



Charlottesville Catholic School

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.

Philosophy of Catholic Education

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Faithful to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person. Catholic education in the United States of America has long been a priority of clergy and laity alike. The American bishops in their Pastoral on Education in 1972 stated that Catholic schools are the most effective means available to the Church for the education of children and young people.

The twofold goal of Catholic schools is to provide an environment which will foster rich religious training as well as a solid academic education in a Christian value-oriented environment. As such, the Catholic Schools in the Diocese of Richmond share the following mission and vision.

Office of Catholic Schools' Mission Statement

The mission of the Office of Catholic Schools is to assist the Bishop in his mandate as Teacher of the Catholic Faith, by establishing a climate and framework for fostering excellence in catechetical and academic education in the schools of the diocese in adherence to the Magisterium of the Church.

The mission of the schools in the Catholic Diocese of Richmond is to develop and nurture the spiritual, intellectual, social, and emotional growth of each student in the spirit of the Gospels and the teachings of the Catholic Church.

Office of Catholic Schools' Vision

The Catholic schools of the Diocese of Richmond, rooted in the richness of the Catholic tradition, and addressing the challenges of the present are enthusiastically creating a future based on the person and teachings of Jesus Christ.

Catholic Schools in the Diocese of Richmond:

- **Proclaim** to be formative communities of prayer, worship, justice, and peace.
- **Known** to be integral to the mission of the church and as the responsibility of the entire Church.
- **Are positioned** as the heart of the Church's life, and as such share in the responsibility of being church in the world.
- **Nurture** personal growth, scholarship, life-long learning, service, and responsible stewardship.

Diocese of Richmond Office of Catholic Schools Portrait of a Graduate

We prepare our students to become faith-filled leaders built on their spiritual, academic, physical, and social foundation.

Academic

- Accepting challenges and striving to achieve goals
- Engaging intelligently and confidently with authority
- Thinking, solving, creating for the Glory of God
- Preparing for success in College and beyond

Spiritual

- Practicing faith fostered in the truths of the Bible
- Growing in a personal relationship with God
- Using Christian morals in decision-making
- Recognizing God's incredible power and ability to influence all situations

Physical

- Integrating healthy eating and exercise within their daily routines
- Balancing work and play for optimum health
- Demonstrating self-control, modesty, and positive life choices

Social

- Serving the Community as Peacemakers
- Showing empathy and respect towards others
- Leading in school government, mentorship programs and sports

Dear Parents and Students,

As we embark upon another year, I am reminded of the words Jesus spoke in Jeremiah 29:11. "For I know the plans I have in mind for you - plans for your welfare and not for woe, so as to give you a future of hope." Charlottesville Catholic School is blessed to have each and every one of you as it is your commitment to CCS that enables us to flourish. Together, we are the light of Christ sharing God's love to strengthen our tomorrow.

From humble beginnings in 1996, Charlottesville Catholic School has grown from the vision of a few families into a highly respected JK-8 educational institution prevailing in academic excellence, stewardship, and the spiritual development of its students. CCS is a true testament of dedication and hard work by so many families that have paved the way for you. We are blessed!

I thank you, the parents, for the trust you have in us to care for your child(ren) and for working with us to develop strong Christian leaders. I thank you, the students, for coming to school prepared to work hard and to be all that God intended.

Please read this document carefully. It provides necessary information and guidance. Policies and procedures need to be followed as they provide a framework of order and safety that allows CCS to achieve its mission. Thank you.

In Christ,
In Community,
In Scholarship,
We are CCS!

In His service,

Vada Fallica
Principal

"Love one another as I love you." –John 15:12

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CCS 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

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

Philosophy:

Charlottesville Catholic School is dedicated to excellence in education and to the spiritual development of youth within the framework of the Gospel and the Traditions of the Catholic Church.

Our fundamental task is educating the whole person, and integrating faith with learning in daily life. Recognizing the uniqueness and individuality of children, we guide them to discover and develop their God-given gifts.

We strive to instill in our students a lifelong commitment to learning, to Christian virtues, and to growing as a contributing community member. We are dedicated to developing and achieving these goals in a supportive Christian community.

