



## Student/Parent Handbook

*Charlottesville Catholic School does not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, scholarship and loan programs, athletic and other school administered programs.*

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**Mission Statement:**

Charlottesville Catholic School provides a rich and challenging curriculum in a community rooted in the Gospel of Jesus Christ and the traditions of the Catholic Church. The school nurtures students' God-given gifts, instilling acceptance, respect and compassion; preparing students to be advocates, leaders and stewards; producing collaborators, achievers and creators, to make a positive impact upon our world.

**Core Pillars:**

WE ARE CHARLOTTESVILLE CATHOLIC SCHOOL		
<b>CHRIST</b> <b>accepting</b> of each person as an image of God  <b>respectful</b> of all God's creations  <b>compassionate</b> in our words and actions	<b>COMMUNITY</b> <b>advocates</b> for ourselves and others  <b>leaders</b> in the world for a positive tomorrow  <b>stewards</b> of our neighbors, near and far	<b>SCHOLARS</b> <b>collaborators</b> aspiring toward a common goal  <b>achievers</b> striving for academic excellence  <b>creators</b> of authentic, innovative solutions

**Accreditation:**

Charlottesville Catholic School is AdvancED accredited and the Diocese of Richmond is AdvancED accredited as a school system.

AdvancED is the largest community of education professionals in the world. They are a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of Pre-K-12 schools and school systems to ensure that all learners realize their full potential. While their expertise is grounded in more than a hundred years of work in school accreditation, AdvancED is far from a typical accrediting agency. Their goal isn't to certify that schools are good enough. Rather, their commitment is to help schools improve.

Combining the knowledge and expertise of a research institute, the skills of a management consulting firm and the passion of a grassroots movement for educational change, AdvancED serves as a trusted partner to 34,000 schools and school systems—employing more than four million educators and enrolling more than 20 million students—across the United States and 70 other nations.

**Faculty and Staff:**

Charlottesville Catholic School is staffed by licensed, state-certified teachers. In some cases, qualified teachers are in the process of acquiring Virginia certification. Our faculty is comprised of professional academic educators dedicated to the principles of traditional Catholic Christian education. For a current listing of all staff, please visit our website at [www.cvillecatholic.org](http://www.cvillecatholic.org).

**Parent Teacher Organization (PTO):**

The Charlottesville Catholic School Parent Teacher Organization (PTO) supports the school's overall mission by:

- Promoting open lines of communication between parents, teachers and administration.
- Enhancing a sense of community through social and spiritual activities.
- Advancing the spirit of service to meet the volunteer needs of the school.

Any parent or guardian of a student at Charlottesville Catholic School is a member of the PTO, as well as all faculty members. Membership dues are assessed as part of the annual fee structure. Monthly meetings are held at the school. For a current listing of all PTO officers please visit our website.

Tuition Reimbursement Incentive Program (TRIP) – TRIP is a program offered to families to help reduce the cost of their own tuition payments for Charlottesville Catholic School each year. TRIP works by purchasing and using Scrip shopping cards for your everyday shopping. Families

may increase their TRIP rebates, and therefore the amount that can be reduced on their tuition payments, by asking friends and family to participate. Step-by-step instructions on how to sign up with Scrip may be found at [www.shopwithscrip.com](http://www.shopwithscrip.com). The school code is 19E6D4D418922. For more information, contact Marisa Goodwin.

AmazonSmile - Shop on a new version of the company's website – [smile.amazon.com](http://smile.amazon.com) – the company will donate 0.5% of the purchase price to Charlottesville Catholic School. Log on to [smile.amazon.com](http://smile.amazon.com), choose Charlottesville Catholic School as your charity, and save the link to your favorites so that every time you shop on amazon, you log in through [smile.amazon.com](http://smile.amazon.com). Everything else about shopping on Amazon is the same, including the shopping cart, wish lists and shipping options.

Boxtops for Education - The Boxtops program has changed. Please contact Michelle Banaszak with questions. Each year the grade that raises the most Box Tops earns a party.

### **School Board:**

In the Catholic Diocese of Richmond, each regional school must have an advisory school board. A regional school is defined as a school that is served by more than one parish. The school board functions as a consultative body to the Superintendent of Schools and the administrators of the school. As per diocesan policy, “boards assist in six areas for which there are ordinarily standing committees or appointed persons with particular expertise and/or responsibility. The areas include Development, Marketing, Finance, Strategic Planning, Facilities, and Legislative Advocacy. The Finance Committee shall have a minimum of 3 persons, who have appropriate expertise. Local school boards are not to deliberate on any matters pertaining to personnel or the curriculum” (cf. School Board Handbook). For a current listing of all school board members, please visit our website at [www.cvillecatholic.org/about/school-board/](http://www.cvillecatholic.org/about/school-board/).

## **Aftercare:**

The [Aftercare Handbook](#) has detailed information about the Charlottesville Catholic School Aftercare Program.

### Arrival and Departure:

All children not picked up during carline will be dismissed to aftercare when carline is over. Parents must sign their child(ren) out and note the time of pick-up on the sign out log. If a time is not listed, it will be assumed that the child(ren) stayed for the entirety of the day and will be billed accordingly. Children may be released to any individual on the Authorized Pick-Up Form without daily notification. If another individual is picking up your child(ren), a written notification must be given to the school. Your child(ren) will not be released without this permission.

The sign out log is kept with the aftercare staff, which will travel as they transition from activity to activity.

The Aftercare Program ends at 5:30pm. There is a \$10 charge for children left in the Aftercare Program beyond 5:30 pm. In addition there is a \$1/minute charge beginning at 5:35 pm. If the child is not picked up by 6:00pm, the emergency contact designated by the parent will be notified.

### Hours:

The program will operate from 3:30pm-5:30pm on full school days, and 11:30am-5:30pm on most early dismissal days.

### Schedule (all times are approximate as staff has the authority to make changes):

#### **3:10pm-3:45pm**

aftercare pick up, snacks, and attendance in the cafeteria

#### **3:45pm-4:30pm**

**JK-4th:** recess on the playground or in gym (inclement weather)

**5th-8th:** homework in a quiet space during this time

#### **4:30pm-5:00pm**

**K:** reading and arts/crafts

**1st-4th:** homework and arts/crafts

**5th-8th:** homework or outside time

#### **5:00pm-5:30pm**

**K-4th:** arts/crafts and free play

**5th-8th:** free computer time (if finished with homework and they have earned it)

*On Friday, students will have the option to watch an approved G/PG movie or do work in the quiet room.*

*Social Services Licensing Information for Parents:*

The Commonwealth of Virginia helps to assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24- hour day are safe. Title 63.1 chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exceptions to licensure, licensed programs include child day centers, family day homes, child day care systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed. Charlottesville Catholic School is a religiously exempt program.

Standards for licensed child day center address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff with the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates standards.

Three types of licenses may be issued to programs. *Conditional* licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A *Regular* license is issued when the program substantially meets the standards of compliance. A *Provisional* license, which cannot exceed six months, is issued, when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

**Attendance:**

There is a direct correlation between success and attendance. Make-up work is not equivalent to direct classroom instruction and results in additional work for the teacher. It is the student's responsibility to coordinate with the individual teacher to make up missed homework/class work (see section on Homework). Please consider carefully the consequences of absences.

**Absences:**

Please notify the student's homeroom teacher and the office via email to [ch.fowlkes@cvillecatholic.org](mailto:ch.fowlkes@cvillecatholic.org) before the beginning of the day when a student will be absent. More than ten absences during the course of the year are considered excessive. Notification, including an explanation of any absence, must be received within three school days of the student's return to school or the absence will be considered unexcused, with the exception of pre-planned trips. Notification can be made in the form of a written note or an email to the office or teacher.

If a student is absent from school due to illness, the student has three days to complete and turn in all missed work. Extended illnesses will be handled on a case-by-case basis.

