



August 5, 2019

# 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 hope that you have been able to enjoy some downtime and to read a good book or two this summer. I will admit that I have not been able to enjoy all of the books I had aspired to. However, I did recently finish *Mindset* by Carol Dweck. This was a summer reading choice for many of our faculty members, so you will hear more about the theory of the growth mindset and fixed mindset throughout the year.

One of the primary points of Dr. Dweck is that mistakes can be viewed in different lights depending on one's perspective. In a fixed mindset, mistakes are failures and rebounding from them is an impossibility. Conversely, in a growth mindset, a mistake is an opportunity to learn and to grow. Children as young as preschool demonstrate these beliefs about mistakes based on their mindsets. Children who believe mistakes are opportunities for growth will seek increasingly challenging tasks, such as putting together puzzles, while children with a fixed mindset who view mistakes as failures choose not to attempt more difficult tasks. They will not risk failure. Dr. Dweck's research extends from early childhood through adults, and the results are consistent.

My two year old daughter has recently begun to understand the concept of a mistake and has started using the term. She points out her mistakes to me when she drops food on the floor or has trouble getting her legos to connect the "right" way by saying, "Mommy, I made a mistake." I hear myself using Dr. Dweck's assurances as I let her know that her mistakes are okay and she can try again. Since she is still developing her mindset, she readily accepts my suggestion and attempts to fix her "mistake." I am inspired by her determination to give it another go!

This school year, let's work to acknowledge that we are all works in progress. We all make mistakes. We must be ready to accept the consequences of our mistakes, but we also must embrace them as learning opportunities that allow us to grow.

You will notice a focus on mindset and on our emphasis on growth and continued improvement. I am optimistic that with this attitude, we will all achieve more and feel more confident. I hope you will join me on this journey toward a growth mindset.

May this year be one that stimulates growth. May we all recognize that growth is a lifelong process and that we can always learn more.

I look forward to seeing you soon!

Warmly,

Colleen Hoyer

**CONDOLENCES** -- We express our sympathy to our students and their families who have lost loved ones recently. May the souls of the departed rest in peace: Thomas Bloch's maternal grandmother; William Ball's, Johnny Preston's, and Katherine Fox's grandfather; custodial staff members Mike and Gary Burdette's father; high school English teacher Alicia Beck's father; Class of 2019 graduate Olivia Lewis' mother. Please keep these families in your thoughts and prayers.

## TABLE OF CONTENTS

Welcomes and Changes.....	2	Notes from the PVA.....	14-15
Scheduling and Registration.....	2-3	Campus Ministry.....	15
Textbook Information.....	3-4	Community Service and Giving.....	16
Academic Updates.....	5-8	Athletic Updates.....	16-17
Lunch Updates.....	8-9	Handbook Reminders.....	17-18
Drop Off/ Pick Up Procedures.....	9-10	Uniform Guidelines.....	18-19
Upcoming Events.....	10	Many Thanks.....	19
Middle School Updates.....	11	Congratulations.....	19
From the School Office .....	11-13	Calendar.....	20-21
Notes from the Academic Advisor.....	13-14	Whom Do I Call.....	21

**WELCOMES and CHANGES**-- We are pleased to welcome several new faculty and staff members to our school community for the 2019-20 school year. First, we welcome Emily Christian to our sixth grade team. Mrs. Christian is a certified teacher with years of teaching experience, most recently in Atlanta, Georgia, but also in international schools in Morocco and Kazakhstan. She earned her undergraduate degree from Notre Dame and her masters' degree from Brown University. She will be teaching social studies and science. Also joining the sixth grade team is Mickey Miller. A graduate of West Virginia University, Mrs. Miller is certified in grades K-8 and has spent her career teaching in Catholic schools. She comes to us after teaching kindergarten at St. Agnes, but she has also taught fourth and fifth grade for many years. She will be teaching math and health/PE. Mr. Baird has moved from our sixth grade team to the role of Athletic Facility Director. You will see Mr. Baird any time you support the Irish on our home court! Mr. Buscher has moved to the seventh and eighth grade team where he will teach science. We welcome Corentin Mallet-Pont to our high school foreign language department. Mr. Mallet-Pont, a native of France, earned his undergraduate degree from the Universite de Lille in Lille, France. He completed his Master's degree in World Languages, Literatures, and Linguistics at West Virginia University this May where he also earned a certificate in Teaching English to Speakers of Other Languages. Mr. Mallet-Pont was able to teach several French courses during his time in Morgantown. Mr. Hoffmann will be spending most of his day as the Director of Technology and teaching only two courses this year, thus creating the need for an additional French teacher. Finally, Evan Underbrink will be joining the high school theology department to teach sections of ninth and tenth grade theology. Mr. Underbrink earned his undergraduate degree in Theology from Whitworth University in Spokane, Washington, and his graduate degree from Duke University Divinity School. He has worked as a teacher's assistant at Bethany Theological Seminary in Indiana and has recently taught English in Russia. Please make sure you meet our new faculty members and welcome them to Charleston Catholic.