Crest:

The Charlottesville Catholic crest is emblazoned with the school colors of navy blue, yellow and white. The emblems that make up the crest are steeped in the Catholic faith and Church tradition.

The three-sided shield, which represents the Holy Trinity and the protection of the faith is the centerpiece of our crest. The upper portion of the shield forms a crown, signifying the crown of Christ the King and His Kinship of the school. As a symbol of tradition, the shield represents our commitment to the time-honored tenets of Catholic education.

The cross is the likeness of the one in the papal coat of arms, proclaiming the unity of the Church for the Papal See to our school community. At the center of the cross is the monstrance, a vessel used for exposing the Eucharist for all to adore. The presence of the Eucharist is fitting in our crest since the Eucharist is the source and summit of Christian Life.

The shield is surrounded by twelve gold stars. Throughout church history the number twelve has been a mark of distinction for God's people. Examples of this are the 12 tribes of Israel, the 12 apostles, and the 12 stars crowning Mary in the Book of Revelation. They remind us of our call to service as we recall Mary's faithfulness and obedience to God's will.

Patron Saint/Feast Day:

Our school patron saints are the archangels, Saints Michael, Gabriel, and Raphael. Our feast day is September 29, The Feast of Saints Michael, Gabriel, and Raphael.

Accreditation:

Middle States Association is a worldwide leader in accreditation and school improvement. For over 130 years, Middle States has been helping school leaders establish and reach their goals, develop strategic plans, promote staff development, and advance student achievement. Hundreds of faith-based schools seek out MSA accreditation because MSA supports and recognizes the importance of having schools fulfill their missions under their specialized faith-based traditions and values.

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.

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.
- Provide a means by which parents may raise funds to help benefit 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. Meetings will be announced via Tuesday Teller, PTO Newsletter, and in the PTO Facebook group. The PTO newsletter will be published on the first Wednesday of the month.

The school, in the person of the Principal, is the custodian to PTO monies. PTO officers, in conjunction with the school Principal, should plan and approve all PTO expenditures.

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/.

After School Programming:

STEAM Discovery Academy Aftercare

Charlottesville Catholic School partners with STEAM Discovery Academy to provide after-school care for students in Kindergarten through 8th grade. STEAM Discovery Academy's after-school program combines traditional parts of Aftercare programs (outdoor and homework time) with innovative, creative, and engaging science and arts activities. This program is run and staffed by STEAM Discovery Academy employees.

JK Extended Day

Extended Day for students in Junior Kindergarten is offered through CCS. This program runs from 3:30PM to 5:30PM Monday through Friday, and is staffed by CCS employees.

Archangel Clubs

Various after-school clubs are offered by CCS teachers and staff members each semester. The clubs provide our students a child-centered enrichment opportunity. Archangel Clubs cost \$175.00, with a percentage supplying materials, and a percentage going toward club-leader compensation; this fee is billed through FACTS. Clubs need a minimum of eight (8) students in order to be held, with a maximum enrollment of 12 students per club.

VDOE 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 Education 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 Education. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates standards.

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. Notifications of excessive absences/tardiness will be sent quarterly.

Absences:

Please notify the student's homeroom teacher and the office via email to m.fitzgerald@cvillecatholic.org before the beginning of the day when a student will be absent. If absent due to illness, please also include clinic@cvillecatholic.org on your email. 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. Fitzgerald (m.fitzgerald@cvillecatholic.org). You must park your car in a designated parking 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. Arrangements may be made for parents to eat lunch with their child in the cafeteria. Contact your child's teacher to make those arrangements.

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 two weeks** 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:

7:45am	Carline Drop-off begin
8:05am	Tardy bell, morning prayer, & attendance
11:30am-1:00pm	Lunch/Recess (as assigned)
3:10pm	Afternoon prayer and dismissal
3:30pm	After school programs begin

Arrival:

Morning drop-off begins at 7:45am. Students enter the school through their designated entrance and may proceed to their lockers and classrooms to prepare for the day. JK and K will enter through the main entrance to the building. Grades 1-2 will enter via the yellow hallway door. Grades 3-5 will enter via the blue hallway door. Grades 6-8 will enter via the STEAM or Performance Hall doors. Please see the attendance portion of the handbook for the tardy/absence policy.