*Excused Absences (at the discretion of the administration):* doctor note/appointment, illness documented by parent (up to 3 days), religious events, funerals, court

*Unexcused absences:* Unexcused absences are defined as, but not limited to: skipping class; non pre-approved family trip; beyond 3 days without a medical note; out-of-school suspension. In case of an unexcused absence the teacher is not required to instruct again, give credit for work missed, or provide make-up tests and it may affect a student's grade if assignments are turned in late.

**Early Pick-up:**

Checking students out early disrupts the child's education, as well as impacts the other students in the class. In order to protect academic instruction and to avoid disruption to the class, we ask that you refrain from picking up students between 2:15pm and 3:10pm. Excused early check-outs should be limited to: doctor appointments or family emergencies. Students will not be released early for activities outside of school (gymnastics, swim team, karate, etc.). If it is absolutely necessary to pick up a child early, please send a note or email to your child's teacher and email Mrs. Fowlkes ([ch.fowlkes@cvillecatholic.org](mailto:ch.fowlkes@cvillecatholic.org)). You must park your car in an appropriate space (not the traffic circle) and come into the office to sign out your child.

**Lunch:**

Students may not be checked out during the school day to eat lunch off-premises. Parents and guests are welcome to join their child in the cafeteria for lunch.



Pre-planned Absences/Trips:

Pre-planned absences that affect the instructional day are strongly discouraged. Any such absences decrease the quality of instruction that your child receives. When a parent decides that the situation warrants a child being absent from school for a planned absence of 3 or more days, the teacher(s) and administration must be notified at least one week prior to the absence; failure to do so will result in the absence being considered unexcused. Please use the [Pre-Planned Absence](#) form to inform administration. After returning, it is the student's responsibility to receive, complete, and turn in assignments. In addition, teachers will not be available to provide one-on-one assistance to explain direct instruction that was missed, nor will they be required to provide instruction or assessments prior to departure. If a student is absent from school for a pre-planned trip, the student has 3 days to complete and turn in all missed work.

Schedule:

7:35am	Carline Drop-off begins (wait in the MS hallway until 7:45 bell)
7:45am	Students are sent to classrooms
8:05am	Tardy bell
8:05am	Prayer & attendance
11:30am-1:00pm	Lunch/Recess (as assigned)
3:07pm	Afternoon prayer
3:10pm	Dismissal and carline
3:30pm	Aftercare or after school programs begin

Arrival:

Students dropped off before 7:45am must wait in the Middle School hallway until the 7:45am bell rings. After 7:45am students enter the school through the main entrance and may proceed to their lockers and classrooms to prepare for the day. Please see the attendance portion of the handbook for the tardy/absence policy.

Carline Information:

Dismissal begins promptly at 3:10pm and continues until about 3:30pm. With the exception of students going to aftercare, all Elementary and Middle School students should be picked up at this time. Any students not picked up at the end of carline will be sent to aftercare. Dashboard signs are provided and are mandatory during carline. Please display them prominently on the passenger side visor to help speed up the process. If you are volunteering and will be done prior to dismissal, you may go ahead and park your car in line starting at the telephone pole. If you arrive to carline before 3:10 p.m. and you leave your car unattended, please be sure to display your dashboard sign(s) so the staff person will know who you are picking up. To avoid congestion on Pen Park Road, all cars need to continue the carline up the driveway. Once you are in carline, your child will be called and will be waiting for you at your designated cone.

*Important Carline Safety Rules:*

1. No cell phone use during carline.
2. Please maintain a speed of no more than 9 mph in the parking lot.
3. Children must enter and exit your car from the right side.
4. Pulling out from a parking space into the carline is prohibited. Please wait until the end of carline.
5. Students should not cross the parking lot without adult supervision.
6. When crossing the parking lot, please be sure to use the designated crosswalk.
7. If your child needs to return to the building after being picked up to retrieve a forgotten item, please do not pull into the circle. To ensure your child's safety, you must park your car and escort the child back into the building.

*Dismissal:*

All students must be picked up from carline unless they attend aftercare or an after-school on-site activity. Parents may not ask for a child to be called prior to carline unless the child has an unavoidable appointment and is signed out prior to departure. Any child not picked up by the end of carline will automatically be dismissed to aftercare and parents will be charged according to the program's fees structure.

Students may not linger around the school building or grounds unattended. Charlottesville Catholic School cannot be responsible for unsupervised students on the property after dismissal. When parents are on school grounds after picking up their child, they are directly responsible for the child's supervision and must keep the child with them.

Early pick-ups must be preceded by written notification by note or email to the teacher and copied to [ch.fowlkes@cvillecatholic.org](mailto:ch.fowlkes@cvillecatholic.org). Please report to the front desk to sign out your child. Parents must park in a designated parking spot, keeping out of the fire lane in the circle. Children are not to be picked up from the classrooms nor are they to meet you outside the school building. A staff member will page your child to meet you in the front lobby.

For the safety of all students and to honor teachers' other commitments, parents are asked to not visit the classrooms during dismissal (carline times). If you need to talk to your child's teacher, please call or email her/him to arrange for an appointment. Although teachers welcome communication with parents, they cannot meet unannounced.

If your child will be going home with another driver who is not in your regular carpool (i.e. going home with a friend for the afternoon, a grandparent from out of town, etc.), you must indicate this in writing or by phone either prior to or the morning of the pick-up. **IMPORTANT:** If we do not have this permission from the parent/guardian, we will not allow your child to leave.

Carpools are encouraged and as an incentive to carpool, a High Occupancy Vehicle carline is available. Any family of 3 or more children, or any carpool of 2 or more families, may participate

in HOV. The HOV line is dismissed first, immediately following prayer. Families participating in HOV must be in their HOV spots by 3:05pm. If you are late, please proceed to regular carline. Spaces are limited, and are given on a first-come, first-served basis.

*Tardies:*

To ensure that students begin the day appropriately, it is very important for parents to have their children at the school on time. Late students disrupt the education of all students in the class. Tardies are given after 8:05am. "Excused Tardy" will be given for doctor appointments, inclement weather, and other exceptions approved by the administration. If a student arrives at his/her classroom after the tardy bell for all other reasons, an "Unexcused Tardy" will be given. Absences and tardies will be noted in a child's school record. Excessive absences/tardies may be reported to appropriate authorities and may put at risk the student's contract for the following academic year. Students must be walked in by a parent/guardian if they are dropped-off after the 8:05am tardy bell to be signed-in.

## **Behavior:**

It is important that an environment be established in school wherein students and faculty can concentrate on the business of learning without unnecessary interference. It is our belief that limit-setting guidelines enable children to develop academically and socially. The faculty and administration strive to develop and maintain a system of discipline that is fair, consistent, respectful, and firm. The classroom teacher is the primary source of information for parents regarding student behavior. In order for the school to ensure an environment conducive to learning, parents must support the teachers' and administrators' efforts to deal with behavior issues in the classroom. In cases of misbehavior, it is the faculty's intention to know each child well enough so that his or her behavior can be understood, and appropriate intervention can be taken. In certain circumstances, detention or suspension may be assigned as a result of inappropriate behavior. Continued inappropriate behavior of a serious nature may result in expulsion or the child being denied enrollment.

### *Cheating, Forgery and Plagiarism:*

*First Offense:* Student meets with the principal or assistant principal and his/her teacher. Student will redo the assignment for a reduced grade as decided by the teacher and the principal or assistant principal and will serve a detention. Parents are contacted about the incident.

*Second Offense:* Student and parents meet with the principal. Student receives a zero for the assignment and is given an in-school suspension.

*Third Offense & Thereafter:* Student and parents meet with the principal. Student receives a zero for the assignment and an out-of-school-suspension. He/she will receive zero grades for all work missed during the suspension. Student is placed on a student contract with the possibility of expulsion.

### *Code of Conduct:*

At CCS, we use our pillars to guide our conduct and help us live a life as Jesus Christ intended.

We see **Christ** in ourselves and others:

We are accepting of each person as the image of God.

We are respectful of all God's creations.

We are compassionate in our words and actions.

We take care of our **Community**:

We are advocates for ourselves and others.

We are leaders in the world for a positive tomorrow.

We are stewards of our neighbors near and far.

We work hard in the classroom as **Scholars** of CCS:

We are collaborators aspiring towards a common goal.