**CONGRATULATIONS**-- We extend congratulations to two faculty members on their marriages this summer. Eleventh grade English teacher Meredith Summers got married in June to Joseph Harris. Also married this summer (in fact, just this weekend!) is Director of Campus Ministry, Molly Linehan to Jesse Belcher. Mrs. Linehan Belcher will return to school on August 12. We wish both couples much love and happiness.

## SCHEDULING AND REGISTRATION

**2019-20 REGISTRATION DAYS** --are next week! 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 14, 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 13

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 14

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 2- nine weeks, but parents may pick up order forms during registration. Sixth grade order forms will not be due until September 27.**

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 30.**

**SCHEDULING CLASSES** – Student schedules will be distributed during registration. Scheduling is a massive undertaking. 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 social studies textbooks are new this year. Many of the new adoptions have a 2019 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 the first week of June should be available at August registration. The order deadlines for August will be Thursday, August 15th at 3 pm, Friday, August 23rd at noon, and Friday, August 30th 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 7<sup>th</sup> 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 the first week of June should be available at August registration. The order deadlines for August will be Thursday, August 15th at 3 pm, Friday, August 23rd at noon, and Friday, August 30th 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, Physical Science 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 20/21\* 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 have a textbook (can be purchased used) and a workbook (which must be purchased new not used). French II students must purchase a textbook (can be used) and a workbook (must be new). French III students should have kept their French II textbooks and must purchase a French III textbook and a new French III workbook. French IV students will also need to have their French III textbooks and workbooks.



**Electives, AP Courses & Higher Level Math** (Calculus AB, Calculus BC, PreCalc II/Calc A, Trig/Precalc, Human Geography, US Government, World History, US History, Biology, Physics, Journalism, Psychology)

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. **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 format. Newsletters will be sent approximately every 5 weeks and are also available on the CCHS website ([www.charlestoncatholic-crw.org](http://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 26.**
2. **Off-campus lunch forms** for grades 10 – 12 are due **Tuesday, August 20,** 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 26.** 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. You are strongly 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 26.**

**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 30.**

**SCIENCE BOOK CLUB-** The Fall 2019 book club selection is *Slime: How Algae Created Us, Plagues Us, and Just Might Save Us* by Ruth Kassinger. The club will meet four times (once a month during high school lunch) during the semester to discuss the book. All high school students are welcome to attend. AP Biology students are required to do a book project each semester and science book club participation fulfills that requirement. Contact Mrs. Arnold for more information.

**ALGEBRA 2 CALCULATOR INFORMATION-** All students in Algebra 2 and subsequent math courses will use a graphing calculator as a tool to aid their math practice. **Your student will need to have his or her own graphing calculator for use in math class (and Chemistry, too!) for the duration of high school.** At CCHS, we use TI Nspire calculators. At registration, you will be given a calculator policy form to fill out and sign. The form outlays the two options you have for purchasing the calculator. You may, of course, buy the calculator on your own (option 1). However, to help offset the cost, the CCHS math department has a rental program (option 2). Please see the [linked letter](#) for specific details about calculators and the math department's rental policy.