Carline Information:

Dismissal begins promptly at 3:10pm and is completed no later than 3:30pm. With the exception of students going to after-school programs, all Elementary and Middle School students should be picked up at this time. JK through 5th grade are picked up at the front of the building; Middle School carline is around the back.

Dashboard signs are provided and are mandatory during carline. Please display them prominently on the driver side windshield 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 3:10pm and you leave your car unattended, please be sure to display your dashboard sign(s).

Once you are in carline, your child will be called and will be waiting for you at your designated cone. Do not pull into the circle for any reason unless directed to do so by a staff member. If your child needs to go back inside for forgotten items (lunch boxes, homework, etc.), you must park in the parking lot. Additionally, if your child has afternoon carline duty, you must park in the lot and wait for the end of carline.

Important Carline Safety Rules:

1. No cell phone use during carline.
2. Maintain a speed of no more than 9 mph in the parking lot.
3. Do not pass other cars or make three-point turns/u-turns to cut the line. Middle school cars may not pass elementary cars on the left as they head down the hill.
4. Traffic patterns MUST be followed at all times.
5. Children must enter and exit your car from the right side.
6. Pulling out from a parking space into the carline is prohibited. Please wait until the end of carline.
7. Students should not cross the parking lot without adult supervision.
8. When crossing the parking lot, please be sure to use the designated crosswalk.

9. 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 after school programming. 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.

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.

Students wanting to stay after school for sporting events must have an adult present. Faculty/staff can not supervise.

Early pick-ups must be preceded by written notification by note or email to the teacher and copied to m.fitzgerald@cvillecatholic.org. **Please park in a designated parking spot, keeping out of the fire lane in the circle, and report to the front desk to sign out your child.** 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 without an appointment. 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 to increase carline efficiency.

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 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 dismissal, expulsion, or the child being denied enrollment for the next school year.

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.

Every month, a student from each class is recognized for exemplary demonstration for one of the traits fundamental to the core pillars and the school's mission. Additionally, these fundamental traits are tied to Christian virtues and modeled through the lives of saints.

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 pledge is posted in every classroom and students will draw a cross in 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. The use of artificial intelligence (AI) to generate text for homework, essays, projects, etc., submitted as a student's own work, or used as a source, is strictly against the CCS honor code.

Advocates for Peace:

CCS is committed to a school culture based on gospel values that are deeply rooted in all aspects of school life. As Christian educators, we recognize the need to teach children the values and qualities of acting in a loving and peaceful manner. CCS creates an environment that fosters respect for others and presents spiritual solutions to prevent bullying.

One essential component to our CCS program is the development of Christian leaders through direct instruction in our CCS (Christ, Community, and Scholars) pillars. In conjunction with the Theology standards found in the consensus curriculum, and the social emotional benchmarks, students learn to care for one another as Jesus Christ cares for each and every one of us. These are the values that create classrooms that are safe and caring environments where students are able to learn and grow.

While our pillars are practiced throughout the school day, specific instruction and guidance in the skills are addressed in middle school advisory, lunch advocacy groups, elementary class meetings, and small group sessions.

Social emotional development is a priority at CCS. The Social Emotional Specialist (SES) works with students and faculty on the development of critical skills that impact each student's well-being. Skills and strategies related to self awareness, self management, social awareness, decision making, and relationship awareness are developed as it pertains to the ability to function in school effectively. The SES provides whole group, small group, and individual instruction utilizing best practices in the field of social emotional learning, supporting the mental health and the success of our students.

Commonwealth Catholic Charities may be available as part-time counseling services to students designated by the administration.

K-5 Behavior System:

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.

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 tenets with their actions and behavior. Grades are not tied to the merit system. There will be rewards in place when a student reaches the 8 merit mark.

To help monitor poor and disrespectful behavior, demerits will be given. They will focus on behavior and will not be connected to grades.

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.