We are achievers striving for academic excellence.

We are creators of authentic, innovative solutions.

*Electronics Policy:*

*JK-2:* JK-2 students are not allowed to have electronic devices at school. Electronic devices, including but not limited to cell phones, iPods, smart watches, and cameras, are not permitted to be used during school time or during school-related activities such as sports, clubs, or other events.

*Grade 3-5:* Grades 3-5 students are allowed to have an E-Reader at school. The E-Reader Contract must be signed prior to use. Other devices are not allowed. Electronic devices, including but not limited to cell phones, iPods, smart watches, and cameras, are not permitted to be used during school time or during school-related activities such as sports, clubs, or other events.

*Middle School:* Middle School students should refer to the Bring Your Own Device contract for their electronics policy. Cell phones are not allowed during the school day or during school-related activities.

Charlottesville Catholic School is not responsible for any lost, stolen or damaged devices.

*First Offense:* Electronic device is confiscated for the day and a warning letter is issued that must be signed by parents and returned on the following school day.

*Second Offense:* Electronic device is confiscated for one week and student receives a detention.

*Third Offense:* Electronic device is confiscated for 14 days and student receives in-school suspension.

*Further:* Electronic device is confiscated for length of time designated by the principal or assistant principal. Student receives additional disciplinary consequences.

*General Consequences:*

*Detention:* Student attends an after-school detention from 3:30-4:30 in which he/she completes assignments issued by the faculty member monitoring the detention. Detention will be held once a week as needed, and will be assigned by the assistant principal or principal.

*In-School Suspension:* Student attends school but does not participate in regular school activities. He/she spends the day apart from his/her class and completes the work assigned by his/her teacher(s). In-school suspensions will be assigned by the assistant principal or principal.

*Out of School Suspension:* Student is not permitted to attend school for one to three days. No credit is given for work missed during the suspension. Out of school suspensions will be

assigned by the principal. Incidents that may require beyond a 3-day suspension will be handled on a case-by-case basis.

*Expulsion:* The student is asked not to return to Charlottesville Catholic School. Expulsion will be assigned by the principal.

*Behavior/Academic Contracts/Probation:* Student and parents meet with the assistant principals and/or principal to draw up a contract, which all parties will sign. Terms of the contract will be discussed and agreed upon by all parties. The purpose of a contract is to assist the student in making better choices, academically or behaviorally.

Notice will be given to parents/guardians by phone or email informing them of the student's assigned detention or suspension. Detentions and suspensions must be served as scheduled--no exceptions. Only the administration may reschedule a detention, which will only be done in extreme cases.

*Honor Code:*

Students at Charlottesville Catholic School pledge the following:

As a student at Charlottesville Catholic School, I pledge to be honorable in all of my work. I understand that cheating includes giving and/or receiving any aid on a quiz, test, homework, or other designated assignments and that cheating is harmful to all involved. The following pledge is posted in every classroom and students will draw a cross the upper right hand corner of each assignment and test, signifying that the work is original and is completed in an honest and truthful manner.

*K-5 Behavior System*

Charlottesville Catholic School implements a behavior system that focuses on the positive aspects of a child's day while providing necessary interventions/consequences for problem behavior. CCS's system is uniquely designed using the research behind PBIS (Positive Based Intervention and Support) and RTI (Response to Intervention), and customizing it to fit our specific demographics and faith based environment. The goal of our system is to provide a caring environment that nurtures students as they grow and learn as children of God, while reinforcing the high behavioral expectations of our school.

Recognizing that students may develop emotionally at different rates, and remaining transparent with behavioral expectations, CCS utilizes a research based tiered approach towards behavior management. The tiered approach matches student need to an appropriate level of support. In a tiered approach, research indicates that the majority of students respond to the universal Tier I support, while other students need an alternative, more individualized, approach to find success. This approach is applied to both positive reinforcement and consequences for behavior, knowing that students may fluctuate in need dependant upon environment (or content) and flexibility is necessary.

A Positive Behavior System supports each child developmentally and emotionally by recognizing and reaffirming correct behavior. Within the Positive Behavior System all students are provided structure that includes clear routines, expectations, practice, and reinforcement. The Positive Behavior System may have varying elements (visual component) from grade level to grade level to account for developmental needs and teacher choice.

### *Color Chart*

The color chart is used to visually provide clearly delineated expectations, consistency, and structure to necessary consequences that aid in behavior management. The approach to the color chart is similar to that of the tiered approach described above. The majority of students will stay at the top levels with only a few small reminders to stay on track. Teachers are responsible for data collection of students falling below the reminder level in order to make Tier II support decisions.

Green - On track

Yellow - Reminder

Orange - Logical consequence

Red - Administration notified for additional support (parent notified)

### *Middle School Merit System:*

In order to promote a positive climate for learning, Charlottesville Catholic School has a merit system. The merit system will reward individuals who go above and beyond the CCS code of conduct and its nine pillars with their actions and behavior. There will be rewards in place when a student reaches the ten merit mark.

To help monitor poor and disrespectful behavior, consequences will be given. It will focus on behavior and will not be connected to academics. If a student accumulates three demerits in a quarter or a total of five demerits throughout the school year, it will result in an after school detention. If that student continues to be issued demerits, a consequence will be given based on the severity of the actions. Some consequences could result in a suspension.

At the beginning of each quarter, students will reset to zero demerits earned for the quarter. However, all demerits earned throughout the school year, regardless of the quarter, stay with them until school is over. They can earn enough merits to remove a demerit towards a detention. This system is intended to assist students in making good choices. Our ultimate goal is to develop students who are self-disciplined and good citizens. Merits and demerits will be documented through FACTS by the teachers and administrators. The following are examples, but not limited to, how poor choices and disrespectful behavior can result in a demerit.

The Merit System will also apply to Middle School students while attending the Aftercare Program.

Students who go above and beyond CCS expectation and earn 10 merits may choose from a variety of rewards. Rewards include, but are not limited to:

- Free dress day
- Homework pass
- Free lunch seating
- Removal of a demerit

Students who demonstrate the following behavior consistently will earn demerits:

- Not following directions
- Late to class
- Off-task behaviors
- 3 dress code infractions

Students who demonstrate the following behaviors will receive an immediate demerit:

- Disruptive, defiant, or disrespectful behavior during recess, in the classroom, lunch, hallways, bathrooms
- Inappropriate computer use
- Cheating
- Inappropriate language

The following behavior will result in the student receiving an immediate demerit and being sent to the Principal's office or Assistant Principal's office for further consequences.

- Fighting
- Inappropriate Language
- Bullying
- Vulgar or rude actions
- Threats
- Harassment
- Destruction of property

#### *Infractions for school uniform*

Uniform infractions will be handled more leniently than behavior based demerits. Three uniform based infractions will result in one demerit. Here are the following ways to get an infraction for being out of uniform. This also applies for free dress days. Students must follow the guidelines in the student handbook for approved clothing on free dress days.

- No belt
- Wrong socks
- Skirt length
- Wrong shoes



- No PE uniform on PE days
- Shirt not tucked in after being asked
- Not in proper Mass attire on Mass days
- Wrong color/brand of pants, shirts, shorts
- Hair length for boys
- Unacceptable jewelry
- Makeup and nail polish

Peacemakers:

In response to the growing need for schools to create an environment that fosters respect for others, the Office of Catholic Education presents a spiritual solution to prevent bullying. As educators we recognize the need to teach children the values and qualities of acting as “peacemakers.” A child’s value system will likely be influenced through his/her family, community, peers and school. In some cases the school is the one place where children feel safe for it provides a caring atmosphere with structure, consistency and definite rules for living.

Stressing the rule of being a “peacemaker” and not a “peacetaker” is the cornerstone for the program. Children of all ages need skills to manage conflicts. Conflicts have to be seen as problems to be solved and not occasions to associate blame with someone or something else. Taking responsibility for one’s actions and learning to control impulsivity hinge tightly on the success of teaching peacemaking strategies. As the students begin to realize the ultimate empowerment of peacemaking, transforming negative reactions to positive responses becomes a turnaround for some students.

