



Student/Parent Handbook

COVID-19 Addendum

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, and other school administered programs.

The 2020-2021 Student/Parent Handbook as published serves as the main document for expectations, policies and procedures. This COVID-19 addendum is created where exceptions or changes are needed. Both the handbook and addendum will be utilized over the course of the 2020-2021 school year.

Aftercare (page 6):

- Aftercare will be in the gym
- Aftercare will be by appointment only
 - Drop-ins will not be accepted
 - Those who opted for pre-paid aftercare will have priority
 - There will be a limited number of spaces available
- Arrival and Departure (p. 6)
 - In order to maintain our ability to stop cross contamination of students, aftercare will be in separate areas
 - Dismissal may take longer than usual as students will need to be informed about pick-up and dismissed
 - All sign outs will take place at the entrance by the chapel and gym
- Schedule (p. 6)
 - Every effort will be made to allow students time outside; however, as we maintain our ability to stop cross contamination of students it is possible that they may not have had recess time at the time of pick-up

Attendance (page 8)

- Synchronous Learning
 - All students are expected to be in the virtual classroom at the time designated by the teacher/schedule
 - Students who are not in the classroom will be marked absent or tardy
- Early Pick-up (p. 8)
 - Parents will be asked to come to the front door, use the communication system and wait for their child(ren) to come to them
 - Parents will not have access to the building
- Lunch (p.8)
 - Lunch will be in classrooms
 - Yay lunch will still be available
 - All reasonable expectations will be taken into consideration concerning allergies
 - Forks and spoons will not be provided by CCS
- Pre-planned Absences/Trips (p. 9)
 - Virtual learning is for COVID-19 related illness or concerns only
 - Prayerfully consider virtual learning for 14 days after returning from potential hot spots to help limit the potential spread of the virus
 - Consultation with the local health department will determine if your family will need to self-quarantine upon returning to CCS
- Schedule (p. 9)

- As the year begins, our normal schedule will be altered to start the year
- Extra recess/outdoor time will be provided
- Middle school will be utilizing a block schedule
- Middle school will not have electives to start the year
- Arrival (p. 9)
 - Students may not enter the building until 7:45am
 - We will not offer a morning waiting area at 7:30am
- Carline Information (p. 9)
 - Morning
 - We will have two lines to begin the year
 - Line one will be for carpools that have multiple students
 - Line two will be for single occupant students
 - All students will have their temperature checked before their parents are cleared to drive away
 - Any student with a temperature of 100.4 or higher will not be allowed to enter the building
 - We expect that carline will take longer in the morning than usual
 - When arriving please use the entire driveway (upper turning circle) to avoid traffic stopping on Pen Park Rd
 - Staff members will help facilitate car movements
- Dismissal (pg. 10)
 - HOV will still take place; however, we expect it to take a little longer than normal as we maintain our ability to stop cross contamination of students
 - Students will be dismissed from their classrooms and not gathered under the portico. We expect it to take a little longer than normal as we maintain our ability to stop cross contamination of students
- Tardies (p. 11)
 - As we begin the year, we will be marking student excused tardy if carline takes us past 8:05

Behavior (page 12)

- Face coverings
 - Face coverings are to be worn by all students in grades 4-8.
 - Students who are unwilling to comply will be given several reminders as we work for the safety of all
 - JK-3 students need to bring a face covering for times of transition and movement, and any other time that 6 feet may not be maintained.
 - Students will be required to put on their face covering when requested by a teacher for one-on-one instruction
 - Teachers are not required to approach a student at less than 6 feet if the does not put on their face covering appropriately

- Distance and Virtual learning
 - Students are expected to follow all CCS policies while attending synchronous learning during the school day

Curriculum and Instruction (page 22)

- Specialist
 - Art, music and library will push-in to the classrooms
 - PE will be held outside weather permitting
- Google Meet
 - All individual meetings will be recorded
- Books and Supplies (p. 22)
 - Some classes will be annotating novels. These novels have been added to the supply list
 - Communal supplies will not be utilized
 - Teachers will work to have individual supplies for students based on the supply list provided by the parents and provided by the school
 - Students will be assigned textbooks and will be responsible for them. If they are lost or damaged, a replacement fee will be applied
- Field Trips (p. 23)
 - All field trips are postponed until further notice
 - We will do our best to facilitate virtual trips
 - The yearly field trip allotment will be transferred to the purchase of PPE and necessary changes to the facility
- Homework (p. 26)
 - To begin the year, we will be limiting homework assignments to reading and math with the exception of high school credit classes in middle school
- Learning Lab (p.27)
 - Mrs. Bryan will be pushing into classrooms to work with students assigned to the learning lab or meeting individually near the classroom
 - Students who are taken to the learning lab must be from the same homeroom
 - The Learning Lab will be cleaned in between usage
 - Homework club is postponed until further notice
- Library (p. 27)
 - The library is closed until further notice
 - Students will not be permitted to check-out books until further notice
- Parent-Teacher Conferences (p. 28)
 - We are planning on offering virtual parent-teacher conferences this Fall
 - Details will be released as we get closer to the date
- Standardized Testing (p. 29)
 - Performance Series testing will be administered as we return
 - We are no longer testing 1st grade
 - Other assessments will be given as determined by CCS and our teachers

Extracurricular Activities (page 31)

- Non-school Events (p. 31)
 - Private groups are postponed until further notice
- Scouts/Groups (p. 31)
 - Scouts and other outside organizations are unable to use CCS facilities until further notice
- School Celebrations (p. 31)
 - In school treats are postponed until further notice
- Sports/Extracurricular Activities (p. 31)
 - Sports and extracurricular are postponed until further notice
- Visitors/Volunteers (p. 32)
 - We are severely limiting the number of people who enter the building in order to maintain our ability to stop potential spread of the virus
 - Student materials that need to be dropped-off may be left outside letting the receptionist know they are there
 - Guest readers/speakers are postponed until further notice

Uniform (page 36)

- All students are able to wear their summer uniform until further notice
- All students should wear tennis shoes as outlined in the handbook each day for recess and PE classes
 - Students will not change for PE until further notice
- We are not requiring formal dress until further notice
- Face coverings must meet our free dress requirements of representing a positive image, must be clean, and free of tears
 - When in doubt, a solid color is always acceptable

Wellness (page 38)

- Contagious Disease (p. 38)
 - Parents must contact the school nurse if someone in their family has tested positive for COVID
 - Parents must contact the school nurse if someone in their family has been in contact with someone who has tested positive for COVID
- Fever/Vomiting (p. 38)
 - Students with a fever of 100.4 or higher must be fever free for 72 hours without medication before returning to school
- Lunch (p. 39)
 - Lunch will be in classrooms
 - Cafeteria is closed until further notice
 - Plastic spoons and forks will not be provided by the school
- Over the counter medications (p. 39)

- OTC medications will still be available on a limited basis
- Prescription medications
 - The nurse will still distribute medications

Cleanliness

- To help mitigate the spread of illness, we ask that students wash their uniforms, especially masks, each evening
- We will be teaching appropriate hygiene techniques
 - Hand washing
 - Proper face covering wearing
 - Sneezing, coughing

Mental Health and comforting children

- We recognize that this is a unique time and that students have been home away from their peers for an extended period of time. With that in mind, we are cognizant that we will need to help them as they transition back to school.
- We are currently looking to add a part-time guidance counselor
- We will spend time helping students adjust to the routine of school as we begin the year
- Middle school will continue to have advisory
- Any child who is seemingly in distress will be comforted by the staff