Students who go above and beyond CCS expectation and earn 8 merits may choose from a variety of rewards. Rewards include, but are not limited to:

- Free dress day
- Free dress shoes for a week
- Removal of a demerit
- Removal of 2 dress code infractions
- Students may save their merits and at 12, redeem to be treated to lunch

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

- Disruptive, defiant, or disrespectful behavior
- Inappropriate computer use, including school-inappropriate music
- 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. Having more than 1 demerit or serving detention directly impacts a student's ability to participate in athletics, performing arts, NJHS, student government, and FANS events.

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

Uniform infractions will be handled more leniently than behavior based demerits. Five 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
- Incorrect socks
- Skirt length
- Incorrect shoes
- No PE uniform on PE days
- Shirt not tucked in after being asked
- Not in proper Mass attire on Mass days
- Incorrect color/brand of pants, shirts, shorts
- Hair length for boys
- Unacceptable jewelry
- Makeup and nail polish

General Consequences:

- Demerit (Middle School) or natural consequence (Elementary): Given at the discretion of the faculty, staff, or administration.
- 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.
- Dismissal from CCS: The student may be dismissed at any time from attending CCS due to conduct which is disruptive to the learning atmosphere and/or contrary to Catholic principles.
- Expulsion: The student is asked not to return to Charlottesville Catholic School. Expulsion will be assigned by the principal and must be approved by the Superintendent of Catholic Schools.
- 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.

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. 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 a demerit.
- Third Offense & Thereafter: Student and parents meet with the principal. Student receives a zero for the assignment, be given a demerit, and will serve detention.

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. Parents must authorize use of e-reader device by their child at school in writing; the school is not responsible for loss or damage. 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 Technology Acceptable Use Policy and Bring Your Own Device contract for their electronics policy. Cell phones are not allowed during the school day or during school-related activities without permission from the adult in charge. Smartwatches may be worn in MS, but are not to be used for messaging, phone calls, or other apps during school hours.

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

Harassment and Derogatory Language:

In keeping with the teachings of Jesus, respect for all persons is to be taught on a daily basis. Harassment and derogatory language of any type is totally out of place at Charlottesville Catholic School. Harassment and derogatory language includes any demeaning treatment or lack of respect toward another person. Making fun of one's appearance, academic ability, nationality, race, gender, lifestyle, etc., constitutes harassment and must be stopped immediately. Students who engage in such behavior are to be sent immediately to administration. Consequences may include suspension and/or dismissal from CCS. Harassment and derogatory language includes verbal, written, and/or digital communications.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. No form of sexual harassment, whether from faculty, staff, or students, will be tolerated.

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.

Search and Seizure:

- Searches of Students and Student Property
 - School Principals or designated officials have the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials.

- Search of a student's person and/or personal property on school property or at school activities (e.g., automobiles, etc.) may be conducted by the school principal or other designated officials. It is only necessary that a search be reasonable and related to the school's rights in these regards.
- The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.
- When making a determination that reasonable grounds exist for a search, the following factors are to be considered and weighed in each instance:
 - The child's age, history, and school record.
 - The prevalence and seriousness in the school of the problem to which the search is directed.
 - The urgency of requiring the search without delay.
 - The probative value and reliability of the information used as the justification for the search.
- School officials will not carry out or allow to be carried out "strip searches" under any circumstances.

Searches of Lockers and Desks:

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has exclusive use of the locker or desk from other students but has no proprietary rights versus the school.

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. Every effort will be made to avoid any inconvenience that changes in the school calendar may cause. Any such changes are not made lightly, but are due to circumstances that are impossible to foresee. Please note that in conjunction with the Office of Catholic Schools, we reserve the right to modify the academic calendar as warranted.

Communications Plan (all communications will be sent at 4:00pm):

Sunday: Archangel Announcements
 Monday: *No school-wide communications*
 Tuesday: Tuesday Teller
 Wednesday: PTO Communications or Development Office 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. Jane Doe's email address would be j.doe@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 Portal:

[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 in K-5; however, students should keep up with their assignments in their planners. Teachers update the week's assignments on Monday. Middle School students utilize google classroom for homework.

Families must keep contact information current to ensure that all communications are received. Please check [FACTS](#) regularly for current information and updates.