Creating a school-wide Peacemaker Program is a commitment shared by the administration, teachers, staff, parents and students. A peaceable school culture is based on gospel values that are deeply rooted in all aspects of the school life. These are the values that will help to create classrooms and school that are safe and caring environments where students are able to learn and be more productive.

The Diocesan Peacemaking Program is based on the gospel values of acceptance, generosity, gratitude, joy, courage, honesty, kindness, respect, harmony and self-control (cf. *Catholic Diocese of Richmond PeaceMakers Program*).

Weapons and Dangerous Items Policy:

No weapons of any kind are permitted on school grounds. Weapons include, but are not limited to, guns—loaded or unloaded—explosives, firecrackers/ fireworks, flammable materials, sharp-edged knives, box cutters, razor blades, tools with knives or sharp blades attached, potentially harmful chemicals, pieces of metal, glass, or similar material that may present a threat to another person, or other items which may be used to injure or threaten others. Weapons or dangerous items may also pose a threat to the Charlottesville Catholic School physical plant or property. In all cases, these items will be dealt with in the same manner as if

they threatened a person. The final determination of whether or not an item is a weapon or dangerous item rests solely with the administration.

It is understood that seemingly benign items may constitute a threat to another person if they are used in an inappropriate manner. The administration has the latitude to act as (s)he deems necessary to ensure any item is not used in a manner which may threaten another (i.e., threatening use of a baseball bat may constitute its use as a weapon and will be treated as such).

Common sense must be used in determining whether or not any item normally found in daily use constitutes a threat to any person. Faculty and staff have latitude to use items necessary to accomplish their jobs (i.e., the facility manager may be allowed to wear and use a Leatherman Multi-Tool, which includes a knife blade, in the accomplishment of his/her job).

If a student or visitor is discovered to have a weapon or dangerous item in their possession while on school grounds every reasonable attempt will be made to:

- Ensure the safety of all persons.
- Remove the weapon or dangerous item from the premises.
- Take every reasonable measure to have the student or person removed. This may include calling appropriate civil authorities.

Any student who is discovered to have a weapon or dangerous item(s) may be dealt with using every venue as determined by the administration, up to and including expulsion. Common sense will be used when determining the course of action to be followed.

Adults who are discovered to have a weapon or dangerous item(s) may be dealt with using every venue as determined by the administration, up to and including banishment from Charlottesville Catholic School property. Common sense will be used when determining the course of action to be followed.

Any student who is aware of another student in possession of a weapon must let an adult know. Discipline action may be taken in the event that a student does not notify an adult that another student is in possession of a weapon.

## **Communications:**

### Calendar:

In July and November, detailed calendars about the upcoming semester will be released. Upcoming events will be listed weekly in each Tuesday Teller. The monthly calendar is also available on FACTS. Weekly date reminders will be emailed on Sundays to parents via the Archangel Announcements. Parents will be informed as soon as possible of any changes in the school calendar. Please note that in conjunction with the Office of Catholic Schools, we reserve the right to modify the academic calendar as warranted. Any such changes are not made lightly, but are due to circumstances that are impossible to foresee. Every effort will be made to avoid any inconvenience that changes in the school calendar may cause.

### Communications Plan:

Sunday: Archangel Announcements  
Monday: no school-wide communications  
Tuesday: Tuesday Teller  
Wednesday: PTO Communications  
Thursday: Administrative Communications  
Friday: Classroom Newsletters

### Email:

All faculty and staff follow the same email address pattern: first initial, period, last name @cvillecatholic.org (i.e. Suzie Que's email address would be s.que@cvillecatholic.org).

All emails by the faculty will be responded to within 24 hours during the school week. Anything received over the weekend will be responded to on Monday. Emails received over the holidays will be responded to once school is back in session.

### Emergency Communications/Important Messages:

In the event that all parents must be notified of an emergency, the administration will utilize the FACTS Parent Alert System. Families must keep contact information current to ensure that all communications are received. It is your responsibility to update this information in FACTS.

### FACTS Family Online (formerly ParentsWeb):

[FACTS](#) is the school's database system through which parents can access information such as the school calendar, upcoming events, announcements, and view student data such as report cards, grades, and homework assignments. [FACTS](#) serves as a guide for homework; however, students should keep up with their assignments in their planners. Teachers update the week's assignments on Monday. Middle School students will also have separate accounts that allow them to check their homework and see other class information. Families must keep contact information current to ensure that all communications are received. Please check [FACTS](#) regularly for current information and updates.

Friday Folders:

The Friday Folder contains the work of the past week and may include other important information. You are required to sign the folder indicating you have read the contents of the folder and to return it to school with your child on Monday.

Office Phone:

In an effort to encourage responsibility, students are allowed to use the office phone for emergencies only. We discourage students from calling parents for forgotten items. Please encourage your child to double check that (s)he has all necessary items before arrival at school.

School Office:

During the school year, the school office is open from 7:30am--4:00pm Monday through Friday. All calls received after 4:00pm and before 7:30am will be answered by an automated answering system. Administration and faculty strongly encourage close communication with families. If further discussion with administration is deemed necessary, please request an appointment through Ms. Kowalski, ext. 327.

Specific Contacts:

<i>Principal: Michael Riley</i>	<i>Ext. 305</i>	<a href="mailto:m.riley@cvillecatholic.org">m.riley@cvillecatholic.org</a>
<i>Assistant Principal: Vada Fallica</i>	<i>Ext. 343</i>	<a href="mailto:v.fallica@cvillecatholic.org">v.fallica@cvillecatholic.org</a>
<i>Business Manager: Frank Murphy</i>	<i>Ext. 300</i>	<a href="mailto:f.murphy@cvillecatholic.org">f.murphy@cvillecatholic.org</a>
<i>Admissions &amp; Enrollment: Jodie Chambers</i>	<i>Ext. 307</i>	<a href="mailto:j.chambers@cvillecatholic.org">j.chambers@cvillecatholic.org</a>
<i>Administrative Assistant: Mandy Kowalski</i>	<i>Ext. 327</i>	<a href="mailto:m.kowalski@cvillecatholic.org">m.kowalski@cvillecatholic.org</a>
<i>Receptionist: Christine Fowlkes</i>	<i>Ext. 303</i>	<a href="mailto:ch.fowlkes@cvillecatholic.org">ch.fowlkes@cvillecatholic.org</a>

Tuesday Teller:

The Tuesday Teller is our weekly bulletin, which is used by the administration as the primary method of communicating with parents. The Tuesday Teller will be emailed to parents using their email preferences listed in FACTS Family Online. Parents are strongly encouraged to carefully and thoroughly read the Teller, including the links, to check for important information.

Weather Closings:

Charlottesville Catholic School is an independent school and does not fall under either county or city regulations/decisions for school closings or delays. The decision is made at the discretion of the principal. In cases where school closing is necessary due to inclement weather, Charlottesville Catholic School will inform parents and staff via the Parent Alert system. Administration will also attempt to update local TV channels, with a goal on CBS, and the school's Facebook page and website. The school's automated voicemail system will also provide school closing information as soon as feasible. If you do not see "Charlottesville Catholic School" specifically represented on the television news, assume that we are open on

time for that day. If your child will not be at school, please call the front desk or email Mrs. Fowlkes at [ch.fowlkes@cvillecatholic.org](mailto:ch.fowlkes@cvillecatholic.org).

Due to the wide range of road conditions during inclement weather, a child will be excused for tardies, early pick-ups or absences when a parent determines that their particular route of travel is unsafe.

In the event of a 2-hour delay, our doors open between 9:30am and 10:00am, and classes will begin at 10:00am. Please do not drop off your child before 9:30am; there will be no supervision for your child. It is important to note that the Aftercare Program will not be provided and all sports and extracurricular activities will be cancelled when school has been cancelled or closed early due to inclement weather.

