



August 7, 2009

INSIDE CHARLESTON CATHOLIC HIGH SCHOOL

Teaching character, compassion, and confidence to the youth of West Virginia for over 80 years

Dear Parents and Students:

And so we begin again! Soon we will converge on our little corner of the world and once more make great things happen in our school community.

A new school year is like a blank chapter in the saga that is our lives, just waiting to be filled. If we look at our lives as adventures, with each day bringing its share of experiences, we realize how the past impacts the present and the future. While we rarely realize at the moment how individual events and choices impact what-comes-next, in hindsight we typically see more clearly. As adults, one of the most important things we can do is to help young people recognize that their choices, whether large or small, have consequences. It is hard for them to look around the corner and imagine what's out there. That's where they need strong adults in their lives, people who don't always agree with them, who aren't their peers and don't want to be, and who love them immensely.

Young people deserve to be surrounded by adults – in their homes, in our schools, in sports and other extracurricular activities -- who are enthusiastic about what it is they are doing. To do anything less is a disservice to them.

Enthusiasm has nothing to do with age. It has everything to do with attitude. During this school year, may each of us approach each day with enthusiasm and with the accompanying attributes of joy, vision, fairness, compassion, common sense, optimism, faith, diligence, and confidence.

I am reminded time and time again of the beauty of our Charleston Catholic community. May each of us enjoy its warmth and do what we can to keep it vibrant, positive, and strong.

It's going to be a great year.

Warmly,
Debra K. Sullivan, Principal

CONDOLENCES – In July, the Commons, home-away-from-home for Fran, Mary Katherine, and Libba, filled with heartsick well wishers who joined in grieving the untimely death of John Rollins. Mr. Rollins was a beloved member of our Charleston Catholic family. We extend our deepest sympathy to his family and shall continue to hold them in our thoughts and prayers. May his soul rest in peace.

PLEASE READ AND SAVE THIS NEWSLETTER -- and refer to it often. Many of the questions that you might have now and in the future may be answered by referring to items in newsletters rather than by calling the school office. The newsletter (sent out approximately every 5 weeks with student academic reports) and the Student-Parent Handbook provide information that you will need to know. Newsletters and the handbook are also available on the CCHS website (www.charlestoncatholic-crw.org).

WELCOME – We greet our newest faculty and staff members to the CCHS community. Linda Parker, with extensive teaching experience in West Virginia, will be teaching ninth grade Algebra I and a sixth grade exploratory. Martin Jones, already known to the CCHS community for his long-term substitute teaching in last year's Calculus and Physics courses, also joins our high school mathematics department and will be teaching Algebra II, Algebra II Honors, and Algebra II Advanced Honors courses. Lisa Hayes, who has her Master's Degree from Bucknell University, joins our middle school team where she will teach 7th and 8th grade English. Mike Hutcheson is the newest member our maintenance staff. Please join in welcoming our additions to the CCHS community, as well as returning faculty and staff!

PARENT-TEACHER NIGHT -- Mark **Wednesday, August 26**, on your calendar as a time to meet your student's teachers and other CCHS staff members. We will meet in **Sacred Heart Co-Cathedral at 7 p.m.** and,

after this orientation session, will return to the school where parents will follow their children's schedules of classes. Following classroom visits, the Parent Volunteer Association's hospitality committee, with help from sixth grade parents, will provide refreshments in the Commons. This evening has become a traditional, enjoyable way to open the school year, renew acquaintances, and welcome newcomers to the CCHS community.

PARENTS OF INCOMING 6TH GRADERS -- At the Parent Back to School Night on Wednesday, August 26, you will be meeting as a group in the library with the 6th grade teachers after the opening session in the Cathedral. This meeting will give you an important opportunity to ask about assignment notebooks, homework, uniforms, lunch, and all the other nitty-gritty things you want to know. So keep a list of all of your questions! Afterwards, parents rotate through the classrooms to gather information on the goals and expectations of individual teachers. The transition to CCHS need not be difficult! Read the Handbook in front of the students' assignment notebook to know what is expected at CCHS.

STUDENT SCHEDULES AND PLACEMENT IN CLASSES -- During April, May, June, July, and August, an extraordinary amount of thought, time, and effort goes into building the master schedule and individual student schedules. Academic requirements, student choices, teacher recommendations, previous achievement, standardized achievement test results, class period conflicts, and class size are just some of the factors that come into play during this very complex process. **Please assume that the schedule your child receives is the best one possible! Unless there is a critical reason to change a student's schedule, it will not be changed.**

Please keep in mind that all CCHS classes are part of a college preparatory program and, therefore, **ALL of our classes are presented at college preparatory levels.** 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.

A note about 7th grade math classes: This year, seventh graders will either be scheduled into Prealgebra 7 or Algebra ½ 7 and eighth graders will study Algebra ½ 8 or Algebra 8, further solidifying their math foundation and ensuring their success in high school math classes. For students who excel in Prealgebra 7, Algebra ½ 8, and 9th grade Algebra I, there is a "double up" option available in tenth grade, namely, to enroll in both Honors Algebra II and Honors Geometry courses during the sophomore year and postpone physical education until their junior or senior year.

