

# ROANOKE CATHOLIC SCHOOL

Handbook for Students and Parents  
2018-2019



*621 North Jefferson Street  
Roanoke, Virginia 24016  
540-982-3532  
Fax: 540-345-0785  
[www.roanokecatholic.com](http://www.roanokecatholic.com)*

## **Vision**

Roanoke Catholic School is dedicated to excellence in education and to the spiritual development of youth within the framework of the Gospel and the tradition of the Catholic Church. We strive to instill in our students a lifelong commitment to learning, to Christian values and to community service. We are dedicated to achieving these goals in a supportive Christian community.

## **Mission**

The fundamental task of Roanoke Catholic School is the education of the whole person, blending learning with faith and faith with daily life.

## **Accreditation**

Roanoke Catholic School is accredited by AdvancEd.

Roanoke Catholic School is a regional school of the Diocese of Richmond serving the Roanoke Valley and surrounding areas. The Catholic parishes of the Valley contribute directly to the financial support of the school.

*Roanoke Catholic School  
retains the right to amend this handbook at its sole discretion.  
Parents and students will be notified promptly if changes are made.*

## **Table of Contents**

---

|                                      |    |
|--------------------------------------|----|
| TABLE OF CONTENTS.....               | 3  |
| HISTORY .....                        | 6  |
| ADMISSIONS.....                      | 7  |
| ADMISSION POLICY .....               | 7  |
| GENERAL EXPECTATIONS.....            | 7  |
| NEW STUDENT PROBATION PERIOD.....    | 7  |
| ACADEMIC MATTERS .....               | 7  |
| ACADEMIC ELIGIBILITY .....           | 7  |
| ACADEMIC HONORS.....                 | 8  |
| ACADEMIC LETTER .....                | 8  |
| CLASS TESTS .....                    | 8  |
| DIPLOMA .....                        | 8  |
| EXAMINATIONS .....                   | 9  |
| GRADING .....                        | 9  |
| GUIDANCE SERVICES .....              | 10 |
| HOMEWORK .....                       | 10 |
| HONOR CODE .....                     | 10 |
| MAKE-UP WORK.....                    | 10 |
| NATIONAL HONOR SOCIETY.....          | 11 |
| PLANNERS .....                       | 11 |
| PROMOTION AND RETENTION.....         | 11 |
| REPORTING PROGRESS.....              | 11 |
| RETREATS .....                       | 11 |
| SCHOLASTIC INTEGRITY .....           | 12 |
| SCHOOL SUPPLIES.....                 | 12 |
| STANDARDIZED TESTING .....           | 12 |
| WRITING POLICY .....                 | 13 |
| UPPER SCHOOL CLASS INFORMATION.....  | 13 |
| VALEDICTORIAN AND SALUTATORIAN ..... | 13 |
| ARRIVAL/DISMISSAL.....               | 14 |
| CAR DROP-OFF PROCEDURES.....         | 14 |
| CAR PICK-UP PROCEDURES.....          | 14 |
| INCLEMENT WEATHER .....              | 15 |
| USE OF SCHOOL GROUNDS.....           | 15 |
| ATHLETICS .....                      | 15 |
| ATHLETE’S RESPONSIBILITY.....        | 15 |
| ATTENDANCE .....                     | 16 |
| AFTER SCHOOL CARE PROGRAM .....      | 16 |
| ATTENDANCE POLICIES .....            | 16 |
| EARLY DISMISSALS .....               | 17 |
| TARDINESS POLICIES.....              | 17 |
| BEHAVIOR AND DISCIPLINE.....         | 18 |
| CODE OF CONDUCT .....                | 18 |
| CLASSROOM CONDUCT.....               | 18 |
| UNACCEPTABLE BEHAVIOR .....          | 18 |
| DISCIPLINARY PROCEDURES .....        | 19 |
| DETENTION.....                       | 20 |
| IN-SCHOOL SUSPENSION (ISS) .....     | 20 |
| OUT-OF-SCHOOL SUSPENSION (OSS) ..... | 20 |

|  |           |
|--|-----------|
| EXPULSION .....  | 21        |
| ZERO TOLERANCE .....   | 21        |
| BULLYING/HARASSMENT .....  | 21        |
| <b>TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY .....</b>                     | <b>21</b> |
| INTERNET USAGE .....   | 24        |
| SOCIAL NETWORKING GUIDELINES FOR PARENTS OF STUDENTS IN CATHOLIC SCHOOLS ..... | 25        |
| <b>CAFETERIA .....</b>   | <b>26</b> |
| CAFETERIA POLICIES .....   | 26        |
| CAFETERIA ACCOUNTS .....   | 26        |
| <b>COMMUNICATIONS .....</b>  | <b>26</b> |
| CONFERENCES .....  | 27        |
| PARENTSWEB .....   | 27        |
| TEACHER COMMUNICATION .....  | 27        |
| <b>COMMUNITY SERVICE .....</b>   | <b>27</b> |
| REQUIREMENTS .....   | 27        |
| SERVING CHRIST IN ONE ANOTHER .....  | 28        |
| <b>DRESS CODE .....</b>  | <b>29</b> |
| GENERAL UNIFORM NOTES .....  | 29        |
| LOWER SCHOOL UNIFORM GUIDELINES .....  | 30        |
| UPPER SCHOOL UNIFORM GUIDELINES .....  | 30        |
| OUT-OF-UNIFORM GUIDELINES (BOYS & GIRLS) .....                                 | 31        |
| <b>GENERAL INFORMATION .....</b>   | <b>32</b> |
| AUTOMOBILES .....  | 32        |
| CELL PHONES/ELECTRONIC DEVICES .....   | 32        |
| COPIERS .....  | 32        |
| FIELD TRIPS .....  | 32        |
| MEDIA CENTER (LIBRARY) .....   | 33        |
| LOCKERS .....  | 33        |
| LOST AND FOUND .....   | 33        |
| PARTIES .....  | 33        |
| PERSONAL PROPERTY .....  | 34        |
| TEXTBOOKS .....  | 34        |
| UPPER SCHOOL DANCE POLICY .....  | 34        |
| VENDING MACHINES .....   | 34        |
| <b>SAFETY/SECURITY .....</b>   | <b>35</b> |
| SCHOOL SAFETY PLAN .....   | 35        |
| PROTECTING OUR CHILDREN .....  | 35        |
| STUDENT INFORMATION .....  | 35        |
| INJURY OR ILLNESS .....  | 35        |
| MEDICATIONS .....  | 35        |
| HIV/AIDS POLICY .....  | 36        |
| STUDENT ACCIDENT INSURANCE .....   | 36        |
| STUDENT PRIVACY .....  | 36        |
| SCHOOL VISITORS .....  | 36        |
| <b>SCHOOL ADVISORY BOARD .....</b>   | <b>37</b> |
| <b>STUDENT ORGANIZATIONS .....</b>   | <b>37</b> |
| <b>STUDENT RESPONSIBILITIES .....</b>  | <b>37</b> |
| <b>VOLUNTEER COMMITMENT .....</b>  | <b>38</b> |
| VOLUNTEER REQUIREMENTS .....   | 38        |
| VIRTUS TRAINING .....  | 38        |

HOME AND SCHOOL ASSOCIATION..... 39  
UPPER SCHOOL BELL SCHEDULES ..... 40

## **HISTORY**

---

Present day Roanoke Catholic School had its origins over a century ago when two lay women of St. Andrew's Parish opened a school in the parish hall of St. Andrew's Catholic Church in the fall of 1889. Four years later, in 1893, the Sisters of Charity from Nazareth, Kentucky, came to teach in the new school. Then, in 1898, Ryan Hall was built, the gift of Mrs. Thomas Fortune Ryan. St. Andrew's was the only Catholic school in Roanoke until 1916 when Our Lady of Nazareth School opened on Campbell Avenue.

In 1931, St. Andrews constructed a new high school building. (It now houses grades PK-2.)

In 1950, St. Andrew's High School merged with Our Lady of Nazareth High School, becoming Roanoke Catholic High School. The new high school building and gymnasium were constructed from 1961 to 1962.

In 1970-1971, St. Andrew's Elementary School and Our Lady of Nazareth Elementary Schools consolidated, with Roanoke Catholic Primary School (grades 1-3) being located at the former Our Lady of Nazareth School and Roanoke Catholic Intermediate School (grades 4-7) being located in the former St. Andrew's School. Later, in 1973-1974, these two schools combined and were known as Roanoke Catholic Elementary School located near St. Andrew's Church. In 1980-1981, a kindergarten was added to the elementary school.

In 1985, Roanoke Catholic High and Roanoke Catholic Elementary merged to become Roanoke Catholic School with two divisions, a Lower (K-7) and an Upper (8-12).

In 1993, Roanoke Catholic Preschool opened in the facilities of Our Lady of Nazareth Church. In August 1999, a multipurpose building was built. This building houses a chapel, a media center, a cafeteria, art and band rooms, computer and science labs, centralized offices, and classrooms. Eight additional classrooms were completed during the spring of 2000. Finally, after operating for seven years off-campus, our preschool moved to The Hill in 2001 and is currently housed in our Lower School building. There are full day programs for 3, 4 and 5-year-olds.

From 2012-2014, both the Upper and Lower School buildings underwent remodeling. Windows in both buildings were replaced with energy-efficient double-paned windows for the first time since they were originally installed and new blinds were mounted. Both buildings received new, efficient lighting upgrades. Also added were a newly designed entrance for the upper school and a new door for the lower school. A new, quiet, energy-efficient HVAC system was installed in the Lower School building to replace the former window units. The Upper School Gymnasium roof was resurfaced and the exterior painted to give a fresh, new look to the 50-year-old building. Inside the Gymnasium renovations continued with interior paint, new lighting and complete replacement of the original floor. In 2016, a new Upper School Gym Lobby was constructed. Roanoke Catholic School celebrated its 125<sup>th</sup> year in 2015, and we have seen many changes. Though the dedicated Sisters of Charity of Nazareth no longer staff our school, equally dedicated personnel continue to provide the students of Roanoke Catholic School with a high quality Catholic education. As we move forward toward our 150<sup>th</sup> Anniversary and beyond, we will continue to update and improve our facilities, develop and grow our staff, and nurture and educate our students. Go Celtics!