## **Curriculum and Instruction:**

### *Books and Supplies:*

Textbooks and consumable workbooks are included in your child's tuition. Non-consumable textbooks are checked out to the student for the year and (s)he is expected to take proper care of them and to return them in good condition. Additionally, each teacher provides a list of other supplies that are required. These are listed on FACTS. In 5th-8th, certain novels are required for parent purchase due to the novels being used to learn annotating skills. Annotating text is a critical skill for students as they progress into higher level text analysis.

### *Curriculum:*

*"Catholic Schools nurture personal growth, scholarship, lifelong learning, service and responsible stewardship through a faith-centered way of life."  
(Vision Statement - Diocese of Richmond)*

The articulation of a faith-centered environment with a quality educational program for the Diocese of Richmond requires that all educators involved in schools work collaboratively to design and implement an ever-developing and creative curriculum. According to Catholic Tradition, curriculum should encompass the principle of respect, challenge learners to achieve their full potential, and contribute to the moral development of all students.

The Consensus Curriculum has been designed in such a manner that it will stimulate a logical progression through the intellectual stages of critical analysis, deductive/inductive reasoning, clarity of thought/ expression, and utilize effective strategies for problem solving. The full curriculum can be viewed on the Diocesan website at [www.richmonddiocese.org/ocs](http://www.richmonddiocese.org/ocs).

The teacher, as a leader, creates a learning environment that provides all learners with the opportunity to learn and succeed. Having a thorough knowledge of the current research on learning, the teacher will set high expectations, address the varied learning styles of students, and provide the necessary resources to achieve success.

The principal creates a school environment of mutual respect and encourages the team approach of teaching at each grade level. S/he oversees the implementation of the Consensus Curriculum. Additionally, s/he is instrumental in the continuing development of the curriculum scope and sequence and ensures that all teachers are adhering to established grade level timelines.

The curriculum exists for the total development of each student in our schools. The students, as learners, will assist in the continuing growth of the curriculum, not only as recipients of learning, but as creators of new opportunities. A well-developed curriculum encourages within every student, an inventive spirit, flexibility to adapt to change, a desire to set and attain goals, and a belief in him/herself.

Subjects outlined in the Consensus Curriculum include:

Religion	Math	Language Arts
Social Studies	Science	Music
Art	Technology	Physical Education
World Languages		

*Field Trips:*

Under Diocesan policy, all Diocesan-sponsored trips or excursions of any kind that require travel of students off school grounds are restricted to:

- Those directly related to an essential educational objective, approved in advance by the administration for a specific course or class (grade level), that can only be achieved by an off-campus visit
- Participation in scheduled school-sponsored extracurricular athletic events
- Participation in school-sponsored religious programs.

Because all field trips have a direct or indirect educational purpose, students are fully expected to attend all field trips. When a student does not attend a field trip, the teacher may give an assignment of equal educational value. Parents must sign a permission form provided by the teacher for each field trip.

Students may be transported by commercial transportation or by volunteer car-pooling. Volunteer drivers must be VIRTUS trained and complete the driver approval form and attach a copy of current insurance card. Please visit [www.virtusonline.org](http://www.virtusonline.org) to register.

All students carpooling on a field trip must follow the following state safety belt laws. Effective July 1, 2007: Child restraint devices are required for children through the age of seven (until 8th birthday). Safety seats must be properly used and approved by the VA Department of Transportation standards. Effective July 1, 2007: Children age 8 through age 15 (until age 16) must be belted correctly in vehicle safety belts, in vehicles manufactured after January 1, 1968.

*All field trip drivers are expected to adhere to the following policies:*

**Requirements of chaperones:**

1. Must be 21-years of age or older
2. Must have a valid driver's license
3. The following must be completed and on file at CCS:
  - a. Driver volunteer form
  - b. Virtus training
  - c. Background check

**Day of:**

1. Arrive to CCS on time.
2. Line your car up in the parking lot, one behind the other (carline fashion) and wait until the teacher brings your group to you.
3. Receive the field trip packet from the teacher. Make sure that it includes:
  - a. Cover sheet with contact information
  - b. Directions to the location
  - c. Phone numbers of all other chaperones and the school
4. Drive away from CCS together once dismissed by an administrator.

**On the field trip:**

1. You are in charge of your group.
2. CCS rules apply at all times. Please review your parent handbook if you have questions.
3. Electronics are not permitted for the students.
4. Movies in the car are not permitted.
5. Radio stations must be monitored and school appropriate.
6. No stops are permitted on the drive to and from.
7. Stay with the group and follow the guidelines as designed by the tour guide.
8. Students are not to go to the bathroom, water fountain, gift shop, etc. without supervision.
9. Students must stay with you at all times; switching groups is not permitted.

**Upon arrival back at CCS:**

1. Park in a parking spot and walk your group into the school quietly.
2. Stay with your group in the classroom until the teacher arrives.

***No siblings may attend field trips.***



Grading:

The grading system prescribed by the Diocese of Richmond is as follows:

**Kindergarten-Grade 2**

Students in Kindergarten through grade 2 receive grades of 3, 2, or 1.

<b>Kindergarten - Second Grade Grading Scale for all courses, self-discipline, and work habits</b>	
3	= Meeting grade level standard with consistency and independence
2	= Developing grade level standard, but is inconsistent and requires some support
1	= Below grade level standard and unable to apply the skills with support
<b>Subskills</b>	
^	= sub-skill requires improvement
/	= sub-skill not assessed

**Grades 3-5**

Students in grades 3-5 receive letter grades based on percentages using a 10-point scale. Specialists use the 3-2-1 grading scale. In grades 3-5, each quarter is worth 25% of the final grade.

**Grades 6-8**

The report card shows a percentage that corresponds to the letter grade as shown below: In grades 6-8, each semester makes up 50% of the final grade. The semester grade is comprised of two quarters and an exam. Each quarter is worth 40% and the exam is worth 20%.

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	0-59

Homework:

Homework refers to an assignment given by a teacher that will positively reinforce a concept presented in class and includes both written and/or study assignments. Meaningful homework is essential to a good school program. It helps students practice acquired skills, develop organizational skills and personal responsibility, extend knowledge, and prepare a background for new material. Homework assignments are also a means of keeping parents informed of the responsibilities placed on their children and of the activities in which they are involved.

Parents are encouraged to foster systematic study habits in their children. The following is a general guideline by grade regarding the amount of time a child should devote to daily homework. Nightly independent reading does not count as homework. Teachers wish to be informed if a child is consistently experiencing difficulty in completing homework within the target times. Since teachers use homework to assess a child's understanding of the target skill, too much support can be misleading to the teacher. While parents should ensure that sufficient time is allotted for students to complete homework, they should remember that homework is the student's work, not the parents'.

Grades 1 and 2:	approximately 20 minutes;
Grades 3 and 4:	approximately 30-40 minutes;
Grade 5:	approximately 60 minutes;
Middle School:	approximately 60-90 minutes;
High School Credit:	approximately additional 30 minutes per course.

Weekend homework will not be assigned to grades 1-5 (except for long-term assignments or making up missing/incomplete assignments), but may be assigned in middle school. Homework will not be assigned over holidays such as Christmas and Easter break with the exception of pre-assigned projects due after break.

Culminating projects provide students with the opportunity to demonstrate their learning in uniquely creative ways. Projects are multifaceted assessments that demonstrate higher order thinking, content knowledge, independence, organization, and originality. All students in grades K-8 have culminating project expectations. Many of the projects are in class, but some require out of school work. In grades K-5, students will have no more than two home projects per quarter. Guidelines, timelines, and rubrics are established by each individual teacher.

Assessment of student knowledge provides an array of information for both the learner and the teacher. Tests are given in grades K-8 in various formats and for a multitude of purposes. Most tests require outside study time, but often tests are used as a tool to gauge student understanding without additional study time. For students, tests that require additional study time are limited to two a day. Additionally, feedback will be provided in a timely manner regarding student performance.

All tests and projects that require outside study/work time will be communicated to the parents via FACTS or newsletters.

