



August 4, 2023

# INSIDE CHARLESTON CATHOLIC HIGH SCHOOL

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

Dear parents and students,

Here we are, on the brink of a new school year. What an exciting year it will be- the 100<sup>th</sup> year of Charleston Catholic! I welcome our new students and families! I am thrilled that all of our students, new and returning, will get to play their part in the history of our school.

This is the time of year for grand dreams and aspirations. I love talking with students during registration as they describe their ambitions and goals for the school year. They are bold and confident and ready to achieve. They are brimming with their untapped potential and ready to unleash it on the year.

This year, let's try to harness this enthusiasm and use it all year long. Let's work together, home and school, to support our young people as they strive to reach their goals. Let's encourage our students' growth and focus on all they are capable of achieving.

Together we can help them make these grand dreams their realities!

Warmly,  
Colleen Hoyer

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**WELCOMES and CHANGES**—Please make an effort to get to know the new members of the Charleston Catholic community. I am so happy to have them at CCHS!

- Patrick Herlihy returns to seventh and eighth grade English as the full time teacher after ending the year as the long term substitute. Mr. Herlihy is a 2014 Charleston Catholic graduate with an undergraduate degree from Syracuse University and a Masters Degree from Marshall University. Last year, Mr. Herlihy served as an assistant coach on the high school girls' basketball team. He is looking forward to pursuing his teaching certification.
- Ana Lynch will join the foreign language department. Ms. Lynch grew up between South Florida and her mother's native Guatemala. She earned her undergraduate and graduate degrees from Florida International University. She is eager to begin her teaching career at Charleston Catholic High School.
- Erik Keane will teach high school theology this year. Mr. Keane earned his Bachelor's degree from West Virginia University in Religious Studies. He is pursuing his Masters Degree at Marshall University. He is a native of Morgantown and looks forward to sharing his Catholic faith and theological knowledge with our students
- Renae Bonnett is our new eleventh grade English teacher. Mrs. Bonnett comes to us from West Virginia State University where she was an Associate Professor of English. Mrs. Bonnett has her undergraduate degree in English from West Virginia State University, her Masters of Arts in Humanities from Marshall University, and her Masters of Arts in Teaching from Marshall University.

- This year, Mrs. Aubel will continue with the role of Academic Advisor, along with her position as Assistant Principal for Student Support. Her new title will be Assistant Principal for Student Support/ Academic Advisor. Mrs. Aubel was very successful in the role last year and looks forward to further supporting students during their time at CCHS!
- The Athletic Department has been restructured this year, as well. Jacob Nelson will continue in his role as Athletic Director while also overseeing the operations of the Athletic Facility. John Baird will become the Assistant Athletic Director. He will be based at the Athletic Facility but will assist Mr. Nelson in the administration of the Athletic Department. Scott Bobinger and Daniel Stonestreet will continue to comprise the rest of the department focusing on maintenance and upkeep at the Facility.

We welcome each of these individuals to the CCHS community and wish them success in their new roles!

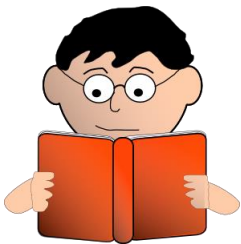
## ACADEMIC UPDATES

**PLEASE READ AND SAVE THIS NEWSLETTER**—This newsletter is full of important information that you will need throughout the school year. Please save it and refer to it as questions arise. **Newsletters will be emailed to the address that you provide in RenWeb.** PLEASE CHECK YOUR DEMOGRAPHIC INFORMATION IN RENWEB TO BE SURE THAT IT IS ACCURATE. 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 (at progress report and report card time!) and are also available on the CCHS website ([www.charlestoncatholic-crw.org](http://www.charlestoncatholic-crw.org)).