## **ADMISSIONS**

---

### ***Admission Policy***

Candidates for admission to Roanoke Catholic School must be willing to commit to the school's philosophy and to the Christian values it upholds, including cooperation, service, prayer and worship. Roanoke Catholic School would like to offer the opportunity for a Catholic education to all applicants; however, the school recognizes that it cannot meet the needs of all students. Therefore, Roanoke Catholic School reserves the right to deny admission to students whose academic records indicate that an alternative environment would be more appropriate. In addition, if it becomes evident that the needs of a student cannot be met by the school, the administration will assist parents in making appropriate choices for their child.

### ***General Expectations***

Roanoke Catholic School offers a college preparatory curriculum with a comprehensive religious education program. All students are required to take religion classes in lower school and theology classes in upper school and to attend religious functions. Family life education, including age-appropriate aspects of human sexuality, is part of the religion curriculum.

### ***New Student Probation Period***

In keeping with the philosophy and mission of the school, Roanoke Catholic School seeks to maintain a school environment where Christian values, academic integrity, spirituality and faith develop. While new students are admitted after careful consideration and a thorough evaluation process, some students find they have difficulty maintaining the attitude and standards of Roanoke Catholic School. For this reason, there is a nine-week probationary period during which the administration may dismiss a student who is not upholding the ideals of the school or during which a student may decide to withdraw from the school. If this occurs, parents will be responsible for the tuition as stipulated in the refund policy of the financial agreement.

## **ACADEMIC MATTERS**

---

### ***Academic Eligibility***

Students become ineligible to participate in **any** extracurricular activity, including clubs, sports and student government, if they fail any subject (grade below 60). The period of ineligibility *begins on the day that report cards are issued.*

A student may regain eligibility at the mid-point of the next quarter provided that the student has earned a minimum of a 77 for the current quarter in the subject(s) that the student had previously failed *and* that no other grades have fallen below a 70 for the current quarter. Mid-point eligibility is regained on the day that the interim reports are issued. If eligibility is not regained at mid-point, then it may be regained on the day that report cards for the next quarter are issued.

Students who have failed two or more courses are ineligible for the entire nine weeks; eligibility cannot be regained at midpoint.

Eligibility at the beginning of a school year requires a final passing grade for each course taken during the previous year.

An athlete who is ineligible to participate in athletics may NOT practice with the team nor sit on the bench during home games, dress out for games, travel with the team, or take any formal role (i.e. manager, score keeper) during games.

Excessive absences from school or excessive tardies to school may lead to temporary or permanent suspension from participation in extra-curricular activities, ***including athletics***. These decisions will be made at the discretion of the Administration.

### ***Academic Honors***

At the end of each quarter, students in grades 2-12 achieving first and second honors are recognized with certificates and mentioned in the quarterly newsletter.

First Honors: Overall average of 90 or above

Second Honors: Overall average of 80 or above

In addition, students in all grades are recognized for perfect attendance.

Lower School students may also receive certificates for marked improvement in attitude, achievement or behavior.

A final awards assembly will be held to honor students of distinction.

### ***Academic Letter***

An upper school student, with eligibility beginning in ninth grade, who achieves Honor Roll status four consecutive quarters will be awarded an academic letter. Four consecutive quarters may be in a single year, or a combination of quarters between two years, provided they are consecutive. After a letter is earned, a pin will be awarded for subsequently qualifying. This letter may be worn on the Roanoke Catholic letter jacket as part of the uniform option.

### ***Class Tests***

Subject-area evaluations are administered at the discretion of the teachers. Teachers attempt to coordinate evaluations so that students *are not responsible for more than two major tests per day*. Upper School students should refer to the test calendar in the multi-purpose building where teachers post scheduled tests. In the case of absence on the day a scheduled test is given, tests will be made up upon a student's return to school. In the case of absence prior to and the day of a test, the test should be made up within two days of a student's return to school. The times and locations for make-up tests are scheduled at the discretion of teachers.

### ***Diploma***

Roanoke Catholic's academic program is centered on a core curriculum of traditional subjects in a college preparatory setting. Roanoke Catholic School awards two diplomas: Standard Diploma and Advanced College Preparatory. The Commonwealth of Virginia requires 24 credits for graduation with grades 9-12. While ensuring that this is achieved, RCS requires that a student completes 32 High School credits across grades 8 through 12. Minimum graduation requirements include classes mandated by the Virginia Department of Education plus Theology.

In most cases, a student graduating from Roanoke Catholic School will have completed the requirements for the Advanced Studies Diploma as outlined by the Board of Education of the Commonwealth of Virginia *plus* the specific credit requirements of Roanoke Catholic School. The Roanoke Catholic Upper School Curriculum Guide contains detailed information about the requirements for the diplomas, additional graduation requirements, course offerings and other information related to academics.



### **Examinations**

Examinations are administered at the end of each semester for high school credit classes. The examination grade counts 20% of the semester average; each quarter grade counts 40%. (2 x 1<sup>st</sup> Quarter) + (2 x 2<sup>nd</sup> Quarter) + (1 x Exam) divided by 5 equals the Semester Grade.

Seniors may earn exemptions from exams:

- In order to become exempt from a semester course of 0.5 credits, a senior must be in good standing with the school, have the agreement of the teacher and meet the following criteria:
  - o a cumulative average no lower than 90 for the semester;
  - o no more than nine (9) absences from school for the semester;
  - o teacher approval.
- For one-credit courses, no exam exemptions are offered for the first semester. In order to be exempted from a second semester exam of one credit courses, a senior must be in good standing with the school, have the agreement of the teacher and meet the same criteria as above.

Any senior who exceeds the number of absences because of prolonged illness or family emergency may request a waiver from the administration at least one week before exam week.

### **Grading**

Roanoke Catholic School uses the following grading scale in grades 4-7:

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

Grade 3 uses the same scale without plusses and minuses (i.e., A = 90-100). Students in kindergarten through second grade have a separate grading scale based on mastery of concepts.

### **Grading System: Upper School**

In accordance with the Office of Catholic Education of the Diocese of Richmond, Roanoke Catholic School uses the following grading scale:

| <b>Grading Scale</b>  | <b>Unweighted</b> | <b>Honors</b> | <b>AP/DE</b> |
|-----------------------|-------------------|---------------|--------------|
| <b>A+ 97-100</b>      | <b>4.3</b>        | <b>4.8</b>    | <b>5.3</b>   |
| <b>A 96-93</b>        | <b>4.0</b>        | <b>4.5</b>    | <b>5.0</b>   |
| <b>A- 92-90</b>       | <b>3.7</b>        | <b>4.2</b>    | <b>4.7</b>   |
| <b>B+ 89-87</b>       | <b>3.3</b>        | <b>3.8</b>    | <b>4.3</b>   |
| <b>B 86-83</b>        | <b>3.0</b>        | <b>3.5</b>    | <b>4.0</b>   |
| <b>B- 82-80</b>       | <b>2.7</b>        | <b>3.2</b>    | <b>3.7</b>   |
| <b>C+ 79-77</b>       | <b>2.3</b>        | <b>2.83</b>   | <b>3.3</b>   |
| <b>C 76-73</b>        | <b>2.0</b>        | <b>2.5</b>    | <b>3.0</b>   |
| <b>C- 72-70</b>       | <b>1.7</b>        | <b>2.2</b>    | <b>2.7</b>   |
| <b>D+ 69-67</b>       | <b>1.33</b>       | <b>1.8</b>    | <b>2.3</b>   |
| <b>D 66-63</b>        | <b>1.0</b>        | <b>1.5</b>    | <b>2.0</b>   |
| <b>D- 62-60</b>       | <b>.07</b>        | <b>1.2</b>    | <b>1.7</b>   |
| <b>F 59 and Below</b> | <b>0</b>          | <b>0</b>      | <b>0</b>     |

Because of the level of difficulty of their subject matter, Calculus and Calculus II are considered Honors courses. Advanced Placement (AP) courses are offered in English Composition, English

Literature, U.S. History, Biology, Chemistry and Physics. AP English Composition and AP English Literature are also Dual Enrollment (DE) courses.

### ***Guidance Services***

The Guidance Office and/or Academic Advisor provide personal and group counseling as well as:  
Educational planning; Course selection; College selection; Career exploration;  
Assistance in preparing and submitting college applications;  
Assistance in applying for college scholarships and/or financial aid;  
Administration and supervision of standardized testing and interpretation of results; and  
Transcript preparation.

For assistance in any of these areas, students can make appointments by signing up in the Guidance Office. Parents can call 982-3532 to schedule appointments.

### ***Homework***

Homework assignments should supplement and reinforce classroom teaching and learning, and should be a productive experience for all students. However, students work at different paces; what one student can accomplish in 15 minutes is what another may accomplish in 60 minutes.

**The lower school** recommends the following guidelines for daily homework time:

|            |               |
|------------|---------------|
| Grades 1-2 | 20-30 minutes |
| Grade 3    | 30-45 minutes |
| Grades 4-5 | 45-60 minutes |
| Grades 6-7 | 1 to 2 hours  |

**All Lower School** parents should be checking their student's homework assignment sheets or planners for each night's assignments. Homework and tests will be returned in a weekly folder or on a daily basis.

**Upper School students** are expected to perform satisfactorily in a college preparatory program. Most teachers assign homework every day; homework is an extension of the curriculum. Accordingly, homework includes reviewing the day's lessons, completing short-term assignments, working on long-term assignments and studying for quizzes and tests. Upper School students are expected to spend *a minimum of two hours each night* on homework. Students are expected to turn assignments in on time. **Upper School students** should consult each teacher's course syllabus regarding policy.