2009-2010 REGISTRATION DAYS -- The following times have been set aside for students to pick up their schedules, pay class fees, buy used textbooks, order new textbooks, and pick up/buy gym uniforms. Student schedules are completed during the summer months and will not be available until August registration days. **Schedules for each particular grade level will only be available during the times listed below, so it is critical that parents and students adhere to the schedule listed.** If families with more than one child would like to pick up schedules and so on for all their children at one time, they must come on Thursday, August 13, 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 12

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 13

9 - 10:30 a.m.: 8th graders only

10:30 – noon: 7th graders only

CLOSED NOON - 1 P.M.

1 - 2:30 p.m.: 6th graders only

2:30 - 4 p.m.: Families with more than one student wishing to register all their children at one time; also, anyone unable to come at scheduled times

To help with your planning, know that you will need to **write a separate check for each used textbook purchased** (no cash payments) and a **separate check will be needed to submit with new textbook orders**. A **separate check or cash** will be needed to pay for **P.E. uniforms**. All prepaid P.E. uniforms for 7th, 8th, and 10th graders were distributed in May to current students. Prepaid orders for 6th graders and new students enrolled in 7th, 8th, and 10th grades should be picked up at registration. Additional uniforms will be available for purchase. **PVA items (shirts)** will need a **separate check**. Class fees must be paid by **separate check or cash**.

PLEASE NOTE: Make-up fine arts critiques and community service hours must be submitted to Ms. FitzGerald **BEFORE GOING TO THE SCHEDULING TABLE**. Students may bring their completed forms into Ms. FitzGerald now or on the day of registration. **Students will not be allowed to register if they have not fulfilled these past due requirements**. Similarly, families with tuition balances must meet with Mrs. Shay before going to the scheduling table.

NEW AND USED TEXTBOOKS FOR 2009-2010 – Many families placed orders for new textbooks and purchased used textbooks during our June sale. Many thanks for the help provided by PVA parents and CCHS staff – so many parents voiced positive comments about the ease of the process and how it took pressure off them. The traditional book sale will be held during registration days. During registration days, all elective used books will be available as well as books unsold in June. **Please keep in mind that separate checks must be written for each used textbook purchased** since the checks go directly to the sellers of the textbooks, not through CCHS. Checks received for used textbooks sold at the August sale will be mailed out within a week in the SASEs families provided with each used book. That's service!

If you still have a few old books you would like to sell in the August book sale, they will be accepted on August 10 and 11. Remember that each used book must have a stamped, self-addressed envelope with the name of the book written on the back of the envelope. CCHS will make an attempt to sell any unsold books throughout the year. We reserve the right to dispose of any books no longer required at CCHS.

At registration, students will receive their schedules and know all of their classes. New textbooks ordered in June will be available for pick-up in the Commons during registration. There will be another opportunity to order additional books at that time. This new book order will be placed August 14th. There will be one final ordering period for new books -- new book orders must be turned in no later than August 27. After that time families will have to order their own books. Please note that Spanish and French textbooks are new and should not be purchased used. Latin books will remain the same. Please do not purchase used workbooks.

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 last page of the handbook should be torn out and signed by parents and students, acknowledging that they have read the handbook. **This form must be returned to homeroom teachers by Monday, August 24.**
- 2) At registration, parents will receive the **emergency card**. Please complete it during registration and turn it in.
- 3) **Off-campus lunch forms** for grades 10 – 12 are due Thursday, August 20 by 8 a.m.
- 4) **In-lieu of transportation forms are due to homeroom teachers by Monday, August 24.** Families living in Kanawha County who reside 2 or more miles from CCHS are eligible for a one-dollar-a-day transportation reimbursement from Kanawha County Schools. Putnam County does the same. Since our families are saving state and county taxpayers over \$3 million each year, you are encouraged to take advantage of this reimbursement.
- 5) **PVA forms** should be turned into the office within the first couple of weeks of school. PVA volunteer forms and ALL ordering forms for white polos, green polos, and fleece will be available at registration and are on the website.

LUNCH TIME – **Thursday, August 20, marks the first full-day of school and the opening of our food service program**. CCHS has three separate lunches: sixth grade lunch, seventh-eighth grade lunch, and high school lunch. **Students in grades 10 - 12 may go off-campus for lunch if they have submitted their**

parents' permission on the official school form. In order for students to go off-campus for lunch beginning Thursday, August 20, their permission forms must be returned to homeroom teachers by 8 a.m. that morning. Notes/phone calls from parents will not be accepted for off-campus lunch privileges. Off-campus lunch is a privilege and will be rescinded for students who arrive late to school, are late after lunch, display unsafe driving practices at lunch time, or who are being disciplined for other reasons. Parents may also withdraw their children's lunch privileges by notifying Ms. FitzGerald.