Tuition and incidental billing are all handled through FACTS.

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. Students should not email parents to come to school to bring forgotten items or to pick them up if they are not feeling well. Students must see the nurse or receptionist if they need to make a phone call.

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: Vada Fallica</i>	<i>Ext. 343</i>	<i>v.fallica@cvillecatholic.org</i>
<i>Assistant Principal: Lauren DeVane</i>	<i>Ext. 121</i>	<i>l.devane@cvillecatholic.org</i>
<i>Business Manager: Frank Murphy</i>	<i>Ext. 300</i>	<i>f.murphy@cvillecatholic.org</i>
<i>Admissions Coordinator: Christine Fowlkes</i>	<i>Ext. 312</i>	<i>ch.fowlkes@cvillecatholic.org</i>
<i>Director of Development: Lisa Schuetz</i>	<i>Ext. 136</i>	<i>l.schuetz@cvillecatholic.org</i>
<i>IT Coordinator: Matias Seibert</i>	<i>Ext. 324</i>	<i>m.seibert@cvillecatholic.org</i>
<i>Marketing & Communications: Mandy Kowalski</i>	<i>Ext. 327</i>	<i>m.kowalski@cvillecatholic.org</i>
<i>Receptionist: MaryLou Fitzgerald</i>	<i>Ext. 314</i>	<i>m.fitzgerald@cvillecatholic.org</i>
<i>Nurse: Suzanne Queheillalt</i>	<i>Ext. 313</i>	<i>s.queheillalt@cvillecatholic.org</i>

Tuesday Teller:

The Tuesday Teller is our weekly newsletter, 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, 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. Fitzgerald at m.fitzgerald@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 9:45am and 10:00am, and classes will begin at 10:00am. Please do not drop off your child before 9:45am; 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 canceled when school has been canceled 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:

<https://discovercatholicschools.org/explore/academics/curriculum/>.

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:

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

Theology instruction is required for all students who attend Catholic School in the Diocese of Richond. All students enrolled must attend theology classes and participate in all religious services and events. CCS will teach and act consistent with all tenets of the Catholic Church.

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. This includes all field trips and athletic events. Volunteer drivers must be VIRTUS trained and complete the driver approval form and attach a copy of current insurance card. The driver approval form may be found in the resource documents of FACTS. Please visit 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 aged 8 through age 15 (until age 16) must be belted correctly in vehicle safety belts, in vehicles manufactured after January 1, 1968. Children aged 12 and under must ride in the backseat; children under the age of 8 must be in a booster seat.

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. Current driver volunteer form
 - b. Virtus training
 - c. Background check

Day of:

1. Arrive at CCS on time.
2. Cars should back into the numbered spaces in the row closest to the building, and parents should 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.

Chaperones may be required to keep student medications with them at all times. The school nurse will discuss medication management and assess parents' willingness to carry. All medications **MUST** be returned to the school nurse immediately upon return from the field trip.

Siblings may not attend field trips.

Grading:

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

Junior Kindergarten-Grade 2

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

Junior Kindergarten - Second Grade Grading Scale for all courses, self-discipline, and work habits
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
Subskills
^ = 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

Students in grades 6-8 receive a percentage grade. The report card shows a percentage that corresponds to the letter grade as shown below: 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
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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'.

- Kindergarten: nightly reading
- 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. 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. Tests are summative forms of assessment and are used to gather information about larger units of study. Quizzes are formative and assess smaller chunks of information to guide further instruction. Most tests require outside study time, but often tests are used as a tool to monitor student understanding without additional study time. Tests that require additional study time are limited to one per day in K-5 (*not including spelling tests*) and two per day in 6-8. Quizzes may be given the same day as a scheduled test. 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, Google Classroom, and newsletters.

Honor Roll:

Middle School students who achieve all As are recognized as Honor Roll students. Students who achieve 97% or better in all academic subjects are recognized on the "Principal's List". Students may be kept off the honor roll due to behavior.

Late assignments:

JK-2 teachers will work with individual students and parents on work that is consistently incomplete, late, or missing.