### **FORMS TO BE RETURNED** –

1. At registration, the handbook review and sign off sheet will be distributed. The handbook should be read by students and parents, and the form should be signed and returned by **Friday, August 25**.
2. Off-campus lunch forms for tenth through twelfth graders will be distributed at registration. **Forms are due by 8 a.m. on Thursday, August 17.** Notes and/or phone calls from parents will NOT be accepted in lieu of the permission form.
3. **In-lieu of transportation forms are due to homeroom teachers by August 25.** 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 completed online through FACTS/SIS. Medical information, updated demographic information, etc. will also be completed online. You will receive an email link after school starts with directions on how to complete this FACTS/ SIS update.

**SUMMER READING** -- All CCHS students are required to read selections for their upcoming English classes as part of the school's summer reading program. Information about each book is on the CCHS website. Encourage your children to read these descriptions before starting to read so that they will get a preview of what is ahead and 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: Read the books! Put yourself in a good position to start the school year successfully!**



### SUMMER READING LIST:

Grade 12: (both books are required for all) *Klara and the Sun* by Kazuo Isiguro; *Siddhartha* by Hermann Hesse

Grade 11: **(both books are required)** *Into the Wild* by John Krakauer and *Just Mercy* by Bryan Stevenson

Grade 10: **(both books are required)** *Ender's Game* by Orson Scott Card and *Ordinary Grace* by William Kent Krueger

Grade 9: **(both books are required)** *Norse Mythology* by Neil Gaiman and *Murder on the Orient Express: A Hercule Poirot Mystery* by Agatha Christie

Grade 8: *The Graveyard Book* by Neil Gaiman

Grade 7: *Peak* by Roland Smith

Grade 6: **(both books are required)** *Hatchet* by Gary Paulsen and *A Wrinkle in Time* by Madeleine L'Engle

**RENWEB UPDATES**-- At registration, system log-in information including user IDs and passwords will be provided for new parents. Contact information must be updated in the system in order to receive weekly academic progress reports! You will receive an email link with details on how to complete online forms and update your demographic and medical information. **THIS MUST BE COMPLETED FOR ALL STUDENTS.** This is information we need to have in case of an emergency. Please be on the lookout for the link in the first week of school.

**SCIENCE BOOK CLUB**- The High School Science Book Club reading selection for the fall semester is Fuzz: When Nature Breaks the Law by Mary Roach (2021). The club will meet once a month in small groups during lunch to discuss assigned readings from the book. Any interested high school student should join the Google Class by September 10th with the code **ku5g47o**. The first meeting will be the week of September 18th. Contact Mrs. Arnold if you have any questions.

**QUIZ BOWL**—There will be a meeting on Tuesday, August 29, at 3 pm in the biology classroom for any high school student interested in joining the Quiz Bowl team. All students are welcome, and the team is glad to work around sport seasons for students who are only able to participate part of the year. If you have any questions, please contact Mrs. Shirley or Mrs. Arnold. You can also join the Google Class for Quiz Bowl with this code: **syduj5** OR follow the quiz bowl team on instagram @cchs.quizbowl.

**SCIENCE SEMINAR**- The high school science department provides quarterly seminars for interested high school students covering a wide range of science topics by presenters from a variety of STEM fields. If you would be interested in being a presenter or would like to nominate or sponsor a presenter, please contact Mrs. Arnold.

**GLOVES? GLOBE?**—Our high school science classes would welcome the donation of disposable gloves to be used during lab work. Additionally, Mrs. Arnold could use some student globes in her classroom. Please contact Mrs. Arnold to coordinate a donation or drop off any gloves in the office.

**SCIENCE NATIONAL HONOR SOCIETY**—Applications to join will be available at registration or you may get them from your science teacher. The society is open to juniors and seniors, and, in exceptional cases, sophomores may also apply. Applicants must have an overall unweighted GPA of 3.0 and an accumulative science class unweighted GPA of 3.5. There is a \$15 fee for successful applicants to cover the cost of national membership, and applications will be due September 22. Please contact Mrs. Arnold or 2023-2024 SNHS Co-Presidents Nicole Gao or Tony Singh for more information.

