



August 17, 2020

# INSIDE CHARLESTON CATHOLIC HIGH SCHOOL

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

Dear parents and students,

Greetings! Please take some time to carefully read this newsletter. The information has been updated to reflect the changes needed this year because of the pandemic. It is a lot to absorb!

I know that your heads may be swimming with all of the details. I assure you that mine is at times, too. Please understand that plans will continue to change and evolve as more details are learned. I ask for your patience as we navigate the process.

May this year be one that encourages collaboration and cooperation. May we work together to support our young people and each other.

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: R.T. Corbin's maternal grandfather; Zion Suddeth's maternal grandmother; and high school math teacher Jean Walter's maternal grandmother. Please keep these families in your thoughts and prayers.

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**WELCOMES and CHANGES**— Each year brings new faces to our community and we are thrilled they have joined us! Please make our new faculty and staff members feel welcome:

- Jesse Madden joins our maintenance staff. Mr. Madden comes to us from Pauley Motors and previously was employed at the YMCA. His energy and good spirit fit right into the maintenance team!
- Nancy McLaughlin is our new Assistant Academic Advisor and Textbook Coordinator. Mrs. McLaughlin has experience working in the Catholic school setting, serving previously as an administrative assistant at St. Agnes. Most recently she served as the assistant to the pastor at First Presbyterian Church.
- Kaitlin Chinn is our new high school French teacher. She earned her Master's degree from West Virginia University in World Languages, Literatures, and Linguistics along with a certificate in Teaching English to

Speakers of Other Languages. Ms. Chinn taught undergraduate French courses through her graduate program and is excited to share her love of French language and culture with our students.

- Tiana Dixon also joins our foreign language department as the new high school Spanish teacher. Ms. Dixon has degrees from Marshall University in International Affairs and Spanish. She is also certified in Teaching English to Speakers of Other Languages. Ms. Dixon is passionate about the Spanish language and is looking forward to being able to use the language all day long and to inspiring young people to learn it as well!
- Autumn Hall is a new addition to our sixth grade team. Mrs. Hall will teach social studies and science. She graduated from West Virginia State University this spring with a degree in Elementary Education and is certified through sixth grade. We are delighted she will begin her teaching career at CCHS!
- New to our high school theology department is Olivia Hanning. Ms. Hanning earned her undergraduate degree from UC Berkeley and her Master of Arts in Teaching from the University of Pittsburgh. She has a variety of teaching experience from middle and high school social studies classes to English in Albania and Afghanistan. Her varied experiences will greatly benefit her high school theology students.
- Brittany McClung is the newest member of our 7<sup>th</sup> and 8<sup>th</sup> grade team where she will teach English. Mrs. McClung earned her undergraduate and graduate degrees from the University of Charleston. She has been employed there as Coordinator of Student Involvement since her graduation. She looks forward to putting her love of English into action as well as serving others through education.
- David O'Leary joins our high school theology department to teach 9<sup>th</sup> and 10<sup>th</sup> grade theology. Mr. O'Leary is a familiar face, a 2015 graduate of CCHS. He has since graduated from Marshall University with a degree in Sports Management and has spent time employed with the Cincinnati Reds organization. He became a regular CCHS substitute last year, and we were able to convince him to stick around and join the faculty this year! He will be active in the athletic department too, as an assistant coach on the cross country team this fall.

Additionally, Mrs. Shindle has moved from her role as Assistant Academic Advisor and Textbook Coordinator to Business Manager. She will be involved in benefits, payroll, and bookkeeping for our community. Please make sure you get to know these new faces.

## SCHEDULING AND REGISTRATION

**2020-21 REGISTRATION DAYS** – To keep consistent with the plans for the rest of the year, registration for the 2020-21 school year will be adjusted to allow for social distancing and to limit the potential for congregating. **Registration will take place at the Charleston Catholic Athletic Facility rather than at the school.** All persons entering the Facility will have their temperatures screened prior to entering and will be required to wear a mask. Registration will be limited to the registering student and one parent or guardian. Families will move through a series of stations. Only one family will be permitted at a station at a time. Students waiting for an available station will sit in designated sections of the bleachers until the station is available.