**SCIENCE OLYMPIAD 2019-20--** The Charleston Catholic science department will be launching an interest meeting the first week of school for creating a Science Olympiad team. The Science Olympiad is an academic team competition that consists of 15 students from grades 9-12. The team will practice weekly in hands-on group participation events in science disciplines such as genetics, earth science, chemistry, anatomy, physics, geology, mechanical engineering and technology. The skills and projects that are built during these practices will be used to compete in regional, state, and national tournaments. For more information on the events, rules, and general information please visit the Science Olympiad website (<https://www.soinc.org/>). To be successful in this excellent opportunity, we will need volunteers and parent support to help. If you are interested in volunteering or have more questions, please email Dr. Fannin ([jackie.fannin@charlestoncatholic-crw.org](mailto:jackie.fannin@charlestoncatholic-crw.org)) or Mr. Buscher ([thomas.buscher@charlestoncatholic-crw.org](mailto:thomas.buscher@charlestoncatholic-crw.org)).

**TESTING CHANGES-** Beginning in the 2019-2020 school year, all schools in the Diocese of Wheeling Charleston will administer the MAP (Measures of Academic Progress) Growth Adaptive Assessment instead of the Terra Nova test. We are anticipating useful data from this test which measures student growth throughout the year in terms of a learning continuum. Our sixth through tenth graders will be taking the MAP test three times a year (September, February, and May). Eighth through eleventh graders will continue to take the PSAT/NMSQT in October, and juniors will take the School Day SAT in March or April. Please see the details below for additional MAP Growth information.

#### **How it Works**

MAP Growth is a computer-adaptive test. If your child answers a question correctly, the next question is more challenging. If they answer incorrectly, the next one is easier. This type of assessment challenges top performers without overwhelming students whose skills are below grade level. MAP Growth begins with a question at each student's grade level and adjusts the level of difficulty based on individual performance.

#### **What it Measures**

MAP Growth uses a RIT scale to accurately measure what students know, regardless of their grade level. It also measures growth over time, allowing you to track your child's progress throughout the school year and across multiple years. Once your child completes a MAP Growth test, they receive a RIT score. The RIT scale precisely measures student performance, regardless of whether they're performing on, above, or below grade level.

#### **The Results: Your Child's RIT Score**

RIT scores have the same meaning across grade levels. If a fourth-grade student and an eighth-grade student have the same RIT score in reading, then they are testing at the same level in that subject. You can use your child's RIT score to help them meet their goals.

#### **Common Questions about MAP Growth testing:**

1. **How do schools and teachers use MAP Growth scores?**  
Teachers can use the score to inform instruction, personalize learning, and monitor the growth of individual students. Principals and administrators can use the scores to see the performance and progress of a grade level, school, or the entire district.
2. **Can MAP Growth tell me if my child is working at grade level?**  
Yes, but please note that MAP Growth scores are just one data point that teachers use to determine how a student is performing. Please discuss any questions that you have about your child's performance with your child's teacher.
3. **How often will my child take MAP Growth tests?**  
CCHS will administer MAP Growth tests to students at the beginning, middle, and end of the school year (in the fall, winter, and spring).
4. **What are norms?**  
NWEA provides schools with norms every three years. This is anonymous data from more than 10 million students around the US. Knowing the top, middle, and bottom scores of all these students combined allows teachers to compare where your child is to other students and help them grow. In addition to US norms, NWEA provides comparison data for private, English-medium, accredited international schools using MAP Growth outside the USA.
5. **Is MAP Growth a standardized test?**  
Unlike a standardized test, MAP Growth is administered periodically during the school year. Instead of asking all students the same questions, it adjusts to each child's performance— giving a more accurate measure of what they know. Teachers also receive results right away, which enables them to react more quickly.
6. **What types of questions are on MAP Growth tests?**  
The MAP Growth tests include multiple choice, drag-and-drop, and other types of questions. For sample tests, visit [warmup.nwea.org](http://warmup.nwea.org).

**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**– Advanced Placement test results are released each July and our students anxiously await their arrival. The teachers and students put in significant time and effort throughout the school year and look forward to seeing their labor rewarded with strong performances on the end of course tests which earn them college credits. This year is no exception. Congratulations to AP students and teachers for their superb results!

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.