**HIGH SCHOOL SCIENCE OLYMPIAD**—We are looking for team members for the 2023-2024 school year. If you are interested in engineering, chemistry, rockets, geology, ecology or any other science topic, you will have a chance to explore that interest as an Olympiad team member. There will be an informational meeting on Tuesday, August 29, during HS lunch in the biology lab. See Mrs. Arnold if you have questions.

**ADVANCED PLACEMENT RESULTS** – Congratulations to our AP students and teachers on their impressive results for the 2022-23 school year! Our students who enroll in Advanced Placement courses put forth significant effort all year long in preparation for the spring AP tests. Test results are released each July and our students await their release to see their efforts rewarded with high scores which earn them college credits. The results this year are outstanding with a 3.1 average score on the 275 tests taken by our students in May. Fantastic!

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.

Georgie Abdalla	Annie Cimino	Gracie Frame	Ashley Green
Samara Harrison	Sam Hewitt	Zoe Jarvis	Shannon Karr
Emilie McNeil	Rayna Nichols	Andrew Oneal	Avery Orr
John Patnoe	Hunter Perry	Olivia Persinger	Sam Rago
Anthony Scalzo	Katherine Skinner	Aidan Smith	Hannah Sullivan
Marcie Wheeler	Hunter Wilkes	Sydney Williamson	Emmy Wince

**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.

Gracie Bumgarner	Jack Curry	Micah Hill
Gwyneth Lanning	Colin McGinley	Darby Moran
Joseph Muchow	Avery Persinger	Juliana Veazey
Elias Whiteaker		

**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.

Palmer Brown	Lauren Camper	Nicole Gao
Olivia Jonathan	Raymond Keith	Robert Keith
Jordan Loew	Molly Murphy	Sarah Rahin
Anthony Singh	Claire Smith	

**SUPPLY LISTS FOR MIDDLE AND HIGH SCHOOL** – Supply lists for sixth, seventh and eighth grades are posted on the school website. Please check those out to find the supplies that are needed for each class. In the first few days of school, high school teachers will share supply lists that are specific to their courses.

**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. Please see the attached letter with details about calculators for Algebra 2 students.**

## SCHEDULING AND REGISTRATION

**2023-24 REGISTRATION DAYS** -- The following times have been set aside for students to pick up their schedules, pay class fees, pick up/ place orders for textbooks, and pick up/buy uniform polos and jackets. **REGISTRATION WILL BE HELD IN THE SCHOOL COMMONS. Student schedules are in the works and will not be completed 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 Thursday, August 10, from 2:30 - 4 p.m. At all other times, schedules and other items for each grade level listed will be the only ones handled at particular time slots. There will be no exceptions.

Wednesday, August 9	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
Thursday, August 10	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

**SCHOOL PICTURES** -- PhotoGrafix is the official CCHS yearbook photographer. **Mike Hall will come to school ON REGISTRATION DAYS for official pictures for the yearbook for grades six through eleven. Students should come to registration prepared to have their yearbook picture taken.** Senior official yearbook photos (i.e., suit jacket, formal drape) will be taken during a school day in the fall. Seniors 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). For those who are unable to attend registration, a make up picture day will be offered during the school year.

**SCHEDULING CLASSES** – Student schedules will be distributed during registration. Scheduling is a complex process. **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 spend significant time to make sure that students are placed in appropriate courses. Please assume that the schedule your child receives is the best one possible! 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 not a choice that makes sense for that student.** 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 and are willing to put 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 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, 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. Students will learn their math placement when they pick up their schedules at registration.

## TEXTBOOK INFORMATION

### **TEXTBOOK PROCEDURES 2023-2024**

Please note that **foreign language** textbooks are new this year. Most of the newly adopted textbooks have a very recent copyright date; therefore, used supplies on the internet are extremely limited.

#### **Middle School**

Most textbooks ordered in June will be available for pick up during registration in August. **Other than new books that are only available through school, parents may order books on their own if they so choose; please refer to the correct ISBN number on the textbook order form.**

Please note that the Theology and Wordly Wise consumable textbooks used in middle school are included in your fees. Your child will receive one copy of each book from their teacher in class. Math textbooks for 7<sup>th</sup> grade will be ordered at registration once placement is known. 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**

Most textbooks ordered in June will be available for pickup at registration in August. **Other than new books that are only available through school, parents may order books on their own if they so choose; please refer to the correct ISBN number on the textbook order form.**

Order forms for electives and placed courses will be available at registration.