Learning Lab:

The Learning Lab exists as a component of student support services at Charlottesville Catholic School. The Learning Lab is staffed by a Learning Specialist who is a certified teacher. The Learning Specialist works with classroom teachers to support differentiated instruction for all students in the classroom. Students who have been identified through psycho-educational testing as having specific learning needs may receive additional one-on-one support in the classroom or learning lab. Accommodation plans are written for students who have had testing. These plans are to be implemented by classroom teachers with support from the Learning Specialist. Student accommodation plans are written in accordance with guidelines provided by the Office of Catholic Schools, Diocese of Richmond.

Homework Club is an additional service provided to support students. Homework Club meets Mondays, Tuesdays, and Thursdays after school. Participation in Homework Club is by invitation only to students in grades 5-8 with accommodation plans. Homework Club is staffed by CCS teachers.

Library:

The Charlottesville Catholic School Library supports the school curriculum by providing materials for student research and unit extensions as well as a wide range of books for personal enrichment. The Library is open to all students Monday through Friday between 8:00 a.m. and 3:00 p.m. Daily open check-out is available.

*Circulation*

- K-3rd: Two books for one week (students in K-2 grades may check out one additional book to keep in their classroom book box/ bag for Daily 5 Reading)
- 4th-8th: Four books for two weeks (includes books for personal reading as well as books needed for research and projects).
- Renewals: Books may be renewed up to two times with the concurrence of a librarian.

*Objectionable Materials:*

Parents who would like to have any materials removed from the school must fill out the [Objection to Content in the Library form](#). The completed form should be returned to the librarian or the assistant principal. It will then be submitted to a review committee. The committee members will consist of the principal, the librarian, a representative from the CCS School Advisory Board, and at least one faculty representative. The committee's purpose is to make a decision as to whether or not the material should remain on the shelf, have restricted access (i.e. be available only to middle school students), or be removed from the library completely. Until a final decision is made concerning the material in question, the material will continue to stay in circulation in the library.

*Overdue Books:*

Periodically, reports will be issued to all students (Kindergarten through 8th grade) for any book(s) identified as being overdue. Students will get a reminder notice in their Friday Folder to return the book as soon as possible.

*Lost/Damaged Books:*

Students are expected to pay for the replacement cost of any lost or damaged item(s) checked out from the library. The librarian will determine the amount of damage, whether the book is still usable by other students, or if it must be replaced.

The cost of lost or damaged books must be reconciled with the librarian before further checkouts can occur. Should a lost book be found and returned to the library in good condition during the school year, any fees paid for the material will be refunded. Report cards and school records will be withheld until all financial obligations to the library have been met.

*Questions:*

Any questions concerning overdue, lost, or damaged books, or comments on any material your child has checked out of the library should be directed to the Mrs. Banaszak: [m.banaszak@cvillecatholic.org](mailto:m.banaszak@cvillecatholic.org).

*Parent-Teacher Conferences:*

Parent-teacher conferences are encouraged and are scheduled twice per year. You will receive information regarding sign-up dates/times for these conferences. Parents of multiple children have priority for scheduling purposes, followed by families with just one child. Any questions or concerns regarding student progress or classroom issues must be directed to the classroom teacher. Parents are encouraged to freely consult with the teacher at any time during the school year. Please make an appointment with the teacher either by phone, note, or e-mail in order to set up a mutually convenient time. Please do not drop in on your child's classroom before or after school without first arranging a specified time with the teacher. If further conversation is necessary, please contact Ms. Kowalski ([a.kowalski@cvillecatholic.org](mailto:a.kowalski@cvillecatholic.org)) to schedule an appointment with administration.

*Progress Reports:*

Due to FACTS's online gradebook, progress reports are no longer necessary. If your child(ren) has a C or below in a class at the designated interim date, you will receive notification from the classroom teacher.

*Promotion/Retention Policy:*

While every effort is made to meet each child's need so that progress is made, there are times when retention is recommended to give the child another year to mature and/or solidify skills. Students who receive a failing grade in two or more subjects at the end of the last quarter or who have not been able to demonstrate mastery of the taught curriculum, may be required to

repeat the grade. Students having a failing grade in one or more subjects for two consecutive quarters may be at risk for retention. Additionally, excessive absences may lead to retention. Parents will be notified by the end of the third quarter or as soon as possible and a conference will be scheduled.

*Religion Instruction:*

In accordance with Diocesan policy, religion is taught daily as part of the core curriculum to all students. Our Catholic faith is not only learned, but also practiced through daily prayer, everyday actions, and acts of service both at school and in the community. All students, regardless of faith, are expected to participate in the instruction and practice of the Catholic faith in accordance with Diocesan policy which states:

1. Non-Catholic students are expected to participate in the religious formation and education programs of the school.
2. At the time of enrollment, parents of non-Catholic students should understand the religious education program at the school, and be willing to accept the religious standards, values and regulations of the school.

*Report Cards:*

The Diocese of Richmond uses a standard Diocesan report card. Report cards can be accessed through FACTS Family Online. Grade books will be closed a few days leading up to the release of report cards. Report card release dates can be found on the school calendar.

*Standardized Testing:*

The Diocese of Richmond requires the Performance Series by Scantron in the fall, winter, and spring in the areas of reading and math. The Performance Series assessment is a computer-based adaptive measure of student skills. Immediately after a student finishes a test, the teacher has real-time information to use to determine the student's next steps for academic growth, and to quickly adjust instruction to help each student master important skills and concepts. The assessments are norm referenced and criterion-referenced. Thus, students' results are compared to the results of students across the country, as well as indicate how well the student is mastering the concepts and skills from the Consensus Curriculum. Data from the fall administration of the assessments are used to develop individual learning plans for each student and identify a baseline to monitor growth. A parent report is sent following the spring administration of the tests.

*Other assessments:*

CCS uses a variety of assessments to guide instruction and monitor progress. While many of these are ongoing in the classroom (projects, tests, quizzes), several are given more formally at the beginning, middle, and end of the school year. These include:

*DIBELS (Dynamic Indicator of Basic Early Literacy Skills):* Kindergarten - 2nd grade

*DSA (Developmental Spelling Analysis):* Kindergarten - 5th grade

*ORF (Oral Reading Fluency):* 3rd-5th grade

*Math Inventory:* 3rd-5th grade

*ACRE (Assessment of Children's Religious Education):* 5th and 8th grade

*CCS Math Inventory:* 3rd - 5th grade

*Middle School Exams:* 6th-8th grade (end of each semester)

*High School credit exams are cumulative over the course of the year*

## **Extracurricular Activities:**

### *Non-school Events:*

At Charlottesville Catholic School, we foster inclusion and encourage a family atmosphere among our children. Please keep this in mind as you plan your children's private events. We ask that invitations and thank you letters not be issued at school. This is to ensure that children do not feel excluded from activities, as young feelings and self-esteem are easily hurt. We also ask that you consider not departing in groups from the school grounds for these events (e.g. limousine rides).

### *Scouts/Groups:*

Charlottesville Catholic School students participate with fellow classmates in scouts and other extracurricular groups. Membership in organizations is certainly welcomed, and modified uniforms other than our school uniform may be worn at school on meeting days. This requires prior approval from the administration. For example, a kindergartener belonging to a Daisy troop may wear the smock to school on the day of the meeting. Your child may bring another group uniform to change into after school if their meeting is held on-site or if s/he is participating in a sport at another location. Clothes may be changed before carline.

### *School Celebrations:*

Students may share a simple snack for a birthday celebration with their classmates, but this must be arranged in advance with the classroom teacher. These snacks must be pre-approved by the school nurse. Homemade treats are not allowed due to the severe classroom allergies. Please do not send in punch, candles, or decorations. Party invitations may not be distributed during school time.

### *Sports/Extracurricular Activities:*

Students are welcome and encouraged to participate in school-sponsored sports and extracurricular activities. Depending upon interest and availability of coaches, Charlottesville Catholic School sports may include:

Girls Volleyball	Girls/Boys Basketball
Co-ed Tennis	Co-ed Cross Country
Girls/Boys Soccer	Golf

Whether hosting or visiting other schools, or in the community, students are expected to conduct themselves in accordance with the behavior and character expectations of the school. In addition, behaviors during the school day may affect a student's ability to participate in a sport or extracurricular activity can be found in the [Athletic Handbook](#) and the [Performing Arts Code of Conduct](#). Athletes and their parents will have a mandatory meeting at the beginning of the year to go over the handbook.