RENOVATIONS --Our CCHS community prides itself on the condition of its buildings, a reflection of our standards of excellence in academics, faith and personal development, and extracurricular activities. Just as we take care of our own homes, we must take care of our home-away-from-home. Students are expected to accept personal and community responsibility for the condition of the facilities. Students are expected to act responsibly and maturely, to take care of the facilities, and to contribute to the well being of themselves and others. We are blessed to have excellent maintenance and housekeeping staffs who work diligently to keep school property – both downtown and at the athletic facility -- in good repair and clean. In the summer, in addition to thorough cleaning and regular maintenance, we try to do a little bit extra each year as we continue to upgrade school facilities. This summer the gym floors at the athletic facility and downtown were resealed. At the new gym, the bleacher floors, locker room floors, and downstairs hallways were painted, the outside decking was stained, and a lot of gardening work was done. The downtown gym's windows were painted on the outside and the bathrooms in the old wing have now all been repainted. Thanks to the generosity of the Class of 2009, the entryway to the school has been upgraded and sports newly painted outside doors with new hardware, planters, as well as fresh paint on the stairwells and walls. The Class of 2009's gift has spurred us on to do a few more cosmetic things including ordering new treads to spiff up the stairs. Ever onward!

COSTA RICA OPPORTUNITY -- Mrs. Arnold will be taking a group of students to Costa Rica over spring break in 2010. Students currently in 10th - 12th grade are eligible to participate. See Mrs. Arnold for more information or contact her at arnoldad1@yahoo.com. There will be a parent meeting the first week of September. Students should listen to the morning announcements for updates.

CCHS SHAMROCK CLASSIC TENNIS TOURNAMENT AND PIG ROAST – After three very successful experiences, the Shamrock Classic is back on tap for September 18 – 20. This year's weekend event at the CCHS Athletic Complex is sure to be even bigger and better! The doubles' tennis tournament starts on Friday evening, September 18, and runs through Sunday, September 20 with the pig roast scheduled for Saturday evening. Anyone who would like to volunteer to help or to get other information should contact Lisa Dobbins (346-4995) or Kelly and David Sadd (344-0651). This is a fun activity to get involved in! Tickets for the pig roast as well as entry forms for the tennis tournament will be available at registration August 12-13. Funds raised last year helped every CCHS team in one way or another. Let's do it again!

SCHOOL ACCREDITATION -- Charleston Catholic has been accredited by North Central Association of Schools for many years. As a piece of the accreditation process, we will be hosting a visiting team of NCA members in November who will spend two days at Charleston Catholic to accredit our school. In preparation for them, students, parents, and teachers are encouraged to think about what we do here at Charleston Catholic. Read the mission statement which is found at the top of the school's webpage and in the student handbook, and tell us what you think. Does the statement correlate to what happens every day? Email the school through the feedback section of the website with your thoughts. This is an opportunity to get involved in the school in a different way!

TECHNOLOGICAL PROGRESS – by the end of the school year, we expect to have 2/3 of our classrooms equipped with smartboards and projectors. Five more teachers attended Smartboard training this summer. Mr. Hoffmann has set up a Twitter account for juniors and seniors to receive college information from Mrs. Thomas. A Twitter account also exists to follow CCHS sports events. Details are on the CCHS website. We continue to expand the infrastructure and services to benefit our CCHS community.

MOODLE – How can parents know what is going on in the classroom? Go to the CCHS website beginning August 24 and check the CCHS Course Extranet (moodle). Teachers will post dates for quizzes, tests, and major assignments. Use this invaluable tool – you’ll be amazed at what you can learn!

REPORTING STUDENT PROGRESS – mid-term progress reports are sent out 4 times a year and quarter/semester reports are sent out four times annually. **Mid-term progress reports state actual numerical grades while quarter/semester reports list letter grades.**

LOCKS ON LOCKERS – are required in middle school. Locks will be given to 6th graders the first week of school. Other students needing new locks can buy one at registration. High school students typically do not lock their lockers and those who do have locks on their lockers usually leave them dangling, fulfilling no useful function and damaging the locker paint in the process. If your high school students are not going to lock their locks, don’t buy a lock, please. Locks sold by the school (with plastic sleeves to protect the paint) are the only ones students may use. Students are discouraged from bringing valuables to school. The school will not be responsible for anything that is lost or stolen from a locker.

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

SWINE FLU AND OTHER ILLNESSES – Please remind your children to keep hand sanitizer in their backpacks and to use it often. If they have sore throats, coughs, fevers, or other symptoms of illness, **PLEASE KEEP THEM HOME.** We will need to work together to keep our school family healthy and strong.

IF YOUR LAST NAME IS DIFFERENT FROM YOUR CHILD’S NAME – please put the child’s full name on all checks issued to CCHS.

FAMILIES WISHING NEWSLETTERS/REPORT CARDS/PROGRESS REPORTS SENT TO 2 ADDRESSES – must send in 12 stamped addressed envelopes by the first week of September.

STUDENT PARKING – We thank Monsignor Sadie for once again making arrangements for our students to pay \$45 for monthly parking in the lot at the corner of Quarrier St. and Leon Sullivan Way. Interested students should sign up in the office.