**Core Classes:** English 9 Honors, Theology 9, Health, Physical Science Honors & Advanced Honors, English 10 Honors & Advanced Honors, Theology 10, Physical Education, English 11 Honors, English 11 AP, Theology 11, US History 20/21<sup>st</sup> Honors, English 12 Honors & AP, Theology 12

#### **Electives and Placement classes**

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

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

There is a **mandatory rental policy** for high school students in AP classes and higher level math. Students will rent their textbooks from the school, with a rental fee included in AP or class fees. All AP/Higher Level Math textbooks **must** come from the school.



### English Novels

Parents may refer to a list that will be provided by the teacher for information about novels to be used in English classes during the school year and should order the novels required on their own. **CCHS will not order novels.** Please pay special attention to the details of the novels to be used when ordering (ISBN, printing number, edition, etc.). In some cases, these 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.* 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.

## LUNCH UPDATES AND REMINDERS

**LUNCH TIME** –Thursday, August 17, 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 delicious and healthy lunches every day. Menus will be posted on the CCHS website. CCHS has three separate lunches: sixth grade lunch, seventh-eighth grade lunch, and high school lunch. Grades 6-9 must eat lunch in the Commons. 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 Thursday, August 17, 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 water, flavored water, Powerade Zero 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. 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 \$6.00. 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 during registration.

## DROP OFF/ PICK UP PROCEDURES

All students will enter the school in the morning through the main doors on Virginia Street. Students may use the exit closest to them during dismissal.

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 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 700 students, so everyone needs to help.

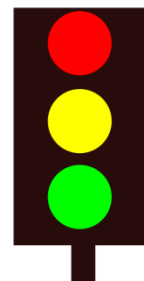
- 1) **There can be absolutely no stopping on Virginia Street between Dunbar and Leon Sullivan Way. This holds true at all times -- during morning drop-off and afternoon pick-up and during the school day.** According to the Charleston Traffic Division, all lanes in front of the school are for "moving 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 used after morning arrival.** 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) at all times of day (morning, lunch, and dismissal).**
- 6) **Students are dismissed from class at 2:45 p.m.** 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) **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.
- 8) **NO DOUBLE PARKING!**
- 9) 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.
- 10) 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.
- 11) Please set a good example for students by following these school rules as well as city traffic department rules.
- 12) **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 the expectations stated above. Please follow the 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 opens the door on Virginia Street at 7:45 a.m., students may enter the classroom floors, go to the bookstore or office, etc. **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. Students may exit the building using the closest exit to their locker, classroom, etc.

## UPCOMING EVENTS

**BACK TO SCHOOL NIGHT**— Back to School Night will be Wednesday, August 23, at 7 p.m. Please join us in the Basilica of the Co-Cathedral of the Sacred Heart for an introduction and overview of the school year and the evening with Mrs. Hoyer. After remarks, parents will have the opportunity to visit their children's classes, meet the teachers, and hear all about the class expectations for the year. Then, everyone is invited to gather in the Commons for lemonade and cookies provided by the sixth grade families and the PVA.



**CHARLESTON CATHOLIC'S 100<sup>TH</sup> YEAR-** Charleston Catholic High School has been operating continuously since September of 1923. 100 years! The school opened as Sacred Heart High School in September 1923. It moved to our current building in January 1941 and became Charleston Catholic High School in August 1941. We will celebrate this milestone on the weekend of September 8-10 with a weekend of festivities. Mark your calendars now and plan to attend! Events will include a 5K on Saturday, September 9, beginning at 8am. The Athletic Facility will be open on Saturday from 12-2 pm for events, and there will be an adult event in the Commons from 6-9 pm on Saturday evening with appetizers featuring CCHS chefs and restaurants. A cash bar will be available. We will also celebrate with mass at 12:30 pm at Sacred Heart on Sunday, September 10. The weekend events are open to all CCHS families, alumni, and friends. Please plan to join us!