Jack Acord	Mya Beasley	Ashton Brown
Tristan Carrico	Cara Flanery	Thomas Flannery
Josh Kardos	David Kershner-Leon	Sam King
Stephen Lewis	Rachel Mangano	Katie Nester
Elizabeth Shaf	Sean Stricker	

**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.

Matthew Ayoob	Drew Casingal	Mike Fox
Kelly Hayes	Irene Jonathan	Audrey Keith
Cameron Kiss	Ricky Lian	

**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.

Adam Boothroyd	Chris Istfan	Carter Kiss
Olivia Lewis	Seth Uy	Sophia Veazey

**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.

Daniel Coffield	Mollie Council	Anthony Wirts
-----------------	----------------	---------------



## LUNCH UPDATES AND REMINDERS

**LUNCH TIME** –Tuesday, August 20, marks the first full-day of school and the opening of our food service program. We are very appreciative of the hard work of our cafeteria staff who provide our students with tasty and healthy lunches every day! 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 20, 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 \$4.50. 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.

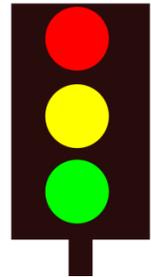


**PAYMENT SYSTEM-** We will continue our cash free lunch system this year using My School Account, an online service that allows you to deposit money directly to students' meal accounts, receive an email notification when accounts dip to a certain amount, and to monitor purchases made on the account. 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. Funds left in students' accounts last school year will carry over to their accounts this year. They will use the same PIN

and ID numbers when depositing money and checking out. Sixth graders and new students will receive their personalized account information in time for lunch on Tuesday, August 20.

## 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 Tuesday, 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!



**9<sup>th</sup> GRADE OUTDOOR EDUCATION DAY**-- Plans are underway for our annual CCHS freshman class outdoor education day. Scheduled for Thursday, September 12, 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 Belcher at [molly.linehan@charlestoncatholic-crw.org](mailto:molly.linehan@charlestoncatholic-crw.org).

## MIDDLE SCHOOL UPDATES

**PARENTS OF INCOMING 6<sup>TH</sup> GRADERS** - At Back to School Night on Tuesday, August 27, you will gather in the fourth floor chapel after the orientation in the church to meet as a group with the sixth 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 Huttonsville. *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 October 9-11. 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 on **Tuesday, September 10 at 7 p.m.**

**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.



## 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 on September 30 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](http://www.wvphoto.com).

**SAFETY MATTER** -- We greatly appreciate the number of active parents and volunteers who help during the school day, or who stop by to drop off something for a student or teacher. 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.**

**PE UNIFORMS** – Uniforms ordered in the spring will be available for pickup during registration in August. New orders may be placed at that time also. 6<sup>th</sup> grade PE does not start until the second quarter so they will place orders in the fall after school starts.

**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 teachers 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?), drive around 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](http://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. Rate information and forms will be available during registration next week. Interested students should pick up information in the school office.

**SCHOOL COMMUNICATION** – We will continue to use our Parent Alert text system (a Ren Web component) as a means of communication, in addition to the school website ([www.charlestoncatholic-crw.org](http://www.charlestoncatholic-crw.org)), our Twitter feed which is visible on the school website, and RenWeb email. **To be sure that we have accurate contact information for you, please review your family demographic information in RenWeb!** We will rely primarily on Parent Alert and RenWeb emails, rather than Twitter, due to some compatibility issues with the Twitter texting component. Be on the lookout for these Parent Alert texts with important school updates (such as school closings or delays) including announcements/ reminders from the school office.

**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 6<sup>th</sup> 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 should send 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 21st – Two sessions (choose one) -- Noon or 7:00 p.m. in the 4th floor chapel**

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

**Freshman Parent Meeting: Thursday, September 5th – 7 p.m. in the 4th floor chapel**

*“The High School Years – Prelude to College.” Learn about making academic plans for high school and preparing for what comes next. (Sophomore parents are welcome to attend for a refresher course, too!)*