During these days, students and parents will pick up schedules, pay course specific fees, and pick up/place orders for textbooks, white polos and uniform jackets. 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. Shindle 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, or if there is a conflict with a scheduled time, families must schedule to reserve a spot on Thursday, August 27, between 3:50 and 4:50 or Friday, August 28 between 2:40 and 3:40 or 3:50- 4:50. 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.

Time	Wednesday	Thursday	Friday
8:00-9:00	12th: Armstead - Gardner	10th: Abdalla - Hopkins	6th: Adkins - Kirby
9:10- 10:10	12th: Gelmini - McGinley	10th: Jarvis - Patnoe	6th: Knapp - Weber
10:20 -11:20	12th: McMillian - Zacks	10th: Rago - Wince	7th: Abraham- Divers
11:30-12:30	9th: Basdekis - Lanning	8th: Arbaugh - Giatras	7th: Dotson - Ronen
12:30-1:30	Lunch		
1:30-2:30	9th: Lao - Winter	8th: Griffith - Orcutt	7th: Rushworth – Yianne
2:40 - 3:40	11th: Atassi - Lian	8th: Pauley - Zuniga	Call to schedule
3:50 - 4:50	11th: Litton - Zuniga	Call to schedule	Call to schedule

To help with your planning, know that you will need to **write separate checks for course specific fees, textbooks, and PVA uniform apparel and activities. Please be prepared and bring multiple checks with you.**

Registration will be arranged with several stations. Packets will be available with details on updating information in RenWeb for the student directory, setting up and depositing money into the lunch account, etc. Textbooks ordered in June will be available for pick-up and textbook order forms for elective courses will be available.

**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! **BECAUSE OF THE CONSTRAINTS OF CLASS SIZE AND SOCIAL DISTANCING, SCHEDULE CHANGES FOR ELECTIVE COURSES WILL BE VERY LIMITED.** 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.**

**SEVENTH GRADE MATH PLACEMENT** – Students’ first differentiated academic experience occurs in seventh grade. Seventh graders study either Pre-Algebra or Algebra  $\frac{1}{2}$ . The courses differ in pace, level of abstract versus concrete thinking required, and depth of material covered. Seventh graders enrolled in Algebra  $\frac{1}{2}$  are essentially skipping a math course. Students in this class must have exceptional math skills, expect and be capable of a big intellectual leap and extra work, and be committed to put forth extra effort. Faculty and staff work hard to ensure that all students are appropriately placed during their years at Charleston Catholic. Students are placed in 7<sup>th</sup> grade math courses based on **their 6<sup>th</sup> grade math class achievement, 6<sup>th</sup> grade MAP Growth scores, placement test results, teacher recommendations, and work ethic.** Students demonstrating appropriate ability and achievement in 6<sup>th</sup> grade math and in the measures listed above, as well as an advanced level of abstract thinking, are the only students who will be placed in Algebra  $\frac{1}{2}$  in the 7<sup>th</sup> grade.

**MOVE IN DAYS**- Please be on the lookout in the next week for an email with some information about “moving in.” Each family will be designated a time period during the week of August 31- September 4 when you can stop in and drop supplies off in students’ lockers. You are not required to do so; however, parents will NOT be allowed in the building to help carry supplies on the first day of school and there is a lot to carry! It is suggested if you do not utilize your move in time, that students spread out their supplies over the first few days of school instead of trying to carry everything in at once.

## TEXTBOOK INFORMATION

Please note that health textbooks are new this year. Many of the new adoptions have a 2020 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; however there may be some items on backorder. The upcoming order deadlines will be Friday, August 28<sup>th</sup> at 3 pm; Friday, September 4<sup>th</sup> at noon; and Friday, September 11 at noon (final order). Please turn all orders in during August registration or to the school after registration.

- Please note that the Theology consumable textbook used in middle school is 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; however, there may be some items on backorder. The upcoming order deadlines will be Friday, August 28<sup>th</sup> at 3 pm; Friday, September 4<sup>th</sup> at noon; and Friday, September 11 at noon (final order). Please turn all orders in during August registration or to the school 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 textbook (white) and workbook (white) for use in French III Advanced Honors. In addition, they must purchase a French III textbook (red) and order a new French III workbook (red). French IV Advanced Honors students should have kept their textbook (red) and workbook (red) from French III for use this year. All foreign language textbooks may be purchased used, but all foreign language workbooks must be purchased new.