Middle School students are invited and encouraged to participate in FANS (“Fun Activity Nights”) which are social events planned by the Middle School Council throughout the school year. Again, Charlottesville Catholic School students are expected to conduct themselves in accordance with the behavior and character expectations of the school. Administration and faculty reserve the right to take these opportunities away from a student who repeatedly does not comply with the school's behavior expectations. The school dress code applies during these events.

*Visitors and Volunteers:*

All visitors must enter through the main entrance and report directly to the front desk. State regulations require that you sign in and be issued a visitor’s badge in order to enter the school. Individuals observed in the school without a visitor’s badge will be directed to report to the front desk. Please help us keep our school safe for your child/children. Any visitors who are not listed on our registered volunteer list will be issued a special visitor pass and will have to be chaperoned at all times in the building.

Volunteers play an essential role in many aspects of the school ranging from support of teachers to assisting with multiple school events. A complete list of volunteer opportunities is available in the PTO Handbook in FACTS Family Online. All volunteers must complete a Screening One background check and must be Virtus trained. Virtus is the “Protecting God’s Children” initiative of the US Catholic Bishops. More information about how to complete Virtus training is found in FACTS. Each family in the school is required to give 25 hours of service per year between July 1 and June 30. These hours must be recorded in FACTS Family Online.



## **Technology:**

### Acceptable Computer and/or Internet Use:

The school's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals, the school's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

### Computer and Network Acceptable Use Policy:

Each student and his/her parent/guardian are expected to sign and adhere to the Computer and Network Acceptable Use Policy agreement. This agreement, which was signed during enrollment/re-enrollment details the terms and conditions relative to the privilege of using the computers and networks at Charlottesville Catholic School, including:

- Acceptable Use: The purpose of Charlottesville Catholic School's computers and network connections are to support research, instruction, and the business of conducting education. Students may only use the internet to visit websites directly related to educational assignments.
- Privileges: The use of a computer and the network is a privilege, not a right; therefore, inappropriate use may result in cancellation of those privileges.
- Middle School students are responsible for their own device during the school day.
- Students and their families are responsible for the cost of any repairs or replacements due to damage caused by irresponsible behavior or use.
- Students are responsible for their actions on their computers in and out of school. Any comments/actions on the internet or social media that pertain to staff, Charlottesville Catholic School, and/or other students, are subject to school discipline policies.

### General Use Policies:

- Violation of copyright laws is prohibited.
- 3G/4G/LTE networks, proxy servers, or anonymous sites that bypass School filters are prohibited on School-owned or student-owned devices.
- Students may not watch TV, movies, YouTube, music videos, or play unapproved games during the school day unless it is part of classroom instruction.
- Administration may ask for parental assistance in dealing with behavior that occurs on social media.

### Middle School Bring-Your-Own-Device (BYOD) Program:

Charlottesville Catholic students in grades 6-8 will be using their own device in their classrooms. The approved devices are Google Chromebooks, PC or Macintosh laptops. Every device that is being used is required to have the following:

- be capable of wireless internet access
- run a modern web browser
- access to the Google suite of apps (via either the web or through downloaded apps on mobile devices)
- sufficient battery life.

## [BYOD FAQs](#) and [Recommended Device List](#)

### Network Etiquette:

- Be polite
- Use appropriate language
- Engage in appropriate activities
- Respect privacy
- Do not engage in vandalism and electronic mischief
- Do not share your passwords with anyone other than your parents

### Privacy:

The school reserves the right to search, without warning, any electronic device brought on campus. System users at school have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in school-owned computers or on the school network. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinator/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email and may authorize access as necessary. This includes personal technologies participating in the BYOD program.

### Security:

- Anyone with reason to suspect a security problem on the school network must notify an appropriate authority.
- Students are not permitted to share their password with another student.
- Students are not permitted to login with another student's login information.
- The school has systems in place to filter and monitor content over the school's network. However, the school does not have complete control over the internet or incoming email.
- Outside of school, families bear responsibility for the education and monitoring of their students in internet and technology usage much as they do with television, telephones, radio, movies, and other media. The school may not be held responsible for users' intentional misuse of the internet or equipment.

### Social Media:

- Official school files or documents are not to be posted to non-school websites.
- Students may not be "friends" with faculty, administration, or staff at Charlottesville Catholic School.
- Students are held accountable for their conduct on social media. Please refer to the Unacceptable Behaviors below.
- Any comments/actions on the internet or social media that pertain to staff, Charlottesville Catholic School, and/or other students, are subject to school discipline policies.

Technology Ownership:

- The school owns all the systems, software, and school email accounts. Content created with the school's technology and saved on the school's network are the property of the school.
- Technology resources are reserved for educational and school-related business.

Unacceptable Behaviors:

Unacceptable Behaviors which must be promptly reported to the principal or his/her designee include, but are not limited to the following:

- Refusing to abide by the generally accepted rules of network etiquette as mentioned above, including cyber bullying.
- Attempting to log on to the school network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in others' folders, work, or files.
- Sending any written comment or picture that is malicious regarding another student or individual. All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information, or promotion of illegal or immoral behavior.
- Sending and receiving of any material in violation of any national, state, or local regulation. This includes, but is not limited to, copyrighted, threatening, or obscene material.
- Using school name or logo on personal or social media websites. The school discourages revealing personal information on the internet and can make no guarantees of privacy or security when the user shares personal information on non-secure websites.
- Publishing information on the internet, such as blogging, that brings discredit to the school (whether on or off school premises).
- Non-school related social contacts between faculty/staff and students.
- Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software.
- Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks, or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.
- Using network in any way that will limit or disrupt network use or attempting to alter school system settings or data.
- Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
- Assisting others in violating any of these policies.
- Abuse or fraudulent use of the computer system, network, or internet not specifically mentioned.

Any user identified as a security risk or having a history of poor choices may be denied access to devices and the internet.

## **Uniform:**

The Catholic School uniform symbolizes self discipline, association with the school community, as well as each individual's equality in the eyes of God. Charlottesville Catholic School students should wear their uniforms in a manner that reflects pride in themselves and in their school. All students in grades K-8 are required to wear uniforms during the school day. Parents are responsible for ensuring that their children are appropriately dressed according to the uniform policy. The uniform policy is also located in FACTS Family Online. It is required that the correct logo (CCS inside the shield) be on the uniform.

Occasionally, there will be a day of "free dress". Parents are to make sure that their students are dressed in a respectful manner. All non-uniform clothing should reflect Christian values with respect to graphics, lettering and physical fit. Students dressed inappropriately will be required to change into suitable attire. Parents will be contacted to bring a change of clothes; students will not be allowed to attend class until they have changed. Please be aware that the uniform policy will be strictly enforced; your assistance with compliance with this policy is greatly appreciated.

Once a month, CCS has blue and gold spirit days. The spirit days are generally on a Friday. Students are required to wear only official CCS spirit wear that reflects the color of their spirit team (blue or gold). If a student chooses not to participate in spirit days, they must wear their regular uniform. Elementary students are required to wear their uniform shorts/pants, uniform shoes and socks on spirit days. Middle School students may wear blue jeans, blue shorts, or blue sweatpants.

Our uniform supplier is FlynnO'Hara Uniforms. You need to identify Charlottesville Catholic School when placing your order, as this allows them to provide you with the correct items and logo and gives the school a financial credit (FlynnO'Hara Uniforms donates 10% back to Charlottesville Catholic School).

### *FlynnO'Hara Uniforms:*

Polo shirts (except for 8th grade navy) and fleeces/sweaters must have the Charlottesville Catholic School logo applied. You must identify our school by name or code when placing an order. The FlynnO'Hara Uniform item numbers specify the Charlottesville Catholic School logo for these items.

[www.flynnohara.com](http://www.flynnohara.com) or 1-800-527-4689. They also have a retail store in Richmond.