**Junior Parent Meeting: Wednesday, September 18th – 7 p.m. in the 4th floor chapel**

*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!*

- 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.
  - 7<sup>th</sup> graders: 1 booster dose of Tdap vaccine (tetanus, diphtheria, and pertussis) and 1 dose of MCV4 (meningitis)
  - 12<sup>th</sup> 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 16<sup>th</sup> birthday; a booster dose is not required if the first dose was given after the child’s 16<sup>th</sup> 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 designated location 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 College Planning & Career Readiness website. 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 Tuesday, September 10. This information is used heavily to augment college recommendation letters written by school personnel. Parents who did not receive a questionnaire can email Mrs. Herrick at [andrea.herrick@charlestoncatholic-crw.org](mailto: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 2018-2019 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. 6<sup>th</sup> graders and other students new to CCHS in 2019-20 must 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, Marilyn Ford (304-610-4243) for green polos, and Sara Frame (304-389-1241) 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 with khaki pants 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 and the menu will be emailed later this week. The regular cafeteria volunteer schedule for October 2019 through June 2020 will be completed for the school year after volunteers submit their CCHS Cafeteria Volunteer Forms following registration.

**\*\*The Kanawha-Charleston Health Department requires all cafeteria volunteers to have a food handler card. Cards must be renewed every two years. 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. Please contact Stephanie Sullivan (304-807-0377 or [wvsteph23@yahoo.com](mailto:wvsteph23@yahoo.com)) for an access code. Upon completion please submit a copy to the office which will be kept on file at the school and Athletic Facility. \*\***

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 a vital component of 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 Stephanie Hopkins (304-807-0052) 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](http://www.charlestoncatholic-crw.org)). Forms should be submitted within the first few weeks of the school year to the school office.



1. In the 2019-2020 Charleston Catholic will seek to be inspired and to grow in Jesus' teaching of the Beatitudes found in Matthew 5:3-12.
 

*“Blessed are the poor in spirit, for theirs is the kingdom of heaven.*  
*Blessed are they who mourn, for they will be comforted.*  
*Blessed are the meek, for they will inherit the land.*  
*Blessed are they who hunger and thirst for righteousness, for they will be satisfied.*  
*Blessed are the merciful, for they will be shown mercy.*  
*Blessed are the clean of heart, for they will see God.*  
*Blessed are the peacemakers, for they will be called children of God.*  
*Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.*  
*Blessed are you when they insult you and persecute you and utter every kind of evil against you [falsely] because of me. Rejoice and be glad, for your reward will be great in heaven.”*

We will all stay alert and seek opportunities to practice and reflect on the Gospel vision of love, humility, and compassion expressed in the Beatitudes.
2. Our 'Senior Retreat on the River' will be Thursday, August 29-Friday, August 30. Seniors will meet at 7 a.m. on Thursday in the CCHS Commons. They will travel by Adventures of the Gorge buses and then spend most of the day rafting the lower New River. Once they leave the river, they will 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 Belcher at [molly.linehan@charlestoncatholic-crw.org](mailto:molly.linehan@charlestoncatholic-crw.org).
3. Our Junior TimberTrek Experience will be Thursday, September 5<sup>th</sup> (with a Sept. 6<sup>th</sup> rain date). Juniors will gather in the Commons at 7 a.m. and travel to Fayetteville on Adventures on the Gorge buses where they will 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. At the end of the day, they will return by bus and arrive back at school around 3:15.
4. Any summer service done by returning 7<sup>th</sup> through 12<sup>th</sup> graders can be applied to the 2019-2020 school year. Completed forms for summer hours are due at the end 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 6<sup>th</sup> grade or who are new to CCHS for the 2019-20 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 will 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**— The programs listed below make it easy to support CCHS when you shop. Please consider participating.

1. The **Kroger Community Rewards can be used every time you grocery shop at Kroger**. To register your Kroger Plus card, go to [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com) and use the Charleston Catholic organization number **LH615**. 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. To participate, register your **Kroger Plus Shopper’s Card (as outlined above)** and use the card when you checkout, and Charleston Catholic will receive a check from Kroger on a quarterly basis.
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

**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. I was thrilled last year to hear from officials multiple times during the spring sports season to compliment our student athletes and their good sportsmanship. Congratulations to those athletes! Please do your part to stay positive.