## FROM THE SCHOOL OFFICE

**SUMMER RENOVATIONS**—It's been a busy summer in the school building. All floors have been refinished and the carpet in the Commons has been shampooed. The fourth floor hallway, Commons stairwell, five classrooms, and one office have received a fresh coat of paint. Some of the lights in the Commons have been updated to LED lights. Two new Promethean boards have been added to classrooms. Window upgrades have been scheduled for the Commons windows for later this month. Wires have been run to prep for an expanded exterior camera system which will be installed in the next few weeks. The custodial and maintenance staff members worked hard this summer to make all of these improvements. Many, many thanks to them for all of their efforts which have gotten us ready for the school year!

**ASBESTOS AND PESTICIDE NOTIFICATIONS-** Attached to this email is information regarding asbestos and pesticide use in the school. In compliance with Environmental Protection Agency regulations regarding asbestos management, the letter from the Diocesan Office of Buildings and Properties serves to notify all parents and teachers that there is an Asbestos Management plan on file in the school office. Anyone seeking more detailed information should contact Mr. Villers. Additionally, the West Virginia Department of Agriculture's notification regarding any use of pesticide is also attached. It allows you to request notification should specific levels of pesticides be used in the school building. If you have additional questions, please contact Mr. Villers.

**APPOINTMENTS** – We strongly encourage you to make doctor's appointments after the school day so that students do not miss valuable instructional time. Excessive absences from class, even for medical appointments, may impact a senior's eligibility for second semester exam exemption. If your child must leave school for an appointment during the school day, **PLEASE CALL THE SCHOOL OFFICE OR 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, or the parent may come in to the office to sign out the student. 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 stop in the main office when they return after their appointments to sign in.

**SENIORS** – PhotoGrafix is the official CCHS yearbook photographer. Mike Hall will come to school this fall 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** – Order forms for PE uniforms for eighth and tenth graders taking PE will be available at registration. Sixth and seventh graders do not start PE until the second semester (January), so they will receive their order forms later in the fall. Orders that were placed in June will be ready for pick up at registration.

**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, to show off for friends, to drive around parking lots too quickly, to ignore pedestrians, to change lanes abruptly, to speed through yellow lights, to text or talk on their phones while driving, to adjust the 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](http://VirtusOnline.org) and choose the "First Time Registrant" option. Allow 1- 1½ hours to complete the program.

The remaining two components of compliance will be completed using digital forms through the Virtus system ([virtus.org](http://virtus.org)). A background check and sign off on the Form Policy Relating to Sexual Abuse of Children MUST be completed online before you are able to volunteer. You must add Charleston Catholic as a location where you will be volunteering.

**Additionally, adults who volunteer, coach, or chaperone, may be asked to update background and policy forms. Background checks must be updated every three years. 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 about how to update your forms.**

**STUDENT PARKING** – Father Higgs has made parking spots available to our students in the lot on Virginia St. (beside the former West Virginia Junior College). In addition to the “pay by the day” option (\$4.00/ day) that students have used in that lot in the past, a monthly/ semester payment option is now available. The first semester cost will be \$280 (\$70 a month for four months) and the second semester cost is \$350 (\$70 a month for five months). Interested students can sign up for the monthly/semester option in the school office during registration.

**SCHOOL COMMUNICATION** – We will continue to use our Parent Alert text system (a FACTS/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 FACTS/ 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.

**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.** 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 in the Chapel: Tuesday, August 29th at 6:30 p.m.** *Review exactly what your children should be doing as they apply to college and prepare for graduation.*

**Junior Parent Meeting in the Chapel: Wednesday, September 6th at 6:30 p.m.**

*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--** The health department asks all schools to keep students' immunization records up to date. If your child has had recent shots, please send CCHS a copy of new health records.