### ***Honor Code***

Roanoke Catholic School fosters a Christian atmosphere of trust, fairness, honesty and individual responsibility. As Disciples of Christ, students are expected to conduct themselves as responsible individuals in all phases of student life. Tests, homework and long-term assignments are the personal responsibility of students. Our honor code dictates that we will not lie, cheat, steal, or plagiarize. During the 2017-2018 school year, an Academic Integrity Honor Council consisting of administrators, teachers, and students will be established to review infractions of the Roanoke Catholic Honor Code.

### ***Make-up Work***

When students miss classes for any reason, they are responsible for making up class work, homework and tests and should talk with their teachers about such make-up work. Tests should be made up within two days of the student's return to school. (If the absence was only one day, tests should be made up on the first day back.) The times and locations for make-up tests are scheduled at the discretion of the teachers. Students may request daily assignments before their return, when absent due to illness.

### ***National Honor Society***

Students in grades 10-12 who demonstrate consistent academic excellence as well as character, leadership and service may be considered for membership in the National Honor Society. Roanoke Catholic School sponsors the Pacelli Chapter of the National Honor Society for students in the tenth, eleventh and twelfth grades. Membership in the society is a privilege extended to those students who qualify in several areas:

- To be considered for selection, students must have attended Roanoke Catholic Upper School for at least one semester and be in good standing with the school.
- They must meet the scholarship standard, which at RCS is a cumulative semester average of 90.

Those who qualify academically are then evaluated by the Faculty Council, composed of five teachers, in the areas of leadership, service and character. Students inducted into the National Honor Society must maintain these standards to retain their membership. The national organizations of the NHS describe these criteria as including, at a minimum, the following characteristics:

- **LEADERSHIP:** resourcefulness; initiative; positive influence and attitudes; dependability and reliability; holder of offices or positions of responsibility in class, at work and in other school or community activities.
- **SERVICE:** dependable, organized and courteous assistance; willingness to perform difficult or unpublicized tasks; loyal representation of the class or the school; participation in out-of-school as well as in-school activities; mentorship of others.
- **CHARACTER:** moral and ethical principles; desirable qualities such as friendliness, poise and stability; compliance with regulations; self-discipline; respect for others.

### ***Planners***

To assist students in managing their assignments and their time in grades 3-12, the school provides planners. Students should use these planners to record both short-term assignments and long-range projects.

### ***Promotion and Retention***

Promotion and retention are determined by the teachers with the approval of the principal. In a case of possible retention, the student's teacher and the principal will confer in advance with the parents to make them fully aware of their child's status. Students in grades 4-12 who fail two or more subjects for the year will be retained.

### ***Reporting Progress***

Report cards are issued at the end of each quarter. Interims (assessments of mid-term progress) are also issued quarterly. All grades are accessible through ParentsWeb. Report Cards and Progress Reports will be distributed electronically. Final report cards will be distributed electronically with the exception of senior transcripts, which will be mailed. Additional communications from teachers may include test papers to be signed, written notices, telephone calls and emails.

### ***Retreats***

Per diocesan policy, every **upper school** student must attend an annual school-sponsored retreat as part of the Theology curriculum. Exact details regarding the individual grade level retreat will be announced at the beginning of the year. As the high school retreat is a diocesan requirement

for graduation, attendance is mandatory for all students enrolled in grades 8-12. A fee may be charged for the retreat.

### ***Scholastic Integrity***

Plagiarism occurs when a student attempts to present as his/her own what has come from another source; i.e. using the ideas of another person, paraphrased or not, without giving credit to that source; rewriting borrowed material through minor word or sentence adjustments; presenting as one's own a paper, project or assignment that has been partially or completely prepared by another person, whether a relative, friend, fellow student, alumnus or an employee of an online service or other business that produces such work.

Cheating occurs when a student uses course materials, information or devices (programmable calculators, cellphones, etc.) in an unauthorized or prohibited manner; copying from another student at an exam, test or quiz; copying another's assignment, data or lab report; permitting another student to copy from your assignment, test, exam, quiz or project; obtaining and/or using in an unauthorized manner an answer key or an examination, test or quiz prior to its administration; sharing with students in other class sections or from previous years information about tests, quizzes or exams they will be taking, etc.

### ***School Supplies***

Each year, families receive a list of supplies for each grade. Lower School lists can be found on our website. In the interest of safety and tidiness, *please do not purchase spiral notebooks* (Grades K-5 only). General supplies are available for purchase most mornings in the school store.

### ***Standardized Testing***

Standardized tests are administered to determine student capability, interest, potential and achievement:

- PK and Kindergarteners take an in-house test.
- The Diocese of Richmond has adopted the Scantron's Performance Series assessment tool, which is completely computer-based and adjusts to each child's ability, for grades 2-8. More information about this test can be found on our website. The Scantron Performance Test is administered to students in grades 2-8 three times a year: in the fall, winter and spring.
- The Preliminary Scholastic Aptitude Test (PSAT) is administered to 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades during national testing dates.
- Upper School Advanced Placement examinations are available in May.
- The Assessment of Catholic Religious Education (ACRE) tests, which measure religious knowledge and attitudes, are given in grades 5, 8, 9 and 11 each spring. Results of these tests will be shared with parents at the end of the year.

Results of all standardized tests become part of a student's permanent record.

## **Writing Policy**

The goal of the writing policy of Roanoke Catholic School is to raise the consciousness of students concerning the importance of clear and effective communication. Maintaining the clarity and vigor of language is fundamental. The student's responsibilities on all written assignments include the following:

1. To write legibly
2. To use correct spelling
3. To use standard grammar and punctuation
4. To structure all essays with a clear beginning, middle and end

Both teachers and students must understand the necessity of proofreading and revision for clear and effective communication in all subject areas.

### **Requirements for Major Research Papers**

| <b>GRADE</b> | <b>MAXIMUM LENGTH</b>    | <b>MINIMUM SOURCES</b>     |
|--------------|--------------------------|----------------------------|
| <b>8</b>     | <b>3-5 typed pages</b>   | <b>4; 3 cited in text</b>  |
| <b>9</b>     | <b>4-6 typed pages</b>   | <b>5; 4 cited in text</b>  |
| <b>10</b>    | <b>5-7 typed pages</b>   | <b>6; 5 cited in text</b>  |
| <b>11</b>    | <b>6-8 typed pages</b>   | <b>7; 6 cited in text</b>  |
| <b>11 AP</b> | <b>9 typed pages</b>     |                            |
| <b>12</b>    | <b>10-12 typed pages</b> | <b>10; 8 cited in text</b> |

*For all courses, grade level papers may not exceed the above standards.*

English teachers introduce, reinforce and review the research process, the skills and the techniques necessary to plan, research and write formal papers according to Modern Language Association (MLA) guidelines. Throughout the process, students are also encouraged to learn to use technology to locate information and to prepare their manuscripts.

Satisfactory completion of the **senior research project** is a requirement for graduation. This project combines the *formal research paper* and the *senior speech*. The grade and credit for this project is recorded separately on students' transcripts.

## **Upper School Class Information**

Each year the individual classes, grades 8 thru 11, establish class dues that are payable to the Class Treasurer. Students are expected to pay the class dues that have been approved by the class.

Classes may also choose to have a fund raising event. These monies accumulate in the respective class treasury and are used in a variety of ways. For example, the sophomore class may sponsor the Homecoming dance; the junior class is responsible for the Prom as well as the senior Baccalaureate dinner. Each year, additional financial responsibilities are incurred:

- Grades 8 thru 12 – Yearly retreats
- Junior year – Ring Day lunch
- Senior year – Announcements and graduation materials *plus* the Graduation Fee (~\$75)

## **Valedictorian and Salutatorian**

The honor of Valedictorian and Salutatorian will be decided by the administration. Candidate selection is aided by:

- Attendance (the student must have attended RCS for a minimum of junior and senior year)
- Cumulative average reflecting the highest grade point average with the most depth in major subject areas.

## ARRIVAL/DISMISSAL

---

The official school day for all grades begins at 8:00am.

Grades PK-5 are dismissed at 2:45pm. Grades 6-12 are dismissed at 3:00pm.

Students should arrive **NO EARLIER** than 7:30am and **NO LATER** than 7:50am.

Students are considered tardy if they arrive in their homerooms after 8:00am. *Students tardy more than four times for non-weather-related reasons will face disciplinary measures.*

Car riders must be picked up between 2:45pm (for lower school) and 3:15pm (all). Any lower school students not picked up by 3:15pm will be placed in Afterschool Care and must comply with that service's rules, procedures and costs. Roanoke Catholic School is not responsible for students remaining on school grounds after 3:15pm who are not eligible for the After School Care program.

**Students with after school functions, such as sports, piano lessons or tutoring, must be in the care of a parent or adult before *and* after these activities.**

### ***Car Drop-off Procedures***

Students may be dropped off beginning after 7:30am. No student should be dropped off before 7:30am. **This is a safety issue!**

All lower school students, ***including those with upper school siblings***, should be dropped in the lower parking lot where the wide sidewalk leads to the stairs to the mall. From there, your lower school student can walk the sidewalk into the lower school gym, and upper school siblings can go to the cafeteria. Please do **not** drop in front of the lower school gym or any area besides the designated drop zone. Please do not pass cars in line for drop off. Refrain from parking in the teacher parking lot to drop students unless you have business in the building.

Upper school students should be dropped off in the designated area in the upper parking lot. You must use the **Gainsboro entrance** to drop off your students. **DO NOT** enter in front of St. Andrew's to drop students off.

Upper school students may enter the building at the cafeteria beginning at 7:30am. Students will be dismissed from the cafeteria to homeroom by 7:50. Any students with a designated purpose, i.e. a prearranged meeting with a teacher or predetermined club meeting, may enter the building before 7:50am only via the front lobby doors.