**Electives, AP Courses & Higher Level Math** (Calculus AB, Calculus BC, PreCalc II/Calc A, Trig/Precalc, Human Geography, US Government, Economics, World History, US History, Biology, 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 through 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, September 14.**
2. **In-lieu of transportation forms are due to homeroom teachers by September 14.** 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.
3. **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.
4. **Photo release and technology acceptable use policy forms** will be distributed at registration and are due to homeroom teachers by **Monday, September 14.**

**SUMMER READING** -- Each CCHS student is required to read selections for upcoming English classes as part of the school's summer reading program. Information about each book is on the CCHS website. Encourage your students to read these descriptions before starting to read so that they will get a preview of what is ahead. Encourage them to take notes or write summaries for each chapter so they will remember what they read! Tests will be given at the beginning of school-- students should be prepared the first full day of school. Additional reading and writing activities involving the book(s) will occur during the first few weeks. **Reminder to students: Finish reading before school begins. Start the year strong!**



### **SUMMER READING LIST:**

Grade 12: (both books are required) *Siddhartha* by Herman Hesse and *Circe* by Madeline Miller

Grade 11: (both books are required) *Just Mercy* by Bryan Stevenson and *Nisei Daughter* by Monica Itoi Stone

Grade 10: (both books are required) *The Glass Castle* by Jeanette Walls and *A Separate Peace* by John Knowles

Grade 9: (both books are required) *War Child: A Child Soldier's Story* by Emmanuel Jal, Megan Lloyd Davies and *The Book Thief* by Marcus Zusak

Grade 8: (both books are required) *Scythe* by Neil Shusterman and *The Westing Game* by Ellen Raskin

Grade 7: (both books are required) *The Reader* by Tracy Chee and *City of Ghosts* by Victoria Schwab

Grade 6: (both books are required) *Refugee* by Alan Gratz and *The Apothecary* by Maile Meloy

**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 ASAP, but by Tuesday, September 8 at the latest.**

**SCIENCE BOOK CLUB**- The High School Science Book Club reading selection for the fall semester is *Tree Story: The History of the World Written in Rings* by Valerie Trouet. We will meet virtually once a month in small groups to discuss assigned readings from the book. Any interested high school student should contact Mrs. Arnold for more information at [amy.arnold@charlestoncatholic-crw.org](mailto:amy.arnold@charlestoncatholic-crw.org) by September 21st.

**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 outlines the options you have for purchasing the calculator. You may, of course, buy the calculator on your own. You are also able to buy the calculator through the school. However, to help offset the cost, the CCHS math department has a rental program. Specific details about calculators and the math department's rental policy will be available at registration.

**SCIENCE MENTORS**--The CCHS science department is looking for individuals who would be willing to be science mentors for students. A science mentor is an individual who is willing to dedicate some of their time to help CCHS students practice for the state Science Olympiad tournament or guide the student through a science fair project related to that individual's area of expertise. We are also looking for science research opportunities for CCHS students. These research opportunities may include projects that are offered through your place of employment and would be a great experience for students to learn about the research process and different science careers. If you are interested in being a science mentor or if you have research opportunities for CCHS students, please email Jackie Fannin at [jackie.fannin@charlestoncatholic-crw.org](mailto:jackie.fannin@charlestoncatholic-crw.org).

**SUPPLY LISTS FOR MIDDLE AND HIGH SCHOOL** --Supply lists have been adjusted and expanded this year to minimize students sharing communal supplies. Sixth grade and seventh and eighth grade supply lists are included at the end of this document. They will also be posted on the school website under the "Academics" drop down menu. Suggested high school general supplies are included below. On the first day of school, high school teachers will share supplies that are specific to their courses. However, the items listed here will be useful in most courses.

- Colored pencils
- Pencil sharpeners
- Glue sticks
- Markers
- Scotch tape
- Personal staplers/ staples
- Highlighter
- Small (personal) whiteboard ( approximately 9x12 inches)
- dry erase markers
- looseleaf paper
- small/ thin three hole punch
- pens/ pencils

**ADVANCED PLACEMENT RESULTS**-- Advanced Placement test results are released each July and our students anxiously await their arrival and seeing their labor rewarded with strong performances on the end of course tests which earn them college credits. The 2020 spring AP tests were taken at home online in very different

circumstances than is normal. Our AP teachers and students maintained their diligent effort, even when remote learning started in March. Despite the many challenges, this year's results are again outstanding. Congratulations to AP students and teachers!

