition, at the end of the semester students will have to stay after school to make up any time missed during excessive absences/tardies.

Please use this calendar in your planning. Please remember that exams must be taken on scheduled exam days, and students who are absent more than 5 days in a semester will have to make up those days at the end of the semester. Please note that, as is the case each school day, teachers administer tests/quizzes, have assignments due, and teach lessons on the days immediately preceding and following school holidays. Students who take extended holidays run the risk of affecting their grades.

Tuesday, August 14	9 - 10:30 a.m.: Seniors only 10:30 – noon: Juniors only CLOSED NOON - 1 P.M. 1 - 2:30 p.m.: Sophomores only 2:30 - 4 p.m.: Freshmen only
Wednesday, August 15	9 - 10:30 a.m.: 8th graders only 10:30 – noon: 7th graders only CLOSED NOON - 1 P.M. 1 - 2:30 p.m.: 6th graders only 2:30 - 4 p.m.: Families with more than one student wishing to register all their children at one time; also, anyone unable to come at scheduled times
Monday, August 20	1st day for students, 11:30 dismissal
Wednesday, August 29	senior parent meeting noon or 7 p.m.
Monday, August 27	Back to School Night, 7 p.m. in the Basilica
Monday, August 27	7 th grade parent meeting about Camp Magis, 4th floor chapel
Thursday/Friday, Aug. 30- 31	senior river retreat
Monday, September 3	Labor Day holiday- NO SCHOOL
Thursday, September 13	9th grade outdoor day, Camp Virgil Tate
Thursday, September 6	junior retreat
Wednesday, September 12	junior parent meeting, 7 p.m., library
Saturday, September 22	Homecoming
Tuesday, September 25	picture day
Wednesday- Friday, September 26-28	Camp Magis for 7th grade
Wednesday, September 26	9th grade parent meeting, 7:00 p.m., library
Thursday, October 4	11:30 dismissal for teacher professional development
Friday, October 5	NO SCHOOL for students, professional development for teachers

Wednesday, October 10	PSAT for 8 th , 9 th , 10 th , and 11 th graders
Friday, October 19	end of first quarter
Thursday, November 1	parent-teacher conferences, NO SCHOOL for students
Monday, November 12	Veterans' Day holiday- NO SCHOOL
Wednesday, November 21	11:30 dismissal for Thanksgiving holiday
Thursday/Friday, November 22-23	Thanksgiving holiday
Wed/ Thurs/ Friday, December 19-21	exams
Saturday, December 22	beginning of Christmas vacation
Monday, January 7	Classes resume
Friday, January 18	end of the first semester
Monday, January 21	Martin Luther King, Jr. holiday- NO SCHOOL
Monday, January 28- Friday, February 1	Catholic Schools Week
Monday, February 18	Presidents' Day holiday- NO SCHOOL
Thursday, February 28	8th grade retreat
Monday – Friday, March 11-15	Terra Nova Testing for 6 th -10 th grades
Friday, March 22	end of 3rd quarter
Monday- Wednesday, April 8-10	Sophomore Summit at Huttonsville
Monday, April 15	beginning of Easter Vacation
Tuesday, April 23	classes resume
Friday, May 3	freshman retreat
Monday-Friday, May 6-17	AP Testing
Saturday, May 18	prom
Thursday, May 23	Baccalaureate, in evening
Friday, May 24	Graduation and Project Graduation, in evening
Monday, May 27	Memorial Day holiday
Mon/ Tues/ Wed, June 3-5	exams for 6 th - 11 th graders
Wednesday, June 5	Moving Up Ceremony for 8th graders

WHOM DO I CALL TO ASK ABOUT. . .? -- From time to time parents are unsure about which staff member to contact regarding specific issues. This list should help!

For questions about . . .