### ***Car Pick-up Procedures***

Upper school students should be picked up in the upper lot by the mall, following the same procedures as drop off. After school, upper school students should be off "the hill" by **3:30pm**. If students remain at school due to participation in extra-curricular activities, they must be with the adult in charge of the activity.

All lower and middle school students should be picked up in the lower parking lot. All cars should assemble on Patton Avenue and move into the parking area after the first car is signaled by staff. (Please do not move into place until signaled to do so.)

No student will be released to a parent who is not in a car. Parents picking up younger students should plan on being in the first line through the parking lot. Parents of middle school students should plan on arriving for the second line through the parking lot. For everyone's comfort, please turn off your cars while waiting for your student(s).

Students who have older siblings that they wait for will be allowed to wait until Upper School is dismissed and then will be escorted to the mall area. These students must be picked up by **3:15pm** or they will be escorted to After School Care.

On rare occasions, there is **inclement weather** when it is time to dismiss. You will be signaled by staff as usual, except that you will stop at the wide sidewalk in front of the stairs to the mall. Please stay in your cars. Staff will come to you to find out who you are picking up and will then escort your student(s) to your car. Your patience is appreciated since this can be quite a lengthy process.

For this reason, please make sure to check the weather daily and send your student prepared with an umbrella, hooded raincoat, etc.

### ***Inclement Weather***

Decisions to delay or close school during inclement weather are made by the Principal before 7:00am whenever possible. Students and parents should check the RCS website at [www.roanokecatholic.com](http://www.roanokecatholic.com) and check their home email. We will also notify parents who have opted in to the Parent Alert notification system. In addition, we will contact local media, including television channels WDBJ 7 (CBS) and WSLS 10 (NBC) and WSET 13 (ABC) as well as local radio stations WROV (1240 AM, 96.3 FM), WFIR (960 AM), WPVR (94.4 FM), and WXLK (92 FM). *Please do not call the school to inquire about school closings because phone lines are needed to release information to the media.*

If school is operating on a one or two-hour delay, parents should continue to check the website and their email accounts in addition to tuning in to radio and television stations for updates as weather conditions may necessitate closing. Your family's safety is paramount. If school is in session but you are unable to come due to inclement weather, please call the school.

### ***Use of School Grounds***

Students should not be on school grounds before 7:30am or after 3:30pm Monday through Friday unless participating in a school function, an athletic practice/game or an extracurricular activity with an approved moderator present. ("School grounds" is defined as any diocesan property on the Hill bounded by Gainsboro Road, Celtic Way, 2<sup>nd</sup> Street and Patton Avenue.)

## **ATHLETICS**

---

At Roanoke Catholic School, all middle and upper school students have many opportunities to participate in sports, such as cheerleading, football, cross-country, volleyball, basketball, soccer, track and field, swimming, wrestling, lacrosse and golf.

The program of athletic activities is coordinated by the Athletic Director who works with the coaches, managers and student athletes to develop individual athletic abilities, team competitiveness and school spirit. All student athletes, parents and coaches will be issued an Athletic Handbook that outlines the policies and procedures of the athletic program.

Per state regulations, every student MUST have on file a signed acknowledgement of the Concussion Information Sheet, available on the website or in the front office.

Before a student may begin practicing for any sport, the proper VHSL physical examination form (available at [www.vhsl.org](http://www.vhsl.org)) must be completed and submitted to the Athletic Director along with the proper fee and registration paperwork. Athletic fees can be paid online securely through PayPal on the athletic page at [www.roanokecatholic.com/student-life/athletics/](http://www.roanokecatholic.com/student-life/athletics/).

### ***Athlete's Responsibility***

Participation in varsity and junior varsity sports by students at Roanoke Catholic School is governed by the eligibility rules of the Diocese of Richmond, the Virginia High School League (VHSL), the Virginia Independent Conference (VIC), the Blue Ridge Conference (BRC) and the Virginia Catholic High School League (VCHSL). Students should remember that, according to VHSL regulations, they have four years to participate in interscholastic sports, beginning when they start ninth grade.

All athletes are expected to be at school on time and have good attendance records. Students must be present in school for a minimum of four classes in order to participate in athletics on any given day. If athletes are too sick to be in school, then they are too sick to participate in sports. This

applies to both practices and games. An athlete may be excused during a game day if he/she has a doctor's or dentist's appointment. An athlete may be excused for a non-medical reason if he/she has obtained prior approval from the administration or Athletic Director. After a game, athletes returning late to school will not be excused for tardiness or from assignments or tests scheduled for the next day. An athlete will contact his/her teachers at the beginning of the sports season to determine procedure for requesting assignments in advance of an absence due to athletic involvement.

As a reminder:

- Excessive absences from school or excessive tardies to school may lead to temporary or permanent suspension from participation in athletics.
- An athlete who is ineligible to participate in athletics may NOT practice with the team nor sit on the bench during home games, dress out for games, travel with the team or take any formal role (i.e. manager, score keeper) during games.

## **ATTENDANCE**

---

### ***After School Care Program***

After School Care (ASC) is available until 6:00pm each school day for students in PK through 7<sup>th</sup> grade. All lower school families are required to sign up for the program as a drop in, but you may elect full time care for an annual rate. (As a drop in, you do not pay for the program unless you use it. Since emergencies do happen, being signed up ensures that your child has a place to be if you cannot get to the school in time to pick them up.)

### ***Attendance Policies***

Daily attendance and punctuality are required except for illness or emergency. Absence, tardiness and dismissals may affect participation in school activities. Perfect attendance means that students have been on time every day and have not had any early dismissals other than orthodontic appointments or pre-approved school activities. Every attempt should be made to schedule appointments after school hours.

When students are absent, parents should notify the school between 7:30am and 8:30am.

- The teachers of students in grades K through five will automatically send the absent student's homework to the Homework Table located in the office at the end of the day. Parents may retrieve the homework from the office after school or the students can find their books and homework there when they return.
- Middle school students in grades six and seven must email their teachers directly to request homework assignments.
- Upper school students are responsible for making sure they keep up with their class assignments. Upper school students should email their teachers for missed work or ask a classmate to get assignments.

All students should turn in the assignments when they return to school. Students with an extended illness (lasting two or more days) will have one day per day missed to complete make-up assignments (i.e. an absence of 4 days will allow 4 days to make up work).

Parents of students who have been absent must either send their homeroom teachers notes of explanation or email the teacher using the first letter of the teacher's first name followed by the teacher's full last name followed by @roanokecatholic.com. These notes should include the dates of absence and the specific reasons for the absence. Students should present these notes to their homeroom teachers on the day they return to school.

Prolonged or frequent absences, as well as repeated failures to make up work missed during such absences, may result in failing grades or requests that students withdraw from the school. Upper



school students who accumulate more than *ten absences per semester* may not receive credit for that class. For all grades, if a student's absences total *fifteen days*, the Principal will contact the parents to determine the status of the student.

Parents are strongly encouraged to plan family trips to coincide with vacation periods on the school calendar. No advance assignments will be available for students taking vacations during school sessions.

**Students who are willfully absent from school without parental permission are considered truant. Truancy is a most serious offense and will result in suspension.** Students must reside with their parents and/or legal guardians while enrolled as a Roanoke Catholic student.

### ***Early Dismissals***

Early dismissals from school are granted only in cases of illness, emergency or upon written notification from parents or guardians. Students must sign out in the office. If returning on the same day, students must report to the office and sign back in. Students who need to leave school for scheduled appointments should bring notes to their homeroom teachers the day before the appointments. These notes should specify the date, time and reason for the dismissal. In addition, any students who will miss class because of any kind of early dismissal should turn in assignments before leaving. ***Please note:*** early dismissals may affect a student's perfect attendance.

***Make-Up Work*** – See policy on pg. 9

### ***Tardiness Policies***

Supervision of lower school students in the lower school gymnasium begins at 7:30am. Students are NOT to arrive before this time. Supervision of upper school students in the cafeteria begins at 7:45am. All students should be *in full uniform* and in the building by 7:50am. They should be in their homerooms no later than 8:00am or they will be considered tardy to school.

Lower school students, grades PK-7, arriving after 8am should be escorted into the building by a parent or guardian and signed in at the office.

All other students arriving between 8:00am and the end of homeroom should report directly to homeroom. Students arriving after 8:10am (**or who miss homeroom**) MUST report to the office to sign in and received an admission slip. Students who fail to check in may be marked absent and may be referred to administration for disciplinary action.

Repeated tardies (over four) will result in disciplinary action, beginning with recess detention for lower school and after school detention for upper school. Parents will be alerted via a letter or phone call home when each detention occurs. After three detentions for tardies (twelve tardies to school), students will be scheduled for an in-school suspension.

In the upper school, attendance is taken at the beginning of each class period. Consistent tardiness can negatively affect grades, as class participation is an integral part of course grading. Students should consult each teacher's course syllabus to understand the full impact of tardiness in every course. Students who arrive after 9:00am may not participate in athletic practices and games that day unless the tardiness was for an excused purpose approved by the administration.

Tardiness caused by scheduled appointments does not result in disciplinary action; however, students should notify the school in advance. In addition, students should turn in assignments when they arrive at school by placing them in the respective teachers' mailboxes.

## **BEHAVIOR AND DISCIPLINE**

*If necessary, final interpretation of these guidelines will be at the discretion of the administration.*

### ***Code of Conduct***

Roanoke Catholic School fosters positive behavior in a Christian setting and has high expectations for its students, teachers, parents and administrators. Order and self-discipline are essential elements of an atmosphere conducive to learning. Moreover, the safety and well-being of all members of the school community must be the first consideration in establishing discipline policies. Students should show respect for the needs, rights and property of others through Christian caring, cooperation, sharing and sacrifice. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others must be maintained. Respecting the dignity of all individuals is essential for Christian living. It is important that each person involved with Roanoke Catholic School walks in a way that displays the good news of Jesus Christ. Jesus says, "I give you a new commandment: love one another. As I have loved you, so you also should love one another. This is how all will know that you are my disciples, if you have love for one another."