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.

Ryan Atassi	Ashton Brown	Tristan Carrico
Emma Cimino	Simone Coustasse	Aubrie Custer
Abigail Fizer	Allyson Gardner	Christina Gelmini
Lauren Gillespie	Isabella Griffith	Sean Kemp
David Kershner-Leon	Maria Kershner-Leon	Madyson Kimble
Sam King	Stephen Lewis	Liam McGinley
Kaitlin Nester	Aidan Paul	Will Strickland
Emma Wirts		

**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.

Christopher Istfan	Joshua Kardos	Elizabeth Zacks
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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.

Matthew Ayoob	Adam Boothroyd	Lindsay Carr
Drew Casingal	Mike Fox	Kelly Hayes
Kaitlyn Keith	Cameron Kiss	Carter Kiss
Kathryn Lakin	Elizabeth Shaf	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.

Cameron Kiss



## LUNCH UPDATES AND REMINDERS

**LUNCH TIME** –All students (grades 6-12) will each lunch in their classrooms when the school year begins. No students will be given off campus lunch privileges. CCHS has three separate lunches: sixth grade lunch, seventh-eighth grade lunch, and high school lunch. Hot and cold lunches will be available at all three lunch periods. Menu items will be simplified and will not be personalized. Covered, sealed reusable trays will be brought to classrooms for students that purchase the hot lunch. Cold lunch items will use bags or disposable containers. Students will eat in classrooms daily with their teacher. Students will hand sanitize prior to receiving their lunches. They will remain in the classroom where they have class prior to lunch (4th period for HS, 5th period for 7th/8th, 3rd period for 6th grade). Students must order lunch online through My School Account by 8 a.m. Ordering details will be available for pick up at registration. Students are welcome to bring their own lunches from home. Students who bring their own lunches will not have access to a microwave. **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 \$5.00. Prices will be adjusted throughout the school year to reflect the changes in market prices. Middle school students will have a snack time during the course of the day at which time they may eat snacks brought from home. Snacks will be eaten in their classroom. Snacks will not be sold by the school. More information and the September menu will be provided about how to pre-order at registration. 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. 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 school 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. Money sent to the office must be in a sealed envelope and include the student's name and pin number. Students will drop off their envelopes in homeroom and accounts will be updated in the office. 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 Wednesday, September 9.

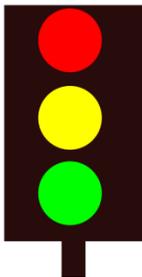
## DROP OFF/ PICK UP PROCEDURES

**DROP-OFF/PICK UP** – Please note that our drop off and pick up procedures have changed this year to accommodate social distancing. Grade levels have staggered arrival and dismissal times and entrances. Please adhere to this schedule for the health and safety of our students and staff. Families with more than one child will arrive during the time slot for the youngest child. Older siblings (only) will wait in the Commons wearing masks and spaced 6 feet apart until their designated time to go to class.

- 7:30-7:45- 6th-8th grades
  - o 6th grade will enter through the Leon Sullivan gym stairwell doors.
  - o 7th grade will enter through the rear Dunbar St. (double green doors) Commons doors.
  - o 8th grade will enter through the main Virginia St. entrance.
- 7:45-8:00- 9th-12th grades
  - o 9th and 11th grade will enter through the Leon Sullivan gym stairwell doors.
  - o 10th grade will enter through the rear Dunbar St. (double green doors) Commons doors.
  - o 12th grade will enter through the main Virginia St. entrance.
- If a student arrives late (after their designated arrival time) they will be directed to the elevator lobby by the Commons to be screened and then escorted to their class when an adult is available.

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. With school traffic converging in a small area downtown, everyone needs to ensure the safety of our preschool, elementary, middle, and high school students. Between CCHS and Sacred Heart Grade School, we have approximately 800 students, so everyone needs to help.

In addition to the procedures outlined above, the following traffic rules and safety procedures must be followed.