STRUCTURED STUDY TIME -- How can students possibly finish their homework when enticed/distracted by Facebook, text messages, television, and cell phones? Beginning Monday, August 24, students will have the opportunity to attend a **Homework Clinic**, a distraction and technology-free hour of supervised work. Students should be able to complete most of their homework before ever leaving school! The clinic will be held Monday-Thursday from 3-4 p.m. and will be limited to 15 students per day. Students must sign up at the beginning of the day and will be charged a fee of \$5 per session, or \$18 for the week.

CHOIR NOTES -- Singers in grades 6-8 who are interested in choir will have the opportunity to select "Choir" as their first quarter exploratory. We are fortunate to be able to offer separate sections for each grade. After the first quarter, these choirs will rehearse on Tuesdays during (lunch/exploratory). Students will study the role of music in the liturgy and basic music theory for singers, practice the existing "Choir repertoire" and explore new music. High School Choir will continue to practice during lunch on Tuesdays. Instrumentalists in all grades (6-

12) are invited and encouraged to participate in the music program. For further information, see Mrs. Stone during registration or call (304)548-6086 or (304)539-4285(c).

CELL PHONES, IPODS, AND OTHER TECHNOLOGY -- As has been our policy in recent years, the use of cell phones and other electronic devices is prohibited during school hours (8 a.m. until 2:45 p.m.). **Such electronic items, if present in the building, must be turned off and not visible (i.e., kept in backpacks).** Students can check their cell phone messages immediately after school to see if their parents have called to update them. Students who are texting, checking messages, playing with, or otherwise handling cell phones or other electronics in the classroom or in any location within the building during the school day will have these items confiscated. Should this happen, the item will be returned to the parent/guardian of the student owning the item. A **\$25 fee** will be assessed for each additional infraction. If students need to use the phone during the school day, they may use the office phone or, if they are at lunch or break, the one in the Commons.

TELEPHONE MESSAGES -- Because of the number of students enrolled and the limitations on office staff and telephone lines, **we strongly urge parents to make arrangements with their students regarding transportation, appointments, etc. before students leave home.** If you must leave a message for your child, call the office. The names of students who have messages are announced at the end of each school day.

MRS. THOMAS' TIDBITS –

1) Do you “Twitter?” Keep up with the latest news, information, and deadlines from Mrs. Thomas’ office by signing up on Twitter at cchscollegeprep to receive periodic “tweets” which may be sent to your e-mail or phone as a text message.

1) SAT and ACT testing and registration dates (CCHS code: 490-205)

SAT and SAT Subject Tests (can register on line -- www.collegeboard.org):

TEST DATE	DEADLINE	LATE REGISTRATION
October 10	September 9	September 23
November 7	October 1	October 15
December 5	October 30	November 12
January 23	December 15	December 30
March 13	February 4	February 18
May 1	March 25	April 8
June 5	April 29	May 13

ACT: (can register on line -- www.act.org)

TEST DATE	DEADLINE	LATE REGISTRATION
September 12	August 7	August 8- 21
October 24	September 18	September 19 - Oct. 2
December 12	November 6	November 7 - 20
February 6	January 5	January 6 - 15
April 10	March 5	March 6-19
June 12	May 7	May 8 - 21

2) Seniors will need to complete their fine arts requirement by the end of the third quarter and community service hours by the second Friday of May of their senior year.

3) Seniors wanting their applications mailed to the colleges before Christmas vacation must have their materials to Mrs. Thomas by Monday, November 2.

4) Mrs. Thomas handles college visit requests. Students should get the forms from her and return the completed forms to her at least 2 days before the trip. **Seniors are allowed 2 college visit days; juniors are allowed 2 college visit days. College visits must be made before May 1.**

5) AP tests are required of students enrolled in AP English 11 and 12, AP Human Geography, AP Calculus AB and BC, AP Computer Science, AP Economics, AP Physics, and AP Psychology. AP testing fees for these courses are included on the registration fee schedule. Students wishing to take AP tests for other courses (e.g., biology, Spanish, world history) may do so and must notify Mrs. Thomas in February.

6) College representatives will start visiting soon, typically during the lunch period. Juniors and seniors

may come to the library after picking up their lunches to meet with the representatives. Students should take advantage of this opportunity to learn more about different colleges.

7) Mrs. Thomas will host a seminar, “The High School Years at CCHS: Prelude to College,” for **9th grade parents and other interested parents** at 6 p.m. on Wednesday, September 9, to learn more about making academic plans for high school and college. There will also be meeting with **parents of juniors** on Wednesday, September 16, at 6 p.m. to review the college selection process and with **parents of seniors** for the college application process on Wednesday, September 2, at 6 p.m.

8) Senior parents need to complete their parent questionnaires, available at the CCHS website, and return them to Mrs. Thomas by Wednesday, September 2. This information is used in writing student recommendations from the school.

9) Check the website calendar and Twitter (Twitter ID: cchscollegeprep) for important dates, e.g., college rep visits, parents meetings, deadlines, etc.

10) Scholarship information will be listed on the college counseling section of the website.