As a Catholic school that holds Jesus Christ as the ideal for human behavior, Roanoke Catholic sets before its students as their code of conduct the teachings of Jesus contained in the Gospel. All students at Roanoke Catholic School are expected to exercise self-control and conduct themselves as Christians at all times. The behavior of students should reflect the standard of good citizenship and the Christian way of life.

The words *discipline* and *disciple* are derived from the same root and convey the ideas of learning and instruction. Roanoke Catholic students are taught that their behavior has consequences and they must accept responsibility for their behavior. Consequences for inappropriate behavior are issued as a teaching method; the system of discipline seeks to be educational, not punitive. Administration reserves the right, at any time, to remove a student from co-curricular activities, including athletics, for behavior not in concert with the Roanoke Catholic School philosophy and with Christian values.

### ***Classroom Conduct***

Teachers post lists of expected classroom behaviors and the consequences for not complying. Teachers will make these available shortly after school begins. Each teacher is responsible for maintaining effective discipline. Within individual classes, teachers may assign detentions or other corrective measures to address unacceptable behavior.

### ***Unacceptable Behavior***

While Roanoke Catholic School enjoys a safe and respectful atmosphere, the school wants all students to be aware of specific behaviors considered inappropriate. Any inappropriate behavior will be subject to disciplinary action.

*School grounds* is defined as any diocesan property on the Hill bounded by Gainsboro Road, Celtic Way, 2<sup>nd</sup> Street, and Patton Avenue.

*School-sponsored activities* may be on or off campus and include, but are not limited to, sports events, dances, play productions and field trips. Roanoke Catholic School reserves the right to decline admission of or request the withdrawal of any student who, in the opinion of administration, is an undesirable influence on other students at any school sponsored activity.

It is expected that students will fulfill their responsibilities and participate positively in the life of the school. The following attempts to set clear limits on what constitutes acceptable and unacceptable behavior and to state clearly the consequences of unacceptable behavior.

Consequences are intended to be an occasion for the student to learn from his/her mistakes as well as to be a deterrent.

The school's response to unacceptable student behavior will vary according to the nature of the offense.

### ***Disciplinary Procedures***

Unacceptable behaviors may be addressed in one or more of the following ways:

- *Loss of Privilege*: silent lunch, recess detention (defined as being required to walk during recess and not have free play), loss of other school privilege.
- *Conference*: discussion involving students, parents, teachers and an administrator.
- *Detention*: teacher-supervised time before or after school, usually on Thursday after school.
- *In-School Suspension (ISS)*: dismissal from classes. Parents will be notified. The suspension is served on school grounds under the supervision of school personnel. The student is responsible for completing all assigned work.
- *Out-of-School Suspension*: dismissal from school. Parents will be notified. The student serving OSS is prohibited from attending all school social and athletic activities. The student is responsible for obtaining and completing all assigned work. The student is readmitted after a conference with parents and an administrator.
- *Expulsion*: removal from school. Expulsion is a very serious matter and is used only when required by law or when the student has repeatedly failed to correct an unacceptable behavior.

All disciplinary infractions will be noted in Renweb, followed by a parent email concerning the infraction.

**Some infractions will earn demerits.** Demerits will be entered in RenWeb for students in grades 5-12. When a student earns seven demerits, he/she will be required to serve detention after school. If the student continues to earn demerits, enough so that the student is required to serve three detentions in a quarter, he/she will be referred to the administration for more serious consequences. The following behaviors earn one to three demerits each time they occur:

- Arriving tardy to class
- Being dishonest or disrespectful
- Chewing gum
- Consuming food/drinks in other than designated areas
- Displaying affection beyond handholding
- Disturbing class
- Failing to comply with uniform and dress codes
- Failing to follow school policy on computer and Internet use
- Failing to have books covered
- Failing to report to cafeteria duty
- Possessing and/or using a cell phone that is deemed to be powered on during school hours (8:00 A.M. – 3:00 P.M.)
- Using electronic devices inappropriately
- Using profanity, obscenity or other inappropriate language

**The following behaviors are examples (not all inclusive) of serious offenses against the philosophy of the school and will have more serious ramifications:**

- Being in an unsupervised area
- Cheating – copying homework, using notes during testing, giving or receiving answers, copying information verbatim from the Internet or printed sources
- Destroying or defacing school property
- Disrupting the school
- Entering school buildings without permission
- Fighting or appearing to fight
- Gambling
- Gang activity
- Bullying/Harassment (See **\*\*Bullying/Harrassment** below)
- Insubordination
- Leaving supervised areas without permission
- Possessing any firearm, other weapon, explosive or their facsimiles on school grounds (including parking areas)
- Possessing or using drugs, alcohol or tobacco products on school grounds or at school-sponsored activities (See **\*Zero Tolerance** below)

***Detention***

Administrative after-school detentions are held from 3:00pm until 4:00pm on a Thursday. The student must serve the detention on the day scheduled unless a doctor's appointment was previously scheduled or a verified illness occurs, in which case detention will be served on the next detention day. Detention takes the place of any other school-related activity. Students may NOT reschedule a detention due to a sports obligation. Failure to report to after school detention will have repercussions.

Teacher's detention may be assigned on a Monday, Wednesday or Friday.

- Students will receive an automatic one hour detention for each accumulation of four tardies to school.
- Students who accumulate seven demerits *or* whose actions warrant an immediate detention will serve detention. Parents will be notified and the scheduled day for detention noted.

At the end of each semester, every student's demerit/detention record will be wiped clean, but if a student is repeatedly assigned detention, even over a long period of time, he/she may be subject to more serious disciplinary action.

***In-School Suspension (ISS)***

More serious misbehavior or the accumulation of three (3) detentions results in the assignment of an In-School Suspension (ISS). This suspension is served on school grounds under the supervision of school personnel. Parents will be required to communicate with the administration and the student is responsible for completing all assigned academic work. The student will not be allowed to participate in or attend any extra-curricular activities for one week. (Monday through Saturday)

***Out-of-School Suspension (OSS)***

Dismissal from school. Most serious misbehavior results in the assignment of an Out-of-School Suspension (OSS). Parents and student will be required to attend a meeting with the administration and the student is responsible for completing all assigned academic work. This disciplinary action may appear in their permanent high school record file.

### ***Expulsion***

Removal from school. Expulsion is a very serious matter and may be used by the Principal/Head of School with input from the Office of Catholic Schools of the Diocese of Richmond at any time during the school year for cases that are serious in nature or for prolonged unacceptable behavior.

### ***Zero Tolerance***

Roanoke Catholic has a zero tolerance policy with regard to the use of or possession of illegal drugs and alcohol. The use of, selling or possession of illegal drugs, alcohol, chemical substances or drug paraphernalia at school or any school sponsored function, regardless of location, is grounds for dismissal. The use of or possession of tobacco products or paraphernalia at Roanoke Catholic or any school sponsored function, regardless of location, is strictly forbidden and subject to disciplinary actions.

### ***Bullying/Harassment***

Our school community defines *bullying/harassment* as repeated acts of physical, emotional or social behavior that are intentional and hurtful. These acts can be characterized as direct or indirect. *Direct bullying* involves carrying out negative actions through physical contact or with words. *Indirect bullying* involves more subtle methods such as exclusion from a group or spreading rumors. ***The concept of bullying is in direct opposition to our school philosophy.*** It is inappropriate and will not be tolerated.

Our school community also defines bullying as:

- An act of aggression by an individual or group with the sole intention of inflicting harm on another person
- A dominance of strength and power over another with less power
- **Repeated** acts of aggression and/or threats to target another person causing psychological and emotional stress

Each student will sign an *Anti-Bully Contract* stating the definition of bullying and the consequences for such behavior. The contract will be kept on file.

If a student is reported for bullying behavior and that behavior is indeed identified as bullying by the teacher, administrator or counselor, the student will be disciplined by the administrator and the following actions may take place:

- Incident 1** After-school detention  
Call to parents  
Student meeting with counselor
- Incident 2** In-school suspension  
Meeting with parents  
Student meeting with counselor
- Incident 3** Out-of-school suspension  
Meeting with parents  
Outside counseling, working with school counselor
- Incident 4** Withdrawal from Roanoke Catholic School

***The Administration will make disciplinary decisions when circumstances dictate other courses of action.***

## **TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY**

Catholic Diocese of Richmond and Roanoke Catholic School  
(Revised in cooperation with The Office of Catholic Schools)

Technology has become an increasingly critical tool to advance learning within the Catholic Diocese of Richmond. We see great potential for its use in the learning process as we seek to meet the mission of Catholic Schools:

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.

In a world where technology and our society are always changing, God and His Word remain the same. Our values and priorities are based on Biblical principles that transcend the latest technological trend. We want our schools to be a place where students can learn how to use technology as a positive tool to “make disciples of all nations.” Matthew 28:19

**Part I: The school, parents/guardians, and students agree to:**

- Use school based technology for instructional purposes only.
- Adhere to copyright laws.
- Model appropriate use of technology including social media accounts.
- Engage in online communication that positively represents the school.
- Share concerns of inappropriate technology use with parents or administration.
- Acknowledge the fact that the school cannot control all parts of the internet or incoming email.
- Respect the authority of the administration and the finality of decisions by the administration regarding what is inappropriate use and its consequences.