- 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. Students who are entering the building through the doors on Dunbar St. or Leon Sullivan Way may be dropped off on those streets.

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) **During the school day the main entrance of the building will be the double glass doors on Virginia Street (next to the double green doors that have traditionally been the main doors).** Only essential visitors will be admitted to the building. All who arrive will be temperature screened before entering. All other doors are locked, preventing entrance and contributing to the security of our building.

5) **Students must cross at the corner (Virginia and Leon Sullivan or Virginia and Dunbar).**

6) There will be a designated pick up time for various grade levels in order to stagger departure and reduce the number of students leaving at one time. Please adhere to these times and guidelines.

- 2:45-3:00- grades 6-8 will be dismissed, one grade at a time from their homerooms.

o 6th grade will exit through the Leon Sullivan gym stairwell doors.

o 7th grade will exit through the rear Dunbar St. (double green doors) Commons doors.

o 8th grade will exit through the main Virginia St. entrance.

- 3:00-3:15 grades 9-12 will be dismissed one grade at a time from their homerooms

o Seniors will exit through the front stairwell to the main Virginia St. entrance.

o Juniors will exit through the gym stairwell to the doors on Leon Sullivan.

o Sophomores will exit through the Commons stairwell to the rear double doors on Dunbar St.

o Freshmen will exit through the gym stairwell to the doors on Leon Sullivan.

Families are encouraged to pick students up during their designated window to allow for fewer students outside of the school. If a student athlete needs to change clothes before leaving the school building, they will remain in the classroom until they can be given an opportunity to change based on limits in the restroom. Families with more than one child should pick up during the time slot for the oldest child. Younger siblings will remain in their homeroom class until their older sibling's grade level is announced. Make sure your children know where and when you'll meet them.

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 remain socially distant, wear their masks, 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 remain socially distant, wear their masks, refrain from horseplay, 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 remain socially distant, wear their masks, 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. for middle school and 3:15 p.m. for high school.** 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

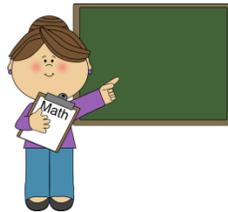
expectations stated above. Please follow teachers' directions. Don't put your children in a position in which they have to choose to follow a teacher's directive versus a parent's wishes.

Students not following school expectations will be subject to school disciplinary action.

**WHEN DOES THE BUILDING OPEN EACH DAY?** -- When administrators open the three entrances (Leon Sullivan Way, Virginia Street, and Dunbar Street) door at 7:30 a.m., middle school students may enter the building and go directly to their first period classroom. High school students may enter beginning at 7:45 a.m. If high school students have younger siblings and must be dropped off earlier than 7:45, they must enter the Dunbar St. doors, be temperature screened, and report to the Commons until 7:45 when they will be permitted to enter the hallways. **For safety reasons, students are not to congregate near the curb, in the school's entryway, or on the stairs.** Socially distanced spots will be marked on the sidewalks at each entrance where students may wait until it is their turn to enter for their temperature screening.

## UPCOMING EVENTS

**BACK TO SCHOOL NIGHT**— We will host a virtual Back to School Night on Tuesday, September 15. Login information will be emailed to all parents to view teachers' pre-recorded videos about their courses on that afternoon. Teachers will share the same information that is typically included in person. Though a different format, this opportunity will provide parents with some details about and expectations for each course their children are enrolled in. Please tune in!



## MIDDLE SCHOOL UPDATES

**SIXTH GRADE PHOTOS**—Sixth grade students should bring a “head shot” photo of themselves without a mask on to school with them on the first day of school. The photo should be no bigger than 3”x 4”. The photos will be used for a project with Mrs. Hayes.

## FROM THE SCHOOL OFFICE

**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 EMAIL THE APPOINTMENT DETAILS TO THE SCHOOL AT [appointments@charlestoncatholic-crw.org](mailto:appointments@charlestoncatholic-crw.org) by 8:30 a.m.** The student will NOT come to the office before 8 a.m. to get an appointment slip. The office will update this information in the daily report. If a student is being picked up by a parent/guardian the parent will call the office upon their arrival and the office staff will call to the student's class to dismiss them. If a student is checking him/herself out for an appointment, he/she will come to the office to sign out before leaving. All students will need to enter through the new main entrance (double glass doors on Virginia Street, Commons entrance) when they return to be screened for reentry.