11) Wendy’s High School Heisman Program -- All seniors with at least a B average who are athletes on CCHS teams are eligible to apply. The link to the online application is available at www.wendysheisman.com. Seniors must submit online applications no later than **September 28, 2009, the CCHS deadline**. In order for the application to be considered by the national Heisman Review Committee, the application must first be reviewed online by Mrs. Thomas, hence the September 28 deadline. **Students should notify Mrs. Thomas once they have submitted the application online.**

12) **New students** (except those from St. Agnes and Sacred Heart) must mail final report cards and achievement test results to the office by **August 12**.

ASSIGNMENT NOTEBOOKS – will be distributed by the teachers on the first day of class.

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

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

HIGH SCHOOL DANCES -- High school dances are held from 8 p.m. to 11 p.m. and students sign in/out. **Parents need to know that students are permitted to sign out prior to the end of the dance. Once a student leaves the dance, the student MAY NOT return to the dance.** Parents having questions about when their children arrived at/left a school dance should call Ms. FitzGerald to request this information.

SUPPLY LISTS FOR MIDDLE SCHOOL – check the CCHS website. Click on the “Middle School” link.

PROOF OF ENROLLMENT FORMS -- for drivers’ licenses 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.

NOTES FROM THE PARENT VOLUNTEER ASSOCIATION (PVA) –

1) The 2009-10 PVA parent Registration Packet is available online on the CCHS website. **Volunteer packets** will be given out at registration. It will remain online all year for parents to reference. Hard copies of the packet will also be available on registration days. **The CCHS website also includes PVA sign-up forms for all activities.** You’re encouraged to become as involved as you can! Please submit completed PVA volunteer forms to the school office during the first couple of weeks of school.

2) Order forms for fleece jackets with CCHS logo, white uniform polo shirts, and green athletic/academic competition polo shirts are available on the CCHS website. For questions, please contact Lisa Dundervill (344-2566) for fleece jackets, Joanne Bronikowski (344-8850) for green polos, and Lisa Cassis (925-

5946) for white polos. Please note that high school students who are members of athletic teams and academic competition teams are permitted to wear a CCHS hunter green polo shirt to school on designated dates – normally home games and other days designated by the principal.

3) Pre-orders placed in May for white polos and fleece jackets will be available at registration. These items may also be purchased at registration from available inventory.

4) **INNISBROOK ORDERS** – Don't forget- orders can be placed year round! Go to www.innisbrook.com and click on "Buy Innisbrook Products" and enter CCHS school number 121949. Call Lisa Dundervill at 344-2566 for more info.

5) **CAFETERIA VOLUNTEERS:** If you are interested in helping in the cafeteria for the interim schedule (August and September, 2009) please send your name, email address, complete mailing address (street, city, and zip code) and phone number to Chrissy Hovorka at 343-8040 or chovorka@suddenlink.net no later than August 21. The regular cafeteria volunteer schedule for October 2009 through June 2010 will be completed for the school year after volunteers submit their CCHS Cafeteria Volunteer Form following August registration.

6) **PVA DUES are \$75 per family.** 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!

7) Parent involvement is critical for the successful operation of the CCHS athletic program. Helping transport students to games and practices, working gates, being supportive of the players and coaches, attending games, and participating in the team lunch program are just a few ways that parents help. EVERY parent of an athlete is needed to support the teams! Each sport is allocated a few **team lunches**. Guidelines and dates for these lunches (**designated away games only**) will be distributed to parents at the beginning of each season, once team rosters have been established.

8) **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 games is also available. **Each adult in a family will be issued a pass that must be shown for admission to games. 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 ask Janet Kawash if you have questions about these passes.

9) **CARE OF UNIFORM FLEECE** – Parents have reported that the best way to retain the shape and the consistency of the fabric is to NOT dry the fleece with a fabric softener sheet or include fabric softener in the wash cycle. Line drying is recommended.

MEDICATIONS – For our students having medical needs which necessitate their taking prescribed or over the counter medicines while at school, our goal is to have in the school office one plastic zip-lock bag per student, well organized and well documented, containing a student's items. When students need to take prescription medication at school, the medicine must be sent to the office with a doctor's order and 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. 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.

BUY A CCHS SEAT CUSHION – Why be uncomfortable while attending sporting events? Sit down in luxury on a green and white Charleston Catholic Irish rubber foam cushion. Mary Frances Casey has the cushions in the bookstore on sale for \$10 each.

GOOD SPORTSMANSHIP -- is something that is expected of athletes, coaches, parents, students, and other fans. CCHS is synonymous with high expectations and we must reflect this excellence in all activities. Good sportsmanship includes showing respect to opposing teams, coaches, fans, and officials. People judge our school by viewing the behavior of those who represent it most visibly. Many times this is the only exposure they have to a Catholic school community. 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, and the collegiality of our coaches, and the positive vibes from our fans. Let’s work on this together to make it a great year!