*Specific agreements of Roanoke Catholic School:*

Unacceptable Behaviors must be promptly reported to the Principal or his/her designee and includes, but is not limited to, the following:

- Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify a teacher, the principal and/or the system administrator.
- Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
- Students may only use the teacher’s computer with permission and under his/her supervision.
- 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.
- The use of School Internet resources to transmit or propagate email transmissions such as broadcast email, chain letters, mass market advertisements [spamming] of any kind.
- Posting anything to the Internet or sending any electronic communication in the name of Roanoke Catholic without prior consent of the Principal. Using School name or logo on personal websites. The Principal is in charge of deciding when and how the school's name, seal and logo are used.
- 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 web sites.
- 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 network use or attempting to alter school system settings or data.
- Using the network for political or commercial purposes as endorsing political candidates or selling items or services.
- Abuse or fraudulent use of the computer system, network, Internet, or wireless system not specifically mentioned.
- Accessing personal email, chatting, instant messaging, discussion boards, use of earbuds in class unless authorized by your teacher. Headphones are not allowed.
- Assisting others in violating any of the policies above.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet. The Principal has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. The faculty and staff may request that the Principal deny or revoke specific user access.

**Part II: All schools within the Catholic Diocese of Richmond agree to:**

- Teach students about being successful digital citizens.
- Create student learning opportunities that empower students to be effective life-long users of technology.
- Will take reasonable precautions to protect students and the integrity of its computer network from misuse by using filtering software. This may include conducting searches of school or personal devices with or without warning. Parents will be notified of searches.
- Report activity that may be illegal to the appropriate authority in addition to parents.
- Empower students to use technology to reach authentic audiences in meaningful ways.

**Part III: All students within the Catholic Diocese of Richmond agree to:**

- Model Christ-like behavior and exhibit Christian virtue in the use of technology. (This includes moderation of time spent online, refusing to view or accept pages or files of an inappropriate sexual or violent nature, and not defacing or damaging technology loaned to a student)
- Treat all people and property with respect.
- Understand that their actions reflect directly on the entire school community and on each student. Use the school-provided internet connection and filter while at school.
- Login with his/her own credentials and maintain the privacy of those credentials, only sharing username and password for school accounts with parents and school staff.

*Specific agreements of Roanoke Catholic students:*

- Attempting to log on to the School network, Internet, or wireless system using a user ID/password other than his/her own. Sharing passwords or trespassing in other's 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.

**Part IV: Parents/Guardians of students within the Catholic Diocese of Richmond agree to:**

- Monitor student technology use.

- Model appropriate use of technology.
- Recognize that they may be responsible for the cost of any repairs caused by inappropriate behavior

Based upon the policies outlined in this document, as well as any technological innovations available after the printing of this document, the school's administration will deem what is inappropriate use. In addition, the cost of any repairs caused by inappropriate behavior may be the responsibility of the student and his/her family.

### ***Internet Usage***

Roanoke Catholic School strives to prepare its students to use the latest technology. In order to use the school's Internet connection, students and parents must agree to abide by the Roanoke Catholic School Internet User Agreement. Both students and parents sign, acknowledging the agreement when students enter Roanoke Catholic School.

The use of Roanoke Catholic School's network and Internet access is a privilege, not a right. The use of computer systems and the Internet at school must be in support of the educational mission and objectives of the Diocese of Richmond and of the school. The Internet is for academic research and not for personal entertainment or amusement. Inappropriate use may result in cancellation of those privileges.

Inappropriate logging in or changing the computer's settings will result in disciplinary action. Ultimately, the Principal will deem what is inappropriate use and has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Students must sign the *Technology and Internet Acceptable Use Contract* prior to using the school computer systems; parents are encouraged to read this carefully.

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. Users are expected to abide by the generally accepted rules of network etiquette.

### **Unacceptable behaviors that must be promptly reported to the Principal or his/her designee include, but are not limited to the following:**

1. Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
2. 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 other's folders, work or files.
3. Sending any written comment or picture that is malicious regarding another student or individual.
4. All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.
5. 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.
6. Using the school name or logo on personal 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 web sites.
7. Publishing information on the Internet, such as posting photographs or blogging, that brings discredit to the school (whether on or off school premises).
8. Non-school related social contacts between faculty/staff and students.



9. Any access to inappropriate materials that are graphically offensive, illegal, obscene, discriminatory, harassing or threatening.
  10. Downloading/installing of unapproved software. (This is strictly prohibited.)
  11. 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.
  12. Using the network in any way that will limit or disrupt network use or attempting to alter school system settings or data.
  13. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
  14. Assisting others in violating any of these policies.
  15. Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned.
  16. Accessing personal email or social networks, chatting, instant messaging or using discussion boards. (These activities are prohibited unless authorized by the administration.)
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.

### ***Social Networking Guidelines for Parents of Students in Catholic Schools***

Social networking has revolutionized the way we communicate and share information with one another. The term Social Networking includes, but is not confined to the use of blogs/wikis, message boards/forums, FaceBook, Instagram, Snap Chat, Twitter, LinkedIn and other posting technologies such as YouTube, Picasa, Flickr, etc.

These guidelines should not be considered all inclusive, but serve as guidance in the use of social networking by students.

1. Students should be familiar with and adhere to the Schools *Code of Conduct*. It extends to the use of social networking sites and covers issues such as bullying, harassing and defaming that might occur online.
2. Please be aware that words and images you post may be available for years, even if deleted.
3. Personal profiles should not indicate personal information that can be used to locate you, such as your full name, address, phone number and planned personal activities.
4. Don't post information about yourself that you don't want the whole world to know. Your profile may be viewed by future employers and school admissions officials, as well as identity thieves, spammers and stalkers.
5. Don't post information about others, including all the cautions noted above. Pictures or images of other students should not be posted or tagged without their permission.
6. Be cautious about whom you accept as a friend on your site.
7. Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
8. Be wary if a new online contact wants to meet you in person. Discuss with your parents/guardian before you decide to meet.
9. If you feel threatened by someone or uncomfortable because of something online, tell an adult you trust. Bullying, harassment and defaming are unacceptable and reporting this type of conduct could end up preventing someone else from becoming a victim.

**Bottom line:** Unless you're prepared to attach your social networking site, such as Instagram, Facebook, Twitter, etc, to your college, job, internship, scholarship or sports team application, do not post it publicly!

## **CAFETERIA**

---

### ***Cafeteria Policies***

The cafeteria, besides being a lunchroom, is a place where good human relations can be developed. Each student is to practice good manners and personal responsibility in the cafeteria. Simple rules of courteous behavior include: leaving the table and surrounding area clean and orderly, replacing chairs and putting trash in proper containers. Students are to eat and drink only in the cafeteria.

The following items are not permitted in the cafeteria: fast food, glass containers or soft drinks. Students may bring lunch from home, but may not have food delivered from a commercial and/or fast food restaurant or other outside source.

Microwaves in the cafeteria are for Upper School and Middle School students only.

Parents may have lunch with their children during the school year when they wish after October 1. This gives students time to learn cafeteria rules and procedures. Remember to report to the office first! Student visitors to the cafeteria must be approved in advance; they must follow school cafeteria rules, i.e. no fast food.

Students must report to the cafeteria at the beginning of their lunch period; they must remain in a supervised area for the entire lunch period. Students should not take food or drink from the cafeteria.

**Upper School students** (whether bringing or buying their lunch or not eating) are to be in the cafeteria (or library during break) during morning break and during their lunch period. Students on duty should not leave the cafeteria until they have been dismissed by the faculty moderator. Failure to report for a designated student cafeteria (break and lunch) duty will result in demerits being issued. The same guidelines for *Cafeteria* and *Cafeteria Accounts* apply to *Morning Break*.

### ***Cafeteria Accounts***

We establish one **family account** for all family members to use, and you can see each child's purchases on ParentsWeb.

**IMPORTANT:** The Cafeteria account is NOT a charge account. You are required to load funds prior to purchases being made. While students *do* have the ability to charge when they have no funds, this incurs a debt that you owe to the school and is automatically considered a delinquency.

***Charge balances left at the end of the month may be added to your FACTS payment plan.*** You will be notified if this is done with the amount and date of the draw.

You can keep up with your balance in the cafeteria through ParentsWeb. (Go to Family Information/Family Billing/Café Only Account) You can also add funds to your cafeteria account through ParentsWeb. Additional fees may apply when using a credit card.

*To restrict the charging of extras, call the school and ask us to put an alert on your account. While this is not always possible to enforce in the busy and fast-paced lunch environment, we will do our best to restrict your child's purchases.*

**The RenWeb Cash Register in the cafeteria line uses a fingerprint to bring up your child's account.** The school takes one fingerprint from each student for this purpose. The fingerprint is used for nothing else, is stored only on the local computer and is secured by passwords. Please notify the main office of the school *in writing* if you DO NOT authorize the use of a fingerprint for this purpose. However, be aware that your child will be required to memorize a seven-digit number in order to purchase their lunch. Teachers will not be responsible for these numbers.

## **COMMUNICATIONS**

---

You may call the school office Monday through Friday from 7:30am to 4:00pm for any reason. To email the school office, please send queries to Kellie Moore at [kmoore@roanokecatholic.com](mailto:kmoore@roanokecatholic.com). All

faculty and administration can be contacted by using the first letter of the first name, followed by the full last name plus @roanokecatholic.com.

Frequent announcements and newsletters will be emailed to each family using the email addresses provided by you in Renweb during the enrollment process.

### ***Conferences***

Parent-teacher conferences are required at the end of the first quarter for all lower school students. Conferences at the close of other quarters may be scheduled at the discretion of parents or teachers. In addition, conferences may be initiated at any time by parents, teachers or the administration.

Appointments for parent-teacher conferences should be made directly with the teacher. Parents are encouraged to contact teachers concerning their children and can arrange appointments by letter or by e-mail. **Parents should not drop by for unscheduled conferences**, as teachers may have other responsibilities at that time. Please be considerate of teachers' family time and limit at-home calls to emergency situations only.

The school believes that a student's family should not be taken unaware if their son or daughter has earned a failing grade for work during an academic quarter. If a student is at risk of failing a subject for the quarter, the interim report indicates the problem; also, a teacher may communicate with the family any academic jeopardy at any time. The school also encourages parents to communicate directly and actively with individual teachers throughout the year to strengthen communication and the partnership between the school and the home.