**A REMINDER ABOUT SIXTH GRADE ATHLETIC PARTICIPATION--** Sixth grade students are 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 May 1, 2019) 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 the 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 2018-19 second semester) and CCHS expectations, i.e., good behavior and good attendance. Practice will start on August 5th for high school cross country, high school golf, high school boys’ soccer, high school girls’ soccer, middle school cross country, and high school cheerleading. Practice will start on August 12th for high school volleyball, middle school boys’ soccer, and middle school girls’ soccer. Middle school volleyball will start practice on August 19th. For more information, please contact Jacob Nelson, CCHS Athletic Director, or coaches for individual sports, listed below.

AD – Jacob Nelson – jacob.nelson@charlestoncatholic-crw.org  
 HS Boys' Soccer - Niall Paul – npaul@spilmanlaw.com  
 HS Girls' Soccer - Amy Mullen - cdmullen@suddenlink.net  
 HS Cross Country - Hilton Ingraham - hiltoningraham@ymail.com  
 HS Golf – Sam Helmick – shelmick@newwave.net  
 HS Volleyball – Mary Beth Smith - mbsmiff88@gmail.com  
 HS Cheerleading – Satin Blackwell – satinblackwell@gmail.com  
 MS Boys' Soccer – Bob Berry – robertjberry7@yahoo.com  
 MS Girls' Soccer – Rebekah Messer – Rebekahmesser@gmail.com  
 MS Volleyball – Jacob Nelson - jacob.nelson@charlestoncatholic-crw.org  
 MS Cross Country— Hilton Ingraham - hiltoningraham@ymail.com

**NEW CCHS STUDENTS INTERESTED IN SPORTS**– New students for the 2019-20 school year who are interested in playing fall sports should contact the individual coaches listed above or Jacob Nelson, Athletic Director, at jacob.nelson@charlestoncatholic-crw.org 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.

**LATE WORK**--Work is due on the date and in the class period assigned by teachers. Work turned in after the teacher has collected the assignment may be accepted for partial credit if the teacher chooses to accept late work.

**ELECTRONIC COMMUNICATION, MEDIA DEVICES, AND SOCIAL MEDIA**--

Social media and networking are increasingly useful and prominent in our society. Charleston Catholic High School attempts to provide a safe environment for all individuals in terms of social networking, blogs, and any online publishing.

- The official use of the school logo and name are not permitted to be used on any personal online sources-blogs, websites, etc. without the written permission of the principal.
- Before publishing pictures of students online please consider parental wishes.

- Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted.
- Engagement in online activities, such as, but not limited to, Facebook, Instagram, Twitter, etc. may result in disciplinary actions if the content of student or parent's accounts includes defamatory comments regarding the school, the faculty, other students.

**ATHLETIC FEES AND PHYSICAL EXAMINATIONS-** In order to try-out for a team, a student must have a WVSSAC doctor's physical examination form on file in the CCHS athletic office. Physical forms completed after May 1st of a particular year are accepted for the school year commencing in August. Any student participating in the three week summer practice period must have an updated physical form (dated after May 1st) submitted in order to practice. Once selected as a member of a team, all athletic fees must be paid (\$75 per sport) before a student will be issued a uniform. Based on their best judgment, coaches will determine how much playing time athletes receive. Once a student has been selected as a team member, payment of fees enrolls the student on a team but does not guarantee playing time.

## UNIFORM GUIDELINES

**UNIFORMS--** Students are required to be in uniform beginning Monday, August 19. 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 dress 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 2019 a success. Partnering with Cabwaylingo Appalachian Mission in Dunlow, WV, CCHS rising seniors, recent 2019 graduates, alumni, parents and teachers spent a week in June helping low income families in Wayne and Mingo Counties with needed home repairs; to Bill and Addie Likens who hosted our group in Dunlow; to Bill Mehle and Molly Linehan, CCHS theology department members, who coordinated the project's fundraising, planning, and organizing; to the many folks whose financial support to cover the purchase of building materials made HOPE possible. This volunteer experience has the power to change the lives of all involved.

- to our hardworking and detail oriented custodial and maintenance staff members who worked all summer caring for our physical plant, painting classrooms and hallways, replacing floor tiles, cleaning and waxing floors. Their dedication to the school gives us a beautiful space for our community to be proud of.