- **All rising 7th graders are required to have a Tdap booster and first meningococcal vaccine before they register for school in August.**
- **Rising 12th graders are required to have the second dose of the meningococcal vaccine before they register for school in August.**

**Once your child has these vaccines, an updated immunization record must be submitted to Mrs. McLaughlin.**

2.) **New students** (except those attending area Catholic elementary schools) must submit final report cards by registration and achievement test results to the office.

3.) **College representatives** will start visiting soon, and these 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. All high school students should take advantage of this opportunity to learn more about different colleges. Colleges and universities want to see that students are interested in them!

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 2022-2023 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 2023-24 may not begin to work on these requirements until after the requirements are discussed in English classes in August.

## NOTES FROM THE PARENT VOLUNTEER ASSOCIATION (PVA)

- 1.) **PVA Polos and Fleece** - Order forms for CCHS logo jackets (including the new green quarter zip fleece jacket, 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. Shirts and jackets may be ordered at registration. There will be samples available to help with sizing! For questions, please contact Cynthia Hemphill-Reehling (803-242-5087) for jackets, Kristina Whiteaker (304-610-5544) 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 2023-24 tuition invoice. In addition to buying materials to support the school's instructional program, this fee covers the major operational expenses of special student projects (e.g., Project Graduation, moving up reception, baccalaureate reception). As we progress with planning of these momentous events, we will be looking for your time, talent, creativity, and good cooking!
- 3.) **Cafeteria volunteers** are needed for the upcoming school year. Please contact Tina Caldwell at (304) 546-3081 or [tina.caldwell1987@gmail.com](mailto:tina.caldwell1987@gmail.com) if you would like to be on the cafeteria schedule for October 2023 - May 2024. Some volunteers will need to renew their food handlers' cards. Tina will give you information to do so once you have emailed her. Please indicate in your email if it has been more than 2 years since you took your food handlers course.
- 4.) **Parent involvement** is a critical 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! Please check that your Virtus records and background checks are up to date by calling school and talking to Mrs. France.
- 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 \$175 for all home middle school games only, \$200 for all home high school games only, and \$250 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 Kerri Linton (304-228-4138 or [klinton@pcolutions.com](mailto:klinton@pcolutions.com)) 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 electronically or to the school office within the first few weeks of the school year.



- 1.) Beginning with the service earned for the 2023-2024 school year, half of a student's required service hours must be completed with an agency or organization whose purpose is to address the needs of the poor, vulnerable or marginalized (sick, elderly, mentally or physically impaired, etc). All special needs service should be completed with an agency, and the service form should be signed by an agency representative. Service completed through personal connections without an agency or organization will not count as special needs, though it can still be used for regular service. Any service earned over the summer should abide by these guidelines. Service completed by returning 7th through 12th graders can be applied to the 2023-2024 school year. Completed forms for summer hours are due by 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 6th grade or who are new to CCHS for the 2023-2024 school year may begin completing hours once the school year begins and expectations are reviewed in theology classes.
- 2.) Our 'Senior Retreat on the River' will be August 31 and September 1. Seniors meet at 7 a.m. on Thursday in the CCHS Commons. They travel by Adventures of the Gorge buses to the river and then spend most of the day

rafting the lower New River. Once they leave the river, they 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). Thank you!

- 3.) Beginning this fall, CCHS sophomores, juniors, and seniors will have the opportunity to be partnered with a child enrolled in the afterschool program at the Martin Luther King Center (314 Donnally Street, Charleston). Student volunteers will begin regular weekly volunteering in October; however, there will be a “Meet And Greet” opportunity on September 6th from 3:15-4:15. Interested students can plan to meet younger students and see the facility before committing to weekly service. Theology teachers and Mrs. Williams will have more information as the date approaches.
- 4.) Christ the King parish in Dunbar is holding their annual rummage sale on Saturday, August 5, from 8am-2pm. They are looking for volunteers to help. They especially need help especially from 2-4pm to clean up. The church is located at 1504 Grosscup Ave in Dunbar. Information is available in the Community Service Google Classroom.