### ***ParentsWeb***

ParentsWeb is your access to school information for your child. You can view grades, homework assignments, student schedules, your family café account, the café menu, calendars, newsletters, a directory and other school information. Please periodically review your contact information and medical information to be sure it is up-to-date and contact the office if changes need to be made.

### ***Teacher Communication***

Parents are invited and encouraged to communicate with their student's teachers and tackle any problems at the earliest possible level. Parents wishing to contact a teacher may do so by telephoning the school office. Messages will be promptly relayed to the teacher concerned. Parents may also email the teachers. All school personnel may be reached by email using the person's first initial and full last name (no spaces) @roanokecatholic.com. (Ex: [kmoore@roanokecatholic.com](mailto:kmoore@roanokecatholic.com))

Please leave a message at the main office if 24 weekday hours pass without a response.

If the situation is not resolved through contact with the teacher, the appropriate Department Chairperson and/or an Assistant Principal may be contacted to facilitate resolution of the matter. In the event more than one teacher is involved, parents should contact the school Academic Advisor or administration to arrange a conference with all concerned.

## **COMMUNITY SERVICE**

---

### ***Requirements***

In the **lower school**, community service is included within religion classes.

**All upper school students** are required to perform 40 hours of community service each year. Students are to develop personal service projects, perform acts of service and submit verification forms in a timely manner. Forms can be found on RenWeb and the school website. Information on service opportunities within the school and in the broader community will regularly be made available. The number of verified service hours performed will be noted on student transcripts. If students have not completed the required service, or if they have not submitted verification, their report cards will be withheld.

***Serving Christ in One Another***

Students who show selfless, exemplary Christian behavior and attitude toward other students and adults on a daily basis may earn this most prestigious award to be given during the final awards assembly for the year.

## **DRESS CODE**

---

The Uniform Policy of Roanoke Catholic School is outlined below. While dress code is certainly not the most important aspect in educating your child, it is important to have students dressed in a way that promotes a positive and cohesive learning environment without distractions. Students should maintain a modest, neat and well-groomed appearance while at school and at all school functions. Clothing and hair should be neat, clean and appropriate for school. Students should be in full uniform during the school day. Students may wear only items listed in uniform guidelines. Dress code enforcement begins at home. Students will not be allowed to attend class or participate in school activities unless they are properly dressed. A student in violation of the dress code may be sent home to correct the violation immediately or a parent may be asked to bring the appropriate attire. In addition, demerits will be issued for non-compliance in grades 5-12. The administration reserves the right to determine what appropriate school attire is. Uniforms and embroidered items may be purchased directly from the school's suppliers: Flynn and O'Hara, Land's End, Educational Outfitters, Jammin', or Embroidery by Chalaine in Vinton. Links appear on our school website. Our school logo is available for application through all suppliers.

### ***General Uniform Notes***

- All clothing must be clean, unwrinkled, hemmed and in good condition.
- Shirts should be buttoned; the top shirt button may be open.
- All shirts should be tucked into the waistband so the waistband is visible.
- Only white undershirts without logos or designs can be worn under polos
- Slacks and shorts should be worn above the hips with belts visible.
- All shoes must be closed-toed and closed-heeled; no clogs, sandals, boots, slippers, or footwear resembling slippers and socks.
- Shoes should not include patterns (i.e. stripes, plaids, checkerboard), textures (i.e. glitter, sequins), lights, or wheels.
- Coats and jackets designed for outside are to remain in lockers/classroom and may not be worn in class. Acceptable outer garments allowed in class are the letter jacket; navy blue, green, or other school sweatshirt with RCS logo (available through the school); navy blue or green fleece jacket (available through the school or Land's End) or uniform sweaters. School uniform polo must be worn underneath. Hoodies are not acceptable to wear during the regular school day.
- At no time are bare shoulders, bare backs, bare midriffs, or low-cut necklines acceptable. Tank tops, spaghetti straps, and halter tops are not permitted, even if worn under jackets, blouses, or sweaters.
- No visible tattoos or piercing other than ears are permitted. (no more than two per ear)
- Jewelry must be kept to a minimum. Large necklaces and bracelets are not acceptable. A maximum of two stud earrings, worn on the ears, will be allowed. Boys may not wear earrings. One cross, crucifix or medal, one ring, and a watch are permissible. No make-up or nail polish, including French or American nude manicure styles, are allowed in lower or middle school.
- Hats and caps may not be worn at anytime during the school day.
- Hair should be neatly styled and groomed away from the face so as not to cover the face. Maximum hair length for male students is to the eyebrows, to the top of the shirt collar, and above the middle of the ears – groomed or ungroomed.
- No unusual/extreme styles, or extreme/unnatural color, all as determined by administration. Hair accessories should be tasteful and kept to a minimum and be less than one inch in diameter, so as not to distract fellow students.
- Male students should be clean-shaven with sideburns no longer than mid-ear. Students who have a medical exemption to this rule should have a doctor's note on file with the principal and the nurse. This note must be current and if necessary reissued and filed annually.
- A used uniform closet is available in the lower school building. Each item is available for a \$1 donation. Parents may visit the closet at any time the school is open, year 'round.

## **Lower School Uniform Guidelines**

*The color code for RCS Green is PMS 342. This is needed if you choose to purchase green polos from another vendor and get them embroidered locally.*

### **School Attire for Girls**

Items appearing in italics must be ordered from the school's vendors.

Standard Uniform

- *Uniform jumper* (Grades PK-4); hem must be at-the-knee length
  - *Uniform skirt* (Grades 5-7); must be at-the-knee length
  - Blue oxford-cloth dress shirt with button-down or Peter Pan collar; no ruffles, emblems, or contrast stitching; may be long or short sleeves; shirt tails must be long enough to be tucked in.
  - Solid navy, black or white knee socks or white fold-down crew socks (Socks must cover ankle.)
- Solid navy, black or white tights or leggings (leggings must be covered by a sock)-required at 45 degrees or below outside temperature at the time of recess, when jumpers or skirts are worn.
- Tennis shoes (either black or white) or saddle oxfords with rubber soles.

#### **Options**

- Navy blue walking shorts; walking shorts are defined as being no more than three inches above the knee; must be worn with belt and only during Eastern Daylight Time
- Green polo-style shirt (long or short sleeve) with Roanoke Catholic School logo; may be worn with shorts, slacks, jumpers, or skirts
- Belt – blue, black, brown, or *\*school plaid* (available at Land's End), must be worn with slacks or shorts in grades 2-7
- Navy blue dress style slacks
- Navy blue or white tights
- Navy blue or green crewneck or cardigan sweater with RCS logo
- Navy blue or green fleece jacket
- Navy blue, green, or other sweatshirt with RCS logo

#### **Physical Education Uniform**

Girls may wear their school shorts or slacks, or, if they wear jumpers and skirts, shorts of any color should be worn under the jumper or skirt. Please make sure these shorts are not longer than the skirts and jumpers.

### **School Attire for Boys**

Items appearing in italics must be ordered from the school's vendors.

Standard Uniform

- Green polo-style shirt (long or short sleeve) with Roanoke Catholic School logo
- Navy blue dress style slacks
- Solid color belt (blue, black or brown) for Grades 2-7
- Solid navy blue, black or white socks. Socks must cover ankle.
- Black Tennis shoes

#### **Options**

- Blue Oxford-cloth dress shirt with button-down collar; no emblems or contrast stitching; may have long or short sleeves; shirt tails must be long enough to remain tucked in
- Navy blue walking shorts made of a cotton/polyester blend; walking shorts are defined as being no more than three inches above the knee; must be worn with solid-colored belt and only during Eastern Daylight Time
- Navy blue or green crewneck or cardigan sweater with RCS logo
- Navy blue or green fleece jacket
- Navy blue, green, or other sweatshirt with RCS logo

#### **Physical Education Uniform**

Boys in grades K-7 will participate in Physical Education classes in their regular school uniform, but boys in grades 5-7 may bring a plain white t-shirt to wear for P.E.

#### **Out-of-Uniform Guidelines (Boys & Girls)**

On out-of-uniform days, students must wear neat clothing and must always wear tennis shoes with socks. Skirts should be no shorter than the knee. Shorts must be no more than three inches above the knee. Torn/Distressed jeans and sweat/jogging pants are never permitted during the school day. Students must comply with whatever specific guidelines are stipulated for special out-of-uniform days, i.e. green and gold day. No jeans are acceptable on dress-up days. Uniforms are always acceptable. Jewelry and nail polish restrictions are relaxed on out-of-uniform days; however, make-up may never be worn to school. All girl and boy scouts may wear the appropriate scouting uniforms on meeting days.

## **Upper School Uniform Guidelines**

## School Attire for Girls

Items appearing in italics must be ordered from the school's vendors.

### Standard Uniform

- *Plaid kilt, box-pleated skirt, or A-line skirt [Classic navy/evergreen plaid]* (All skirts/kilts – must be **at-the-knee length**. Skirts may not be rolled. Shorts under skirts are recommended.)
- *Khaki uniform slacks* made of a cotton/polyester blend
- Green polo-style shirt (long or short sleeve) with Roanoke Catholic School logo
- Solid color tennis shoes (no bright colors) or solid brown, navy or black flat dress shoes (no boots, clogs, or slippers).
- Socks, when worn, should be solid in color (navy, black or white) and must cover the ankle; solid navy blue knee socks; solid navy blue opaque tights; solid navy blue or skin-tone hose may be worn with dress shoes.
- Dark belt must be worn with slacks or shorts.

### Options

- Khaki uniform shorts made of a cotton/polyester blend must be no more than three inches above the knee; no rolling up allowed; must be worn with solid-colored belt and only during Eastern Daylight Time
- Navy blue or green crewneck or cardigan sweater with RCS logo
- Navy blue or green fleece jacket
- Navy blue, green, or other sweatshirt with RCS logo
- RCS Letter jacket

## School Attire for Boys

Items appearing in italics must be ordered from the school's vendors.