**SENIORS** – PhotoGrafix is the official CCHS yearbook photographer. Mike Hall will come to school on September 17 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).

**PE UNIFORMS** – PE uniforms were NOT ordered because students will not be changing into PE uniforms during the first semester, at least. Families who placed orders with their registration forms in May have 2 options: 1) allow CCHS to hold the order form and payment until it is determined if a January order will be placed, or 2) request the money be refunded to you now and place a new order should that become necessary in January. If you choose a refund, please contact Mrs. Lovejoy to coordinate details.

**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 from the school office using the [appointments@charlestoncatholic-crw.org](mailto:appointments@charlestoncatholic-crw.org) email address. Please put PROOF OF ENROLLMENT REQUEST in the subject line. Include student's full legal name (no nicknames), date of birth MM/DD/YYYY, and home address in the request. 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](http://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 for official communications. 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. Details will be provided at registration on how to be sure your demographic information is up to date.

**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.

**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.** MEDICATIONS SHOULD BE DELIVERED TO THE OFFICE ON MOVE-IN DAYS DURING THE FIRST WEEK OF SEPTEMBER. Remember, parents will not be allowed in the building to drop off medications once school is in session. Please call the school to make arrangements for medications that are prescribed during the year. 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.



## NOTES FROM THE ACADEMIC ADVISOR

### Dates to Remember

**Senior Parent Meeting via Google Meet: Wednesday, September 2nd at 7 p.m. (link to be sent via Mrs. Herrick’s email; session will be recorded for those who cannot attend)** *Review exactly what your children should be doing as they apply to college and prepare for graduation.*

**Freshman Parent Meeting via Google Meet: Thursday, September 3rd at 7 p.m. (link to be sent via Mrs. Herrick’s e-mail; session will be recorded for those who cannot attend)**  
*“The High School Years – Prelude to College” Learn about making academic plans for high school and preparing for what comes next.*

**Junior Parent Meeting via Google Meet: Wednesday, September 23rd at 7 p.m. (link to be sent via Mrs. Herrick’s e-mail; session will be recorded for those who cannot attend)**  
*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. graders: 1 booster dose of Tdap vaccine (tetanus, diphtheria, and pertussis) and 1 dose of MCV4 (meningitis)
  - 12. 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-birthday; a booster dose is not required if the first dose was given after the child's 16. 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 representatives** will start visiting soon, and these virtual meetings will typically take place 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 will be required to sign up with Mrs. Herrick in order to reserve chromebooks. Students should take advantage of this opportunity to learn more about different colleges.
- 4.) SAT and ACT testing and registration information and registration is available online at -- [www.collegeboard.org](http://www.collegeboard.org) and [www.act.org](http://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.

**FINE ARTS/HUMANITIES REQUIREMENTS** – Students who attended CCHS during the 2019-2020 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. Sixth graders and other students new to CCHS in 2020-21 may not begin to work on these requirements until after the requirements are discussed in English classes in August.

**SAT SCHOOL DAY FOR SENIORS**-- On Wednesday, September 23, 2020, all CCHS seniors will join students across West Virginia and participate in the SAT School Day Test. This test presents a unique opportunity for our seniors. Rather than take the SAT at an off-site location, surrounded by other students and proctors with whom they are not familiar, our students will take the SAT in our own school building, a place they know well. The test is offered for free through the state and there is no need to register.

#### **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 8. 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.

## **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. **PVA dues** were included in fees on the 2020-21 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!

3. **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, and attending games are just a few ways that parents help. EVERY parent of an athlete is needed to support the teams!

4. **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.