STUDENT DRIVERS – Please encourage your student drivers to be responsible, safe drivers. Talk to them about speeding down the street in front of the school (showing off for friends?), pulling out of parking lots too quickly, ignoring pedestrians, changing lanes abruptly, speeding through yellow lights, texting or talking on cell phones while driving, fiddling with the radio, and so on. Tragedies happen in an instant. If you see inappropriate or reckless driving behavior, please note the license plate and make of car and notify Mrs. FitzGerald.

PLANT LOVERS -- The Science department would like to have an Heirloom Plant Sale. If any amateur gardener has heirloom tomato plants, cucumber plants, or other plants, consider donating some seeds to the Science department. Please place seeds in paper towels in a baggie, labeling each bag with as much information as possible, and send them to Mrs. Pulliam at CCHS. Mrs. Arnold will direct the planting and take care of the seedlings in the school’s greenhouse. We will plan on having a plant sale next spring with the profits benefiting the Quiz Bowl Team.

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. 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 Mrs. FitzGerald. If 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.

FALL SPORTS -- Students must have a completed doctor’s physical (administered after June 1, 2009) 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 on teams must turn in their athletic fees (\$75 per sport) to the office before uniforms will be issued. **A student who has not turned in athletic uniforms from another sport will not be permitted to participate in the next sport.** CCHS students in grades 7-12 are eligible for athletics if they meet SSAC and CCHS requirements (including having 2.0 GPA at end of 2008-09 second semester). Sixth graders are encouraged to continue involvement in community and recreational sports leagues. If you have questions about the CCHS sports program, please contact Bill Gillispie, CCHS athletic coordinator, at 304-342-8415.

VIRTUS– 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. Complete information, links, and forms are on the CCHS website. Please contact Ms. FitzGerald with questions. The next Virtus training session is scheduled for Thursday, August 20, at 6 p.m. Please pre-register at www.virtusonline.org.

BUYING NEW SCHOOL UNIFORMS -- **Students are required to be in uniform beginning Wednesday, August 19.** All shorts, sweaters, and slacks must be purchased from Land’s End

www.landsend.com/school or phone 1-800-469-2222 (our school # is 900133356), Charleston Department Store or www.schoolbelles.com (our school # is 1246). Beginning this fall, girls will have the option of two uniform skorts in addition to their old uniform skirts. After the 2009-10 school year, ONLY the approved skorts may be worn. Skorts must be ordered through Lands' End School. Additionally, boys or girls may wear a green sweater vest from Land's End to be worn with the button-down white or blue shirts. Charleston Catholic has created a Preferred School Account with Lands' End, meaning that when the preferred school number is used, 3% of the school's net sales are returned to Charleston Catholic, and parents become eligible for discounts and free shipping. Register at <http://www.landsend.com/> for e-mails. You will get several a week, but many times there are coupons for free shipping, 30% off, etc.

The Charleston Catholic preferred school number is 900133356. The skorts' item numbers are 25021 (a navy two button stretch skort) and 23158 (a navy pleated twill skort). The uniform sweater vest's item number is # 22301. The color that has been selected is “**evergreen.**” Check them out!

SCHOOL UNIFORMS --A word concerning uniforms--please take a moment to make sure all parts of the uniform are in good repair. Do those pants need to be hemmed or can that shirt ever get clean? Take a few moments to retire the old worn out pants and shirts. The new school year is a perfect time to start wearing those new uniform pants and shirts. Students in improper uniform will not be permitted in class and will be expected to correct the problem immediately. Help your students make sure they are in compliance with the uniform code. If you still have questions call Ms. FitzGerald.

Remember, the uniform code is part of the CCHS “package” and is therefore not negotiable. Uniforms are just that -- uniforms. They remind us of the businesslike nature and sense of community 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 and after school detention. 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 facial piercings.

Uniform Specifics:

Shirts: Shirts must be either a blue or white, long or short sleeved, oxford-cloth, button-down, worn tucked and buttoned or an official CCHS Polo (purchased from PVA). Polo shirts may be worn untucked if the hem is straight and does not fall below the hip line.

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

Pants: Navy blue corduroy or twill pants must not have any visible labeling. Pants must be worn at the waist. 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 meet the top of the knee. Shorts are worn from the beginning of the school year until the end of September and after spring break until the end of the year.

Skirts/Skorts: Navy blue twill skirts must hit the top of the knee. After the 2009-2010 school year skirts will no longer be part of the uniform. Two styles of skorts (item numbers 25021 and 23158 from Lands' End School) in navy will be permitted. Length of the skorts may not be altered.

Sweaters: Plain navy blue crew neck sweaters may be worn. Sweaters with embellishments or cardigans may not be worn.

Sweater Vests: A solid green v-neck sweater vest from Lands' End School (item number 22301) may be worn with oxford cloth, button-down shirts only.

Fleece: Uniform fleeces may be purchased from the PVA. **No gym/team sweatshirts or jackets may be worn.**

Socks or Hose: Socks coming up to the ankle-bone must be worn and should be clearly visible. Leggings are not permitted.

Shoes: Shoes must be leather dress shoes that are primarily black, brown or navy in color. Shoelaces must be the same color as the shoe and must be tied. 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, 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.