3rd-8th grade policy:

1 day late - 10% off

2 days late - 25% off

3 days late - 50% off

4+ days late - the student receives a zero on the assignment, and may be required to complete for purposes of educational mastery

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.

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 3:00p.m. Daily open check-out is available.

K:	Two books for one week
1st-4th:	Two leveled readers and one free choice for one week
5th-8th:	Three books for two weeks
Renewals:	Books may be renewed up to two times

Parents who would like to have any materials removed from the school must fill out the [Objection to Content in the Library form](#). 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. Alignment to Catholic teachings and morality is considered when selecting books for the library.

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 to return the book as soon as possible.

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. Student accounts not reconciled by the end of the year will be billed through FACTS. Report cards and school records will be withheld until all financial obligations to the library have been met.

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 librarian.

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) to schedule an appointment with administration. Conferences may be done virtually via Google Meet at a parent's request.

Interim Reports:

Grades are regularly updated in FACTS. Parents should check the online gradebook at the interim of each quarter. 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.

Theology:

In accordance with Diocesan policy, theology 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.

All students and faculty attend weekly Mass. Mass is on Tuesdays, with the exception for Holy Days of Obligation. These are noted on the school calendar. Students are to be in formal dress for Mass; please check the uniform policy. Additionally, adoration and reconciliation are offered several times during the year.

[Daily prayers](#) bring us closer to God. Families are encouraged to learn our daily school prayers. There are three times a year that we gather as a school community for additional morning prayers: October, Advent, and May. In October and May, we meet one day a week as a whole school on the upper blacktop to pray a decade of the rosary.

Catechesis and Education in Human Sexuality:

1. CCS supports Church teaching regarding human sexuality, dignity, and marriage in their actions and teachings.
2. Diocesan Theology Consensus Curriculum benchmarks are used for the instruction of human sexuality.
3. The school must teach the *Teaching Safety - Empowering God's Children* program twice per year. As adults, we must give children and youth the tools they need to help keep them safe by educating them regarding boundaries, safe and unsafe behaviors, and unhealthy relationships. The school will make parents aware of the lessons before they

are taught, but the Diocese of Richmond *does not* allow for parents/guardians to have their child(ren) opt out of required lessons.

4. Family Life and Human Sexuality are taught in 5th and 6th grade by designated Catholic medical professionals. Parents are made aware of the lessons before they are taught, and parents may have their child(ren) opt out of the lessons.
5. All students and employees of schools are expected to live, act, and dress as their biological sex.

Priest Chaplain:

An initiative of the late Bishop DiLorenzo and the Office for Catholic Education created the position of Priest Chaplain for each regional school in the Diocese. The Chaplain and Principal are responsible for the spiritual formation of the students, faculty and staff in the life of Christ. Other Catholic clergy can and should assist the Chaplain in providing for the needs of the school; however, it is the responsibility of the Priest Chaplain to oversee and direct those efforts. Our current Chaplain is Fr. David Ssentamu, pastor of Sts. Peter and Paul Catholic Church in Palmyra.

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.

Service:

As part of the Catholic social teachings, we are called to serve one another. Charlottesville Catholic is dedicated to service in our parishes, homes, school, and greater Charlottesville area. A coordinated effort is made by grade level, hallway, and school to serve various organizations that help us live our mission. Fall Days of Service provide the school community an opportunity to engage in service of others. In addition, middle school students are required to complete service each quarter as part of their Theology grade.

Standardized Testing:

The Diocese of Richmond requires the MAP (Measure of Academic Progress) assessment by NWEA in the fall, winter, and spring in the areas of reading and math. The MAP assessment is a computer-based adaptive measure of student skills. 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. Information from MAP is one data point used in conjunction with many other data points to drive instructional decisions.

Additionally, the Diocese requires the Assessment of Children's Religious Education to be given in 5th and 8th grade. ACRE is designed to strengthen religious education programs by evaluating the faith-knowledge and attitudes of students in Catholic schools.