5. **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. As we prepare to return to school, we are also preparing for mass. All masses will be held in the CCHS Chapel, and students will celebrate only with their grade level. Social distancing and mask wearing will be required. Music will be instrumental and the sign of peace will not include handshakes. The chapel will be cleaned between uses. All guidelines issued to parishes by the Diocese of Wheeling-Charleston will be observed.
2. Seniors who have applied to Irish Leadership Ministry should attend the ILM Formation Day on August 25th from 1 p.m. until 3 p.m.. It will be a retreat-style afternoon to discuss leadership, influence and healthy role modeling at Charleston Catholic. We will meet at Area 19 of Coonskin Park. Masks and social distancing are required.
3. We have returned to our standard service requirements for the 2020-2021 school year which can be found in the student handbook. We recognize it can be difficult to complete service while keeping social distance, and we also recognize that the needs across our communities grow in these times. Students have found creative ways to serve through the pandemic. A couple of things students have done include making and bagging up cookies for Manna Meal Soup Kitchen (dropped off 8 a.m.-2 p.m. every day) and sending postcards to international refugees through Jesuit Refugee Org. (see [www.anyrefugee.org](http://www.anyrefugee.org)).
4. Any summer service done by returning 7<sup>th</sup> through 12<sup>th</sup> graders can be applied to the 2020-2021 school year. Completed forms for summer hours are due at the end of the first quarter and will not be accepted after that date. It is a good idea to complete the service activity forms (which can be found on the website) while the activity is fresh in your mind! Students in 6<sup>th</sup> grade or who are new to CCHS for the 2020-2021 school year may begin completing hours once the school year begins.

## COMMUNITY SERVICE AND GIVING

**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 we do. 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 athletic events are 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--** 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.

**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.

**FALL SPORTS** -- Students must have a completed doctor's physical (administered after May 1, 2020) 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 2019-20 second semester) and CCHS expectations, i.e., good behavior and good attendance. Practice started on August 17th for ALL fall sports. 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](mailto:jacob.nelson@charlestoncatholic-crw.org)  
 HS Boys’ Soccer - Niall Paul – [npaul@spilmanlaw.com](mailto:npaul@spilmanlaw.com)  
 HS Girls’ Soccer - Amy Mullen - [cdmullen@suddenlink.net](mailto:cdmullen@suddenlink.net)  
 HS Cross Country - Hilton Ingraham - [hiltingraham@ymail.com](mailto:hiltingraham@ymail.com)  
 HS Golf – Charlie Jordan – [cmjordan20@gmail.com](mailto:cmjordan20@gmail.com)  
 HS Volleyball – Jacob Nelson - [jacob.nelson@charlestoncatholic-crw.org](mailto:jacob.nelson@charlestoncatholic-crw.org)  
 HS Cheerleading – Satin Blackwell – [satinblackwell@gmail.com](mailto:satinblackwell@gmail.com)  
 MS Boys’ Soccer – Jim Snyder- [jsnyder5341@suddenlink.net](mailto:jsnyder5341@suddenlink.net)  
 MS Girls’ Soccer – Ian Aubry – [ianaubry11@gmail.com](mailto:ianaubry11@gmail.com)  
 MS Volleyball – Jacob Nelson - [jacob.nelson@charlestoncatholic-crw.org](mailto:jacob.nelson@charlestoncatholic-crw.org)  
 MS Cross Country— Hilton Ingraham - [hiltingraham@ymail.com](mailto:hiltingraham@ymail.com)

**NEW CCHS STUDENTS INTERESTED IN SPORTS**– New students for the 2020-21 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](mailto: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. To limit exposure, it is strongly encourage to avoid carpools for away games and for each student athlete to ride with a parent or adult over the age of 21 from his/her household.

## 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.

### **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.

## UNIFORM GUIDELINES

**UNIFORMS**-- Students are required to be in uniform beginning Tuesday, September 8. 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 body art, i.e. tattoos, may not be visible. Temporary body art may be approved IN ADVANCE by school administrators.

**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 pants 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 Class of 2020 for their class gifts which clearly show their generous spirits. During our June graduation ceremony, they announced their desire to use remaining class funds to make donations to support CCHS community member Sidney Taylor during her health challenges and to the widow of Howard Deems in his memory. They also created a tuition assistance fund for Charleston Catholic students whose families may be struggling financially due to the COVID-19 pandemic. Finally, the designated funds to purchase a new, exceedingly comfortable desk chair for Mr. Villers!

- to our custodial and maintenance staff members who worked all summer getting our building ready for changes that social distancing will bring. Their willingness to get the job done will make this school year possible.