High School Activities Uniform:

This uniform may be worn for designated events only. The uniform consists of a CCHS Team Polo Shirt. These shirts are available for purchase at the beginning of each season from PVA. Pants must be khaki twill dress pants. Girls' khakis must be similar in style to uniform pants; they may not be casual, cargo, corduroy, or tight fitting pants. No shorts are permitted. Regular dress leather uniform shoes are to be worn. Failure to abide with the athletic uniform code will result in the loss of this privilege.

DROP-OFF/PICK UP -- Please follow the procedures outlined below. The mayor's office, City Traffic Division, City Council members, the Charleston Police Department, and others have worked together with us over the years to come up with a workable plan that is efficient and effective. Since anything can happen on our highways, families need to allow extra time to get their children to school on time. **Remember, late is late -- we do not have "excused tardies."** With school traffic converging in a small area downtown, everyone needs to do their part to ensure the safety of students in both schools and to help build 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 900 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 IN THE MIDDLE OF THE STREET!**

3) Students of middle and high school age should be responsible enough to follow traffic directional signals. Therefore, **it is highly 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 door is the only CCHS entrance during the school day (exception only before 7:45 a.m. when students use gym entrance).** Students must enter at this door. The Leon Sullivan Way doors are locked, preventing entrance and contributing to the security of our building. Students may **exit** from the Virginia Street door or from the Leon Sullivan Way doors.

5) **Students must cross at the corner. They may not cross in the middle of the block.**

6) **Students are dismissed from class at 2:45 p.m. (or 11:30 a.m. on early dismissal days).** Therefore, there is no need to arrive in the area before that time (again, **NO STOPPING ON VIRGINIA STREET IN FRONT OF THE SCHOOL!**). At the end of the day, many students chat with their friends, meet with teachers, take care of business in the bookstore, etc., thus exiting the building closer to 3 p.m. Make sure your children know where and when you'll meet them.

7) **The gym is open at 7:15 a.m. for students who arrive early.** Students are not permitted on the other floors or to the bookstore or office until 7:45 a.m. **If you have grade school children you are dropping off, remember that they should not be dropped off before 7:30 a.m.!**

8) **If your CCHS children are going to be picked up at Sacred Heart, they must go into the Parish Hall and wait with their siblings in the pick-up line.** They may not “hang out” in front of the Co-Cathedral or on the Leon Sullivan Way sidewalk between Quarrier and Virginia Streets. There is just too much congestion and the possibility for accidents needs to be diminished in every way possible.

9) During **AFTER SCHOOL PICK-UP ONLY**, the Charleston Traffic Division has agreed that **parents may pull to the curb and wait for their children on Leon Sullivan Way on the First Presbyterian side (left side) of the street.** This is for pick-up only and parents must remain in their vehicles. **STUDENTS MUST CROSS AT THE CORNER.** If you need to run into the school or leave your car for any reason, please find a parking meter. 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) Please set a good example for students by following these school rules as well as city traffic department rules.

12) **Teachers are assigned after school traffic duty. The teacher is there to help ensure students' safety. It's very difficult to monitor the actions of so many students and parents. 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 given detention.

ADVERTISING OPPORTUNITY – A new and unique investment could be in store for you! Charleston Catholic is now selling 3 foot by 6 foot customizable banners for advertisements at the CCHS Athletic Facility. The banners will hang behind the basketball teams' benches (opposite the fans). What a great way to reach out to the Charleston Catholic community! To learn more and order a banner for your business, contact Kathy Crain at (304)541-4182.

THANK YOU –

- to the PVA, students, and others who helped with the visitation in the Commons held upon the death of parent John Rollins. The outpouring of sympathy and good will was extraordinary and so meaningful to Fran, Mary Katherine, Libba, and the rest of the family.

- to everyone who helped make this summer's Housing Outreach Project Express experience so successful. Twelve houses in Clay County were made warmer, drier, and safer, using the funds donated by our families, alumni, individuals, and local businesses and firms. Many thanks to the individuals, families, businesses, and grantmakers who helped make this project possible.

CALENDAR FOR 2009-10 SCHOOL YEAR – This calendar is being provided to help families plan for the school year. With this information, families should be able to look ahead and avoid student absences for family trips or other occasions. At the end of each semester, students must make up time missed for illness or other non-school related reasons (more than 5 absences per semester in any class) in order for class credit to be granted. Please note exam days -- students must take exams on the days/times when the exams are scheduled.