## COMMUNITY SERVICE AND GIVING

**SUPPORT CCHS AS YOU SHOP**— 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.

**HOPE 2023** - Thank you to all who participated in HOPE 2023, and to everyone who donated funds to purchase building materials. During the week of June 25-30, our group of rising seniors, 2023 graduates, and adult work team leaders partnered with our friends at Cabwaylingo Appalachian Mission in Wayne County for our annual summer service of home repair. And what a great week it was! We formed 6 work teams of 7 persons each. Two of our teams continued construction on a new home for a family comprised of a grandmother and her two granddaughters. The modest size house was framed and sided during a blitz-build by another group earlier in June. Our teams built two decks with stairs and railings and installed underpinning. Two other teams reroofed the house of a senior citizen couple. We removed the old tin, installed sheeting and a new metal roof. Fortunately the weather cooperated which enabled the group to finish the roof by the end of the week. Another team put a new metal roof over a single wide trailer for an elderly woman whose roof had been leaking for a long time. Our 6th team reconstructed a dilapidated deck and stairs, and replaced an exterior double door for a senior citizen who is recently widowed. Through the generosity of our HOPE supporters we contributed \$25,000 toward the cost of building materials for the newly constructed house as well as materials for the other repair projects. We look forward to next summer’s HOPE for which we will begin planning this October. You can see photos and a few time lapse videos of our work in June on the CCHS website.

## ATHLETIC UPDATES

**GOOD SPORTSMANSHIP** -- is expected of all Charleston Catholic community members-- athletes, coaches, parents, students, and other fans. We must demonstrate 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. Yelling negative remarks about coaches, players, or officials does not reflect well on our school. Please do your part to stay positive. Take time to review the Parent-Student Athletic Compact that is included in the Student Handbook (p. 38).

**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, please consider continuing 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. 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.

**LIVE STREAMING AND SPONSORS** – Our live streams have been a staple to our program. We are hoping to continue this, and we are planning on many more events to celebrate the 100<sup>th</sup> year. We also want to upgrade facilities and equipment. Once again we are looking for sponsors for the 2023-24 sports year. If you know any businesses interested in getting involved, please contact our Athletic Director at [jacob.nelson@charlestoncatholic-crw.org](mailto:jacob.nelson@charlestoncatholic-crw.org) for more information.

**FALL SPORTS** -- Students must have a completed doctor's physical (administered after May 1, 2023) 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 2023-2024 second semester) and CCHS expectations, i.e., good behavior and good attendance. For more information, please contact Jacob Nelson, CCHS Athletic Director, or coaches for individual sports, listed below.

AD – Jacob Nelson – [jacob.nelson@charlestoncatholic-crw.org](mailto:jacob.nelson@charlestoncatholic-crw.org)  
 HS Boys' Soccer - Joe Johns – [jjohns@turnerjohns.com](mailto:jjohns@turnerjohns.com)  
 HS Girls' Soccer - Amy Mullen - [cdmullen@suddenlink.net](mailto:cdmullen@suddenlink.net)  
 HS Cross Country - Hilton Ingraham - [hiltoningraham@ymail.com](mailto:hiltoningraham@ymail.com)  
 HS Golf – Charlie Jordan – [cmjordan20@gmail.com](mailto:cmjordan20@gmail.com)  
 HS Volleyball – Hannah King - [Hking1275@gmail.com](mailto:Hking1275@gmail.com)  
 HS Cheerleading – Satin Blackwell – [satinblackwell@gmail.com](mailto:satinblackwell@gmail.com)  
 MS Boys' Soccer – Paul Bown - [Paulbownmd@gmail.com](mailto:Paulbownmd@gmail.com)  
 MS Girls' Soccer – Mills Mullen – [millsm088@gmail.com](mailto:millsm088@gmail.com)  
 MS Volleyball – Charles Pleska - [pleskacm@dow.com](mailto:pleskacm@dow.com)  
 MS Cross Country— Hilton Ingraham - [hiltoningraham@ymail.com](mailto:hiltoningraham@ymail.com)

**SPIRIT DAY KICKOFF-** Once again we will be hosting our Spirit Day Kickoff for an afternoon of fun and school spirit. It will be on August 16<sup>th</sup> from 11:30-2 at the Athletic Facility. More details will be released soon.