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:

- *CCS Math Inventory*: 1st - 5th grade
- *DIBELS (Dynamic Indicator of Basic Early Literacy Skills)*: Kindergarten - 2nd grade
- *DSA (Developmental Spelling Analysis)*: Kindergarten - 5th grade
- *Middle School Exams*: 6th-8th grade (end of each semester)
High School credit exams are cumulative over the course of the year
- *ORF (Oral Reading Fluency)*: 3rd-5th grade
- *Sight Word Quick Check*: Kindergarten - 2nd grade

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).

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 selected from the pre-approved list located in [FACTS](#). Anything not on the approved list will not be allowed. Homemade treats are not allowed due to the severe allergies. Please do not send in punch, candles, or decorations.

Party invitations for outside celebrations 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
- Co-ed Cross Country
- Girls/Boys Soccer
- Girls/Boys Basketball
- Co-ed Track
- Boys Baseball

After-school clubs and activities are dependent upon securing parent volunteers or staff sponsors. Club offerings will be announced in the first two weeks of each semester.

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. At all times, students are held accountable for their classwork and behavior. Low grades (2 Ds or 1 F), demerits, and attendance may impact their participation in sports or extracurricular activities.

Middle School students are invited and encouraged to participate in FANS (“Fun Activities Not at School”) Events 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.

Volunteers:

Volunteers play an essential role in many aspects of the school ranging from support of teachers to assisting with multiple school events. 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. Parents are expected to do their part in the execution of school events.

Safety and Security:

It is the policy of Charlottesville Catholic School to provide a safe working and learning environment for every employee and student in and around campus. Policies cover general safety, severe weather threats, and crisis events. Specific details regarding safety protocols are not shared with the community. The school’s campus and safety procedures are regularly reviewed by local law enforcement. Safety enhancements to the campus include: fencing, cameras, signage, and environmental design.

Drills

We regularly practice fire, tornado, earthquake, and lockdown drills. If a volunteer happens to be in the building at the time of a drill, they are expected to take part in the drill.

Policies and procedures

Policies and procedures are in place for the safety and welfare of our students as well as our faculty and staff. It is important that all policies and procedures are followed as they are purposeful and have been vetted by the appropriate professional. We expect all who enter our grounds and facilities to be respectful of those staff members imposing policies and procedures.

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.

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.

Virginia State Police:

All parents are able to check the Virginia State Police website at <https://www.vspso.com/> to learn of any sex offenders located within the same or contiguous zip code area as the school. Administration checks this website on a regular basis.

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. Beginning in 2024, rising 6th and new students must bring in Chromebooks, while rising 7th and 8th may continue to use their current device. Every device that is being used is required to have the following:

- be capable of 5ghz wireless internet access
- Able to be updated to supported software versions (Chrome OS devices should still be receiving updates, other devices should be able to install/update to the latest version of Google Chrome).
- access to the Google suite of apps (via either the web or through downloaded apps on mobile devices)
- sufficient battery life.
- Working physical keyboard and mouse

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. JK students are not required to wear a uniform, but must be in appropriate play attire with tennis shoes. 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 Portal. Parents must sign the Uniform Policy Acknowledgement form. Uniforms must fit properly, be clean, and free of holes and fraying.

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 Fridays. 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/jumper or spirit wear shorts/sweatpants, uniform shoes and socks on spirit days. Middle School students may wear blue jeans, blue shorts, blue sweatpants, or spirit wear shorts/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). All students are expected to follow the uniform policy by wearing designated FlynnO'Hara items.

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 or 1-800-441-4122. They also have a retail store in Richmond.

Wellness:

Allergies:

There are many students that attend CCS with severe food allergies. Any shared food or treats for a classroom event or party are to be chosen from the provided list **AND** approved at the clinic. The provided “safe” food list can be found in the Resource Documents section of FACTS Family Portal. The child's name, classroom/homeroom information, date to be distributed and purpose of the treat should be clearly labeled. The nurse will verify all food labels for allergens and determine whether treats are within guidelines.

If a treat is deemed not allergy safe, the treat will be left in the nurse's office until the end of the day. Every effort is made to notify the appropriate party if the treats are not ruled safe for the classroom and parents may pick the treats up at the end of the day. Treats made at home are not distributed at school under any circumstances.