### *General Dress/Free Dress:*

- The dress code applies to all students as long as they are on school grounds or at school-sponsored activities, including field trips.
- Students should present a neat appearance. Sloppy dress is not permitted.
- Uniform shirts must be buttoned and neatly tucked in at all times.

- All shorts, skirts, and skorts must be within two inches of the knee. Less than fingertip at the side will not be permitted.
- Shoes must be tied.
- Clothing should be clean, unwrinkled, devoid of holes, and not faded, torn, or frayed. Patched clothing is acceptable.
- Clothing should not be baggy, oversized, or excessively tight.
- Undergarments must not show through uniform parts.

Hair:

- Hair should be groomed away from the face so as not to cover the face.
- No hair dying, or streaking.
- No shaved or intentionally bald heads. No designs shaved into hair.
- No spiked hair or tails.

**Boys:** Hair must not extend over the ears or below the top of the shirt collar. No ponytails. Sideburns must be straight, trimmed, and must not extend beyond the lowest opening of the ear. Bangs should not extend past the eyebrows. Students must be cleanly shaven every day (no mustaches, beards, or goatees).

**Girls:** Conservative hair clips are allowed (dark blue, white, etc.) but bandannas, multi-colored ribbons, etc. are not. Headbands and ribbons should be school colors only.

Makeup/Nail Polish:

- No makeup.
- Clear colorless fingernail polish is permitted only for girls in grades 6-8.
- No artificial fingernails.

Physical Education:

Grades K-4: Students will wear their uniform shoes to PE.

Grades 5-8: A PE uniform is required for grades 5th-8th for all PE classes. PE clothes should be taken home and washed when necessary. Students are not permitted to borrow or share PE clothes with classmates. For safety reasons and to protect the gym floor, all grades must wear sneakers during PE.

5th-8th grade PE uniforms are purchased online through FlynnO'Hara. Shorts and t-shirt must be from FlynnO'Hara. Dress code infractions are given for PE.

Navy gym shorts or sweatpants

Gray t-shirt with Charlottesville Catholic School logo

*(may also be purchased from the CCS Spirit Store)*

8th Grade girls may wear the alternate shorts

## **Wellness:**

### *Bathroom Accidents:*

For students who have bathroom accidents during the school day, the following policies will be followed:

*1st Incident:* The nurse will clean the child and provide a change of clothing. A letter will be sent home to the parents.

*2nd Incident:* The nurse will call the parents to bring a change of clothing, wipes, and clean the child.

*3rd Incident:* The above 2nd incident policies will be followed. In addition, the parents will be required to have a meeting with the nurse to discuss individual future plans for any further incidents. Severe incidents may result the child needing to go home.

### *Contagious Disease:*

The nurse will notify faculty, staff, and parents if and when infectious outbreaks occur in the school setting (examples: fifth disease, lice, strep throat, chickenpox, etc.) The nurse will also provide educational information regarding the particular outbreak including instructions regarding incubation periods, symptoms to be aware of, and course of action necessary should a student become infected. The policy for contagious conditions is that the affected child will be isolated to wait for parental pick up.

### *Fever/Vomiting:*

According to VA Department of Health Guidelines, a child must be **fever free for a full 24 hour** period before returning to school. "Fever free" is defined as having a temperature less than 100° without the use of fever reducing agents (Tylenol, Advil, Motrin, etc.) Students must also be kept home for 24 hours after vomiting to ensure that they are symptom-free. If they return to school too soon and the nurse feels that they have not had enough time to recuperate, they will be sent back home.

### *Health Mission Statement:*

The nurse who staffs the Charlottesville Catholic School Clinic works to promote the health and education of students, families, faculty and staff regarding health issues that can impact the school experience.

### *Health Records:*

Physical examinations and immunization records are required before your child enters school for the first time. Health records must accompany new transfers into Charlottesville Catholic School from another school system. Students born outside of the US must have a recent TB test. Hepatitis B and Tdap shots are required for all rising 7th grade students. The HPV vaccinations are not mandatory and are left up to the discretion of the parents. [Please see this letter from the Richmond Diocese.](#)

Health Services:

The Nursing Clinic is open Monday through Friday. The nurse on duty provides initial assessment of injuries and symptoms of illness that occur during the school day. (S)he provides care, comfort, and treatment of minor injuries and symptoms of illness. The school nurse does not assess outside injuries.

When necessary, the nurse will contact a parent when a student needs to go home and/or seek further medical care. Every effort to get to the school as soon as possible must be made by the parent/guardian.

The school nurse records clinic visits requiring documentation in FACTS. This format indicates the reason for the visit and any care and treatment provided. The parents will be notified of the clinic visit by email via FACTS.

Students with allergies are accommodated based on physician documented conditions. Charlottesville Catholic School reserves the right to determine if any accommodation is too expensive, realistic, or too disruptive to implement.

The nurse will contact a student's parent or guardian by phone whenever concerns about the student's health status warrant immediate parent notification or when consultation regarding a student's symptoms would be helpful.

Lunch:

Each class eats lunch in the cafeteria unless otherwise scheduled. The students will be seated at round tables with a staff member each day. This is to create an environment that promotes community and advocacy. Children are to bring their own nutritious lunches to school or purchase meals through the lunch program by ordering online. Specific information about this is provided in FACTS Family Online. If the children bring their lunch to school, we suggest easy-to-open containers. Glass bottles, soda, and gum are not permitted. A microwave oven is not available to warm student lunches. Due to health code regulations, our kitchen is not approved to serve food.

Required Forms:

All forms are completed during enrollment/re-enrollment time.

*Clinic Information/Emergency Form:* must be completed for each student every year. This form includes an authorization for the administration of acetaminophen, ibuprofen, and antacid tablets.

*Parent Release for Specific OTC Medications:* must be completed for all other non-prescription medication (ex. Tylenol Sinus, Benadryl).

*Authorization for Administering Prescription Medication:* must be completed by both the parent and prescribing physician for all prescription medications. Prescription medications must have a current pharmacy label.

*Individualized HealthCare Plan:* must be completed for all students with severe allergies or pre-existing conditions by both the parent and their physician.

*Please note:* All medications must be transported to and from the school by a parent, guardian or carpool driver and must be in its original container. The first dose of any new medication should be administered by the parent or guardian, unless it is an “in school only” medication. Any change in medication, including dosage changes, should be reported to the nursing clinic immediately. Medications not retrieved from the nursing clinic within 2 weeks of the last day of school will be discarded.

*Serious Illness and Injury:*

In case of serious injury, the school will call 911 to transport the student to a hospital for emergency treatment. Parents will be notified as soon as possible. However, the child’s welfare is the first and foremost focus of the Charlottesville Catholic School faculty and staff. Emergency numbers are required for each student. It is imperative for parents/guardians to keep emergency information up-to-date. Please make sure that all possible phone numbers are listed.

*Snack:*

A brief snack time is scheduled mid-morning for all grade levels. Only water and healthy snacks are permitted in the classroom. Non-finger foods such as yogurt and pudding should not be sent in for snack; however, these items are fine for lunchtime. Snacks must be peanut and tree nut free. Due to the amount of children attending Charlottesville Catholic School with severe allergies, sharing of snacks and lunch is strictly prohibited.



## **Acknowledgement Form**

I/We agree to accept and cooperate fully with Charlottesville Catholic School in routine matters of rules, regulations, and discipline. Charlottesville Catholic School reserves the right to discipline the student when, at the discretion of the administration, the student's interest or that of the school will be best served by such action. Charlottesville Catholic School also reserves the right to suspend, dismiss, or deny enrollment to any student whose progress is unsatisfactory or whose conduct, general attitude, or habitual actions, or those of the parent(s) or guardian(s) are contrary to the interest of the school or in violation of the school's rules and regulations as stated in the Student-Parent Handbook.

Parent Signature: [Handbook Acknowledgement Google Form](#)

As a Charlottesville Catholic School student I will represent the school well and act in a manner consistent with the above expectations. I pledge to be honorable in all of my work. I understand that cheating includes giving and/or receiving any aid on a quiz, test, homework, or other designated assignments and that cheating is harmful to all involved. I have discussed these behaviors with my teachers and parents.