Monday/Tuesday, August 10/11

Wednesday, August 12

last opportunity to turn in used textbooks for resale

registration for grades 9 – 12

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 13	<p>registration for grades 6 – 8</p> <p>9 - 10:30 a.m.: 8th graders only</p> <p>10:30 – noon: 7th graders only</p> <p>CLOSED NOON - 1 P.M.</p> <p>1 - 2:30 p.m.: 6th graders only</p> <p>2:30 - 4 p.m.: Families with more than one student wishing to register their children at one time; also, anyone unable to come at scheduled times</p>
Friday, August 14	new textbook order submitted for orders placed August 12/13
Wednesday, August 19	first day for students
Thursday, August 20	Virtus training for adults 6 p.m. at CCHS
Wednesday, August 26	Back to School Night – 7 p.m.
Thursday, August 27	last date for new textbook orders to be placed (after this date, families will have to purchase on their own)
Thursday/Friday, August 27/28	senior retreat
Wednesday, September 2	senior parent seminar on college application process – Mrs. Thomas 6 p.m.
Monday, September 7	Labor Day – no school
Wednesday, September 9	“The High School Years at CCHS: Prelude to College” for 9th grade parents and other interested parents – Mrs. Thomas 6 p.m.
Wednesday, September 16	junior parent seminar (review college selection process) –Mrs. Thomas 6 p.m.
Thursday, September 17	school pictures
Friday – Sunday, September 18 – 20	Shamrock Classic and Pig Roast (Saturday)
Saturday, September 26	Homecoming games and high school dance
Monday, November 2	materials due to Mrs. Thomas to be sent to colleges before Christmas
Wednesday, November 11	Veterans’ Day – no school
Tuesday/Wednesday, November 17/18	North Central Accreditation visit
Wednesday, November 25	11:30 dismissal for Thanksgiving
Wednesday-Friday, December 16 – 18	exams
Monday, December 21	first day of Christmas vacation
Monday, January 4	classes resume
Monday, January 18	Martin Luther King, Jr. Day – no school
Week of January 24	Catholic Schools Week
Monday, February 15	Presidents’ Day – no school
Friday, April 2	Good Friday – first day of Easter break
Monday, April 12	classes resume
Friday, April 23	diocesan inservice for teachers – no school for students
Saturday, April 24	Prom
Saturday, May 29	baccalaureate
Sunday, May 30	graduation
Monday, May 31	Memorial Day – no school
Wednesday-Friday, June 2-4	exams for grades 6 – 11

LUNCH PROGRAM --We continue to make adjustments to our school lunch program in an effort to encourage students to follow the healthful eating practices established in their homes. The school lunch program offers a variety of foods -- salads, sandwiches, microwavable items, fruit, cereal, etc. -- on a daily basis in addition to a rotating menu. We do not sell sodas -- our drink selection includes milk, water, flavored water, and juice. Students may not “charge” their meals. **Students are certainly encouraged to bring bag lunches from home.** Middle school students have a snack time during the course of the day at which time they may eat snacks brought from home or purchased in the Commons. **Students are not permitted to have food deliveries (e.g., pizza, fast food) made to the school.** The average cost of a sandwich, drink, and chips is \$4. If you have questions about the food program, please contact Ms. FitzGerald.

August – September Menu

Mon	Tue	Wed	Thu	Fri
		August 19- EARLY DISMISSAL	20 - Pizza	21 - Spaghetti School rolls
24 - Pizza	25 - Beef or bean Burrito Spanish rice	26 - Chicken nuggets Baked potato	27 - Meatball sub Spaghetti salad	28 - Hot dogs Spicy fries Nachos
31 - Pizza	September 1 – BBQ Waffle fries Spaghetti salad	2 - Grilled chicken Baked potato	3 - Hamburger Spicy fries Pasta salad	4 - Fried chicken Mashed potato Gravy and green beans
7 – NO SCHOOL Labor Day	7 - Pizza	8 - Spaghetti School rolls	10 - Sub day Chili-chip-cheese	11 - Chicken wraps Chicken Caesar salad
14 - Pizza	15 - Sloppy joes Cole slaw	16 - Chicken strip Baked potato	17 - Baked ravioli Corn and salad	18 - Corn dogs Veggies soup Corn bread
21 - Pizza	22 - Baked mac & cheese Fried apples Ham slice	23 - Baked chicken Baked potato	24 - Breakfast For lunch	25 - BBQ Waffle fries Spaghetti salad
28 – Pizza	29 – Chicken stir fry Pita and rice			

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! **Mrs. Sullivan** is extremely interested in each student’s progress and works closely with the entire staff, meets regularly with individual students, and keeps a close eye on individual students’ progress as well as the overall progress of the school.

For questions about . . .

confidential matters -- call Mrs. Sullivan or Ms. McCartney (Assistant Principal for Student Affairs)

specific class-related academic or behavioral concerns -- call school and ask for individual teachers

general academic concerns -- credits, college applications, admissions, etc. -- call Mrs. Thomas (Academic Advisor)

locks, attendance, bookstore, athletic fees, alumni info, etc. -- call Mrs. Casey (secretary, alumni)

textbooks – call Mrs. Wilcox (secretary)

change of address, financial matters -- call Mrs. Shay (registrar/bookkeeper)

specific athletic questions -- call individual coaches or Bill Gillispie (Athletic Director)

non-academic concerns including general behavior, lunch program, uniforms, cafeteria, maintenance -- call Ms. FitzGerald (Assistant Principal for School Operations)

fine arts requirements/cultural critiques – talk to English teachers

community service requirements – talk to theology teachers

reporting daily absences/appointments -- call the school office by 8:30 a.m.