If there is a special classroom activity (i.e. International celebrations, 8th grade lunches) that may include items that do not fit our policy, direct contact will be made with the parent for alternative solutions.

Bathroom Accidents:

All students must be potty trained. 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. Any clothing lent to the child needs to be laundered and returned to the school.
- 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 in 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/Diarrhea:

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/diarrhea 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 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. Health records are maintained within student files and are kept confidential. Additional health information will also be recorded in FACTS.

- Students born outside of the US must have a recent TB test.
- The Tdap booster AND the first dose of Meningococcal Conjugate Vaccine (MenACWY) are required for rising 7th graders prior to the first day of school. This vaccine is MANDATORY and the school must have proof of vaccination prior to the student entering.
- HPV vaccinations are not mandatory and left to the discretion of the parent/guardian.
- All Kindergarten and new students must have up to date/age appropriate vaccination records sent to the school prior to the start of the new year.
- Effective July 1st, 2021 a minimum of 2 doses of Hepatitis A vaccine are required for all students.

Health Services:

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.

The school nurse is responsible for developing, implementing, and managing a school health program which includes the promotion of health and safety, creating a healthy environment, intervening in actual and potential health problems and collaborating with staff and families to promote wellness. In addition, the school nurse provides and/or assists in the training of staff. All staff are trained in basic first aid including the use of Lifevac, CPR/AED, "stop the bleed", Narcan administration, anaphylaxis and epinephrine administration, Mental Health First Aid, infection control and overall assessment for the need of medical care via the school nurse.

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 of school 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 or other medical conditions are accommodated based on physician documented assessment and treatment plans. Charlottesville Catholic School reserves the right to determine if any accommodation is too expensive, unrealistic, or too disruptive to implement. The school nurse must be notified of any changes in medical status and if necessary, fill out a Life-Threatening Allergy Management Plan or other pertinent form. Medications needed for any medical condition must be provided to the school, replenished and updated as needed. Medical

providers must document if a student can “self-carry” emergency medications such as inhalers or EpiPens. We recommend an additional EpiPen be kept with the school nurse regardless of self-carry permission. Students with permission to self-carry must meet with the school nurse to document student/nurse agreement to self-carry.

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:

Students in K-8th grade eat on the outdoor patio or in their designated rain location; students in JK eat in their classrooms. Middle School students eat with their advisory groups twice a week. Students are to bring their own nutritious lunches to school or purchase meals through our lunch provider, My Hot Lunchbox, by ordering online. Specific information about this is provided in FACTS. 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.**

While we realize that there are occasions that lunch may be forgotten, we highly discourage lunch being ordered and delivered by a third party (restaurant, doordash, grubhub, ubereats) to CCS.

Based on the number of students at Charlottesville Catholic School with severe food allergies, accommodations will be made during lunch. This may include nut free tables and/or ½ of a table is nut free. All tables will be sufficiently wiped down between groups.

Required Forms:

All forms are completed during enrollment/re-enrollment time. Forms can also be found in the Resource Documents section of FACTS Family Portal.

- Clinic and Emergency Information: Must be completed for each student every year.
- Authorization for Medication in School form: Must be completed by **BOTH** the parent **AND** a licensed medical professional for all prescriptions **AND** over the counter (OTC) medications. Prescription medications must have a current pharmacy label, and OTC medications must be provided to the school and in the original packaging.
- 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 by the last day of school will be discarded.

Please refer to the [Medication Guidelines](#) in FACTS under resource documents; authorization form is found [in this location](#).

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. Classroom 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.

Special events:

Birthday/ classroom special event treats sent into school must be dropped off at the front desk to be verified by the school nurse. Treats must be chosen from the approved list. If deemed unacceptable for the students' class or event, you will be notified. All items with the anticipation of sharing must be store bought, label intact and unopened.

Events that are off site or outside of the school day (i.e. PTO sponsored events, FANS events, sporting events, and field trips), though **HIGHLY** encouraged, may not follow the allergy policy. Parental concerns will be addressed as they arise.

Acknowledgement Forms

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.

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.

[Handbook Acknowledgement Google Form](#)

[Uniform Policy Acknowledgment Google Form](#)