- to all who have donated to support our baseball field at Shawnee Multi Sports Complex. We are especially grateful to Lisa and Larry Pack, Sr. for the Pack Family Charitable Fund's donation of \$25,000. The Pack family has demonstrated long term dedication to Charleston Catholic High School, and we are most appreciative of their generosity and commitment.

## CONGRATULATIONS

- to rising eighth grader Samara Harrison who attended the Governor's School STEM Institute at West Virginia University in Morgantown and to rising ninth grader Juliana Veazey who attended the Governor's School STEM Institute at Green Bank during July. What an awesome experience for these young people!

- to rising juniors Maria Kershner-Leon, Kathryn Lakin, Sydney Loew, and Elizabeth Zacks who attended the Governor's School for the Arts at Marshall University in July. The experience is a powerful one for all attendees.

- to rising junior Eva Toor who attended the Governor's School for Entrepreneurship this summer.

## 2019-20 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.

Monday, August 12	ILM Formation Day
Tuesday, August 13	9 - 10:30 a.m.: Seniors only 10:30 – noon: Juniors only <b>CLOSED NOON - 1 P.M.</b> 1 - 2:30 p.m.: Sophomores only 2:30 - 4 p.m.: Freshmen only
Wednesday, August 14	9 - 10:30 a.m.: 8th graders only 10:30 – noon: 7th graders only <b>CLOSED NOON - 1 P.M.</b> 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 19	1st day for students, 11:30 dismissal
Wednesday, August 21	senior parent meeting noon or 7 p.m. in the chapel
Tuesday, August 27	Back to School Night, 7 p.m. in the Basilica
Thursday/Friday, Aug. 29- 30	senior river retreat
Monday, September 2	Labor Day holiday- NO SCHOOL
Thursday, September 5	junior retreat
Thursday, September 5	9th/10th grade parent meeting, 7:00 p.m., chapel
Monday, September 9-	6 <sup>th</sup> -10 <sup>th</sup> grade MAP Growth Testing Window
Friday, September 20	
Tuesday, September 10	7 <sup>th</sup> grade parent meeting about Camp Magis, 7 p.m., chapel
Thursday, September 12	9th grade outdoor day, Camp Virgil Tate
Wednesday, September 18	junior parent meeting, 7 p.m., chapel
Saturday, September 28	Homecoming
Tuesday, October 1	picture day
Wednesday- Friday, October 9-11	Camp Magis for 7th grade
Monday, October 14	NO SCHOOL for students, professional development for teachers
Wednesday, October 16	PSAT for 8 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup> graders
Friday, October 25	end of first quarter
Friday-Saturday, October 25-26	fall play
Thursday, November 7	parent-teacher conferences, NO SCHOOL for students
Monday, November 11	Veterans' Day holiday- NO SCHOOL
Thursday, November 14	6th grade retreat
Wednesday/Friday, November 27-29	Thanksgiving holiday- NO SCHOOL
Wed/ Thurs/ Friday, December 18-20	exams
Saturday, December 21	beginning of Christmas vacation
Monday, January 6	classes resume
Friday, January 17	end of the first semester
Monday, January 20	Martin Luther King, Jr. holiday- NO SCHOOL
Monday, January 27- Friday, January 31	Catholic Schools Week
Friday/Saturday, January 31-February 1	winter play

Monday, February 17	Presidents' Day holiday- NO SCHOOL
Thursday, February 27	8th grade retreat
Friday, March 20	end of 3rd quarter
Monday, April 6	beginning of Easter Vacation
Tuesday, April 14	classes resume
Friday, May 1	freshman retreat
Friday/Saturday, May 1-2	spring play
Monday-Friday, May 4-15	AP Testing
Saturday, May 16	prom
Thursday, May 21	Baccalaureate, in evening
Friday, May 22	Graduation and Project Graduation, in evening
Monday, May 25	Memorial Day holiday
Mon/ Tues/ Wed, June 1-3	exams for 6 <sup>th</sup> - 11 <sup>th</sup> graders
Wednesday, June 3	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. Shindle
- fine arts requirements/cultural critiques** – talk to English teachers
- community service requirements** – Mrs. Linehan Belcher
- community service opportunities** – talk to theology teachers
- reporting daily absences/appointments** -- call the school office by 8:30 a.m.