- confidential matters** -- call Mrs. Hoyer or Mrs. Aubel (Assistant Principal for Student Support)
- specific class-related academic or behavioral concerns** -- call school and ask for individual teachers
- student academic support**—call Mrs. Aubel
- college-related concerns** -- credits, college applications, admissions, etc. -- call Mrs. Herrick (Academic Advisor)
- locks, attendance, bookstore, athletic fees, change of address etc.** -- call Mrs. Lovejoy (office manager)
- financial matters** -- call Mrs. Shay (business manager)
- student behavior concerns**— call Mr. Villers (Assistant Principal for Operations)
- specific athletic questions** -- call individual coaches or Mr. Nelson (Athletic Director)
- textbooks** – call Mrs. Hurt or Mrs. Shindle
- fine arts requirements/cultural critiques** – talk to English teachers
- community service requirements** – Ms. Linehan
- community service opportunities** – talk to theology teachers
- reporting daily absences/appointments** -- call the school office by 8:30 a.m.

AUGUST - SEPTEMBER MENU

Monday	Tuesday	Wednesday	Thursday	Friday
20- 11:30 dismissal; no lunch	21- pizza, fresh fruit Mary Collins Larra Winter Sara Frame	22- chicken tenders, cheesy potatoes Kathy Atassi Susanne Coffield George Metz	23- hot turkey and cheese ciabatta, baked potato Jaime Bowman Chris Williams Susan Jarvis	24- mac and cheese, corn dogs David Mitchell Sandra Mitchell Feli McKown
27- bosco sticks, fresh fruit, Greek orzo salad Niki Kurten Shawna Meeks Betsy Cimino	28- sloppy joe sandwiches, smiley fries Greg Bolles Cindy Keith Wendy Johnson	29- chicken parm on pasta, rolls Stephanie Sullivan Jaime Bowman Chris Williams	30- beef tacos, Spanish rice, nachos Susan Jarvis Jessica Griffith Wendy Young	31- lasagna, garlic sticks Ron Rushworth Kim Javins Paula Durst
3- Labor Day No School	4- pizza, antipasto salad Sara Frame Cindy Keith Greg Bolles	5- grilled chicken sandwiches, deviled eggs Kathy Atassi Karrah Pauley Wendy Johnson	6- BBQ, tots David Mitchell Sandra Mitchell George Metz	7- breakfast bosco sticks, triangle hash browns, apple crisp Erica Baumgras Shawna Meeks Betsy Cimino
10- calzone, potato salad Niki Kurten Jennifer Scalzo Susie Murad	11- Italian subs, buffalo chicken dip Stephanie Sullivan Larra Winter	12- chicken alfredo, cheesy rolls Susanne Coffield Jessica Griffith Wendy Johnson	13- spicy chicken sandwich, corn Jaime Bowman Chris Williams Wendy Young	14- steak hoagies, mashed potatoes and gravy Ron Rushworth Kim Javins Paula Durst
17- pizza, potato soup Susie Murad Jennifer Scalzo Feli McKown	18- hot ham and cheese on pretzel bread Sara Frame George Metz Cindy Keith	19- bacon burgers, chili cheese fries Greg Bolles Shawna Meeks Betsy Cimino	20- Special Lunch Erica Baumgras Kim Javins Paula Durst	21- meatball or Italian sausage on pasta David Mitchell Sandra Mitchell Kim Javins
24- taco soup, pretzel cheese bosco sticks Wendy Young Jennifer Scalzo Susie Murad	25- hot dogs, crinkle fries, coleslaw Stephanie Sullivan Larra Winter Tina Caldwell	26- chicken teriyaki on rice, egg rolls, Asian vegetables Kathy Atassi Susanne Coffield Karrah Pauley	27- stuffed shells, garlic sticks Susan Jarvis Jessica Griffith Wendy Young	28- cheese tortellini, broccoli and cheese Mary Collins Feli McKown Ron Rushworth

Volunteers 1 and 2: 10:30- 1:00

Volunteer 3: 11:15- 1:00

Mass Day- Volunteers 1 and 2: 11:00- 1:15

Volunteer 3: 11:45- 1:15