**IMPORTANT INFORMATION FROM THE WVSSAC-** The WVSSAC has asked that all schools share some important health information with families. Please find attached to the email a document including information on opioid addiction, concussions, and sudden cardiac arrest. These are issues that are increasing in prevalence in athletes and problems we need to educate ourselves about. Please take some time to review the information.

**IMPROVE PHYSICAL THERAPY—**This year CCHS will again be partnering with Improve Physical Therapy for athletic training. As a result of the partnership, Improve will offer CCHS athletes injury screening and in clinic rehab. The athletes will receive three free visits in the clinic. Improve Physical Therapy will help the students in obtaining physician orders for formal physical therapy when necessary and requested if more than three visits are necessary. If the athlete has a physician's order for formal physical therapy before the initial visit, the visits will not be free, and the health insurance will be charged for the therapy services. We are excited to offer this service for our student athletes!

**NEW CCHS STUDENTS INTERESTED IN SPORTS**– New students for the 2023-24 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.

**7<sup>th</sup> AND 8<sup>th</sup> GRADERS INFORMATION FOR ATHLETICS**—This year we will allow **7<sup>th</sup> and 8<sup>th</sup> graders** to play two sports in the same season if they desire. This year it will be done on a trial basis. We will evaluate the decision and its success at the end of the year to see if this is something we will continue. Sixth graders will still be limited to one sport per season. Please email [Jacob.nelson@charlestoncatholic-crw.org](mailto:jacob.nelson@charlestoncatholic-crw.org) if you have any questions.

**NEW CCHS STUDENTS INTERESTED IN SPORTS**– New students for the 2023-24 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.

## 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 Wednesday, August 16th. 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. 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. **Hair color must be a natural color. Hair may not be dyed a distracting color.** 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 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.

**Uniform Jackets/Fleece:** Gray or black uniform jackets and green uniform fleeces may be purchased from the PVA. These may be worn as an additional layer to the uniform. **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:** Ear piercings, if worn, may not be distracting. 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.

**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 our custodial and maintenance staff members for their dedication to the school and for their hard work to provide us with a number of building upgrades over the summer. We all benefit from their efforts!

- to Ken Boggs, Larry Boggs, and Ernest Obioznor of Accenture for their donation of 100 22" widescreen LCD monitors to the school. We look forward to putting them to use!

## 2023-24 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 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 9	Registration for high school students (see schedule p. 5)
Thursday, August 10	Registration for middle school students (see schedule p. 5)
Wednesday, August 16	first day of school, 11:30 dismissal
Thursday, August 17	first full day of school
Wednesday, August 23	Back to School Night, 7pm
Monday, September 4	Labor Day-no school
Saturday, October 7	Homecoming
Monday, October 23	11:30 dismissal, professional development for teachers
Thursday, November 2	Parent Teacher Conferences
Friday, November 10	Veterans' Day- no school
Wed., Nov. 22	E-day for students
Thurs., Nov. 23- Fri. Nov. 24	Thanksgiving holiday
Wed- Fri., Dec. 13-15	exams; 11:15 dismissal
Mon., Dec. 18- Tues. Jan. 2	Christmas break
Wed., Jan. 3	classes resume
Mon., Jan. 15	Martin Luther King, Jr. Day- no school
Tues., Jan. 16	e-day for students, teacher professional development
Mon., Feb. 19	Presidents' Day- no school
Mon., March 18	11:30 dismissal, teacher professional development
Fri., March 29- Fri., Apr. 5	Easter Break
Mon., Apr. 8	classes resume
Thurs., May 23	baccalaureate
Fri., May 24	graduation
Mon., May 27	Memorial Day- no school
Wed., May 29- Fri., May 31	exams for 6th -11th graders; 11:15 dismissal
Friday, May 31	Moving Up Ceremony for 8 <sup>th</sup> 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. Aubel

**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. Williams

**community service opportunities** – Mrs. Williams

**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.



**GO IRISH!**