- to Ms. Shepler, Ms. Elliott, Mrs. Walter, Mr. Frohn Apfel, Mr. Shindle, and Mr. Welch who helped during locker clean out and locker distribution days in June to wrap up the 2019-20 school year.
- to Mr. Shindle, Mr. Frohn Apfel, Mr. Nelson, and Mr. Baird who willingly moved furniture between classrooms to help get the building ready for September.
- to Mr. Villers, Mrs. Aubel, Mrs. Herrick, Mr. Hoffmann, and Mrs. Shindle who gave up their “summer break” to prepare for the coming school year. Their hard work, dedication, and love for the Charleston Catholic community is second to none. We owe them a tremendous debt of gratitude!

## CONGRATULATIONS

- to Class of 2020 co-valedictorians Matthew Ayoob and Elizabeth Shaf and to salutatorian Cameron Kiss.
- to Katie Spangler, recipient of the Matthew Pack Memorial Scholarship Award, a cash award toward college tuition, in memory of Matthew Pack, Class of 2005.
- to Will Strickland, recipient of the Mary Ferretti Memorial Scholarship, a cash award toward college tuition, in memory of Mary Ferretti, Class of 2001.
- to Ellis Brown, recipient of the CCHS Alumni Award.
- to Clare Tupta, recipient of the Les Cotto-Thorner Memorial Award for Outstanding Community Service.
- to the following seventh and eighth grade students for their achievements on the National Spanish Exam last spring. The exam was taken online at home during our remote learning time. Congratulations on your success! Earning National Honorable Mention are Jonah DiCocco, Aurelia Kirby, Max Wilcox, Darby Moran, Gage Tawney, and Hunter Wilkes. Earning a National Bronze Medal are Olivia Hayes, Gwyneth Lanning, and Tony Singh. At the highest level of achievement, a National Gold Medal, is Sarah Rahin!

## 2020-21 CALENDAR

**UPDATED CALENDAR** --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 (if those students have not been participating in classes remotely) 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.

Wednesday, August 26	ILM Formation Day (1-3 p.m.)
Wednesday, August 26	Registration (see schedule p. 3)
Thursday, August 27	Registration (see schedule p. 3)
Friday, August 28	Registration (see schedule p. 3)
Wednesday, September 2	senior parent meeting via zoom, 7:00 p.m.
Thursday, September 3	freshman parent meeting via zoom, 7:00 p.m.
Tuesday, September 8	1st day for grades 9-12 (NO SCHOOL grades 6-8)
Wednesday, September 9	1st day for grades 6-8 (NO SCHOOL grades 9-12)
September 8- October 2	MAP Growth testing window
Tuesday, September 15	virtual Back to School Night, videos will be shared in the afternoon
Wednesday, September 16	picture day, grades 6-11
Thursday, September 17	pictures for seniors
Wednesday, September 23	school day SAT for seniors
Wednesday, September 23	junior parent meeting via zoom, 7:00 pm.
Wednesday, October 14	PSAT for 8 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup> graders
Friday, November 6	end of first quarter
Wednesday, November 18	parent-teacher conferences (held virtually), e-day learning for students (no live instruction)

Wednesday, November 25	e-day learning for students (no live instruction)
Thursday/Friday, November 26-27	Thanksgiving holiday- NO SCHOOL
Wed/ Thurs/ Friday, December 16-18	exams
Mon/ Tues/ Wed, December 21-23	e-day learning for students (no live instruction)
Monday, January 4	classes resume
Monday, January 18	Martin Luther King, Jr. holiday- NO SCHOOL
Friday, January 22	end of the first semester
Monday, February 1- Friday, February 5	Catholic Schools Week
Friday, March 26	end of 3rd quarter
Friday, April 2	Good Friday, beginning of Easter Vacation
Monday, April 12	classes resume
Monday-Friday, May 3-14	AP Testing
Saturday, May 22	prom
Thursday, May 27	Baccalaureate, in evening
Friday, May 28	Graduation and Project Graduation, in evening
Monday, May 31	Memorial Day holiday
Mon/ Tues/ Wed, June 7-9	exams for 6 <sup>th</sup> - 11 <sup>th</sup> graders
Wednesday, June 9	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. Shindle (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. McLaughlin

**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 for absences and email any appointments to [appointments@charlestoncatholic-crw.org](mailto:appointments@charlestoncatholic-crw.org) by 8:30 a.m.