### Standard Uniform

- *Khaki uniform slacks* made of a cotton/polyester blend
- Green polo-style shirt (long or short sleeve) with Roanoke Catholic School logo
- Solid color tennis shoes (no bright colors) or solid brown, navy or black flat dress shoes (no boots, clogs, or slippers).
- Solid color socks (navy, black or white). Socks must cover ankle.
- Dark belt must be worn

### Options

- Khaki uniform shorts made of a cotton/polyester blend must be no more than three inches above the knee; must be worn with solid-colored belt and only during Eastern Daylight Time
- Navy blue or green crewneck or cardigan sweater with RCS logo
- Navy blue or green fleece jacket
- Navy blue, green, or other sweatshirt with RCS logo
- RCS Letter jacket

### *Out-of-Uniform Guidelines (Boys & Girls)*

On out-of-uniform days, students must wear neat clothing and must always wear tennis shoes with socks. Skirts should be no shorter than the knee. Shorts must be no more than three inches above the knee. Torn/Distressed jeans and sweat/jogging pants are never permitted during the school day. Students must comply with whatever specific guidelines are stipulated for special out-of-uniform days, i.e. green and gold day. No jeans are acceptable on dress-up days. Uniforms are always acceptable. All girl and boy scouts may wear the appropriate scouting uniforms on meeting days.

## **GENERAL INFORMATION**

---

### ***Automobiles***

Students eligible to drive an automobile to school must register their car(s) with the office. Student drivers are permitted to park *only* in the designated student parking lot. A student car parked other than in the student parking lot is subject to towing, at the owner's expense. Students may not go to their cars during the day without permission. Reckless driving or irresponsible behavior will result in the loss of driving privileges at school. Vehicles parked on school property are subject to search.

### ***Cell Phones/Electronic Devices***

The use of cell phones is **prohibited** during the school day without express permission from Administration.

Students who are ill at school **must report to the front office or the nurse** who will then make parental contact. Students who need to contact a parent or guardian must use the telephone in the main office; **students who contact parents by any other means will be subject to disciplinary action.**

\*\* Parents should refrain from contacting students during the body of the academic day via the child's cell phone. Parents may call the school to relay a message to the student; however, parents are asked to limit messages for students. The secretary will relay messages during break, lunch, and at the end of the last period.

Students who bring cell phones and other electronic devices to school *must turn them off and keep them out of sight between the hours of 8:00am and 3:00pm*. If one is seen (whether it is turned off or not), it will be confiscated and two demerits will be issued. Any student receiving a call (answered or unanswered), making a call, texting or utilizing any of the phone's applications will be subject to disciplinary action:

- First offense – phones will be confiscated and given to an Assistant Principal; two demerits will be issued. Students may retrieve the item at the end of the day.
- Second offense - phones will be confiscated and given to an Assistant Principal; two demerits will be issued. A parent or guardian will be required to pick up the cell phone at the office the next school day.
- Third offense –loss of the privilege of having a cell phone in school.

With permission, students with emergencies may use cell phones in the main office or the guidance office only.

Any student who takes out their phone during a test/quiz will automatically have his/her phone confiscated and will receive an automatic in-school suspension.

In addition to the rules of Internet usage, taking pictures with cell phones is prohibited during the school day (8:00am-3:00pm) unless authorization is granted by a teacher or administrator.

### ***Copiers***

The copier in the library is for student use. The copiers in the main office and the faculty lounges are for the use of the faculty and administration unless permission is granted for student use.

### ***Field Trips***

Field trips are privileges. Students may be denied participation if they fail to meet academic or behavioral requirements. Parents will be informed if a student does not meet those requirements. Parents have the right to deny participation of their children in any field trip. In order for students to participate in a specific field trip, parents or guardians must complete and sign the school field



trip permission form. **Students who fail to return the signed permission form will not be allowed to participate.** Due to Diocesan regulations, the school cannot accept telephone calls nor handwritten notes in lieu of signed forms; however, faxed permission forms are acceptable (fax number 540-345-0785). For parents' convenience, a blank permission form is available online at [www.roanokecatholic.com](http://www.roanokecatholic.com) under Resources. Scholarships are available on a need basis and are kept confidential. Contact your student's teacher to make him/her aware of your need.

### ***Media Center (Library)***

The hours for the media center are 7:30am until 3:30pm. If a student needs to work earlier or later, please make arrangements with the librarian 24 hours in advance. Unsupervised students may not be in the library at any time.

Students needing to utilize the library during school hours may only do so with a teacher's note. Students must provide their own media storage. Printing will be restricted to a maximum of three pages from the Internet or encyclopedia. Additional pages will be available at ten cents per page. The purpose of the Library is to provide a place for quiet, independent study as well as to provide help and resources necessary to complete assignments. Unnecessary talk, noise, disruption or unacceptable behavior as designated in the Code of Conduct will result in detention. Tutoring or studying together is relegated to the conference room.

Students who check out materials are responsible for returning them in a timely manner. If material is lost, misplaced, stolen or destroyed, the person who checks it out is responsible for paying the replacement costs. No one may check out materials for another person.

### ***Lockers***

Lockers are furnished to upper school students, but remain the property of RCS. As Roanoke Catholic School fosters an atmosphere of trust and individual responsibility, lockers do not have locks. Nothing is to be attached to or imprinted on the outside of a locker without the permission of a faculty member. Clearly suggestive photographs or pictures and those with reference to alcohol or tobacco products may not be displayed in lockers. Stickers should be taped, not glued/stuck to the inside of lockers. Authorities reserve the right to enter a locker at any time. Scheduled locker clean-up will be held at the end of each semester; however, students should always maintain an orderly locker.

### ***Lost and Found***

The school does not accept responsibility for personal articles. Students should check for lost articles in the lost and found area located by the cafeteria. Students should check the school office for lost small items and/or jewelry. The lost and found area (including in the office) will be cleared on the first day of the following school breaks: Thanksgiving holidays, Christmas holidays, Easter holidays and the first day of summer break. Unclaimed clothing will be donated to a charitable agency. If students cannot recover lost textbooks within one week, they must purchase replacements. Parents are strongly encouraged to label their student's clothing.

### ***Parties***

All parties of any nature must be approved by the administration. Individual birthday parties are not permitted. Invitations for private parties may be passed out at school *only* if everyone in the class is invited.

### ***Personal Property***

Students are responsible for their own personal items at all times. Personal belongings should bear clear identification. The school is not responsible for lost or missing money, clothing or personal items. Large sums of money or valuables of any kind should not be brought to school. Students may not bring to campus any item(s) that may interfere with or disrupt the regular school day including personal electronic devices (music devices, hand-held games, etc.). Unauthorized items will be confiscated and returned only to a parent and the student is subject to disciplinary action.

### ***Textbooks***

Students are responsible for the care and condition of books and materials on loan from the school. *All books must be covered with paper at all times.* Uncovered books may be subject to \$1.00 fine at time of book check. Students should not use contact paper or similar materials which leave a sticky residue. Tape used in covering books should not touch any surface of the books. We prohibit the use of sock covers, as they contribute to binding and corner damage. Students should not write in or on the inside covers or edges of any book. Failure to follow these guidelines will result in fines for partial or full replacement costs of the books.

### ***Upper School Dance Policy***

At Roanoke Catholic events, it is essential that behavior reflects our Christian values so as not to bring undue attention by our actions nor embarrass or make others feel uncomfortable.

As a community, we have an obligation to create an atmosphere where all are welcome. Our belief system stresses the importance of being true to oneself because of who Christ is and what He has done for us. Behavior at all dances must be in accordance with behavior expected of a Roanoke Catholic student. School dances are school functions, and as such, students are expected to behave in ways that are not only appropriate for schools settings, but also reflect the tenets of our faith.

- Students will be admitted to the dance only if they are dressed appropriately for the function. Guidelines specific to the dance will be announced. Students dressed inappropriately will be denied admission.
- Upon arrival at the dance, students will sign in; if a student leaves before the end of the dance, they must sign out. Students may not return to the building after leaving.
- Students must maintain an appropriate style of dancing; no inappropriate or sexually suggestive, provocative dancing is allowed.
- Students should not place their hands on inappropriate or private body parts or partake in public displays of affection including sitting on laps, holding hands or kissing.
- These guidelines also apply to guests in attendance at the dance.

Chaperones and administration will enforce the above listed guidelines. Students who display any of the behaviors listed above will be warned; if the behavior continues, he/she will be asked to leave, parents will be notified and students may be subject to further disciplinary actions.

### ***Vending Machines***

The vending machines located in the gym lobby and cafeteria may be used before and after, but not during, school. All purchases from these machines must be consumed in the gym lobby area, cafeteria or outside the school building. At NO time may students purchase items from the vending machines in the Teacher Lounges. Doing so will result in disciplinary action.

## **SAFETY/SECURITY**

---

### ***School Safety Plan***

Roanoke Catholic School has a school safety plan to address emergency situations. In the event that the school must be evacuated, students will reassemble in St. Andrew's Church. The school will provide emergency information to the school community through the webpage and email, as well as to local television and radio stations. As part of the safety plan, the school conducts unannounced fire drills and lock-down drills on a regular basis.

### ***Protecting our Children***

In accordance with the policy of the Catholic Diocese of Richmond, Roanoke Catholic School is registered with the Virginia State Police to receive electronic written notification of registration or re-registration of any sex offender located within the same or contiguous zip code areas of the school. Written notification from the Virginia State Police on the registration or re-registration of any sex offender may be obtained by requesting this information from the State Police at <http://sex-offender.vsp.virginia.gov/sor/index.html>. The information provided by the Virginia State Police from the sex offender registry may not be used for intimidation or harassment purposes.

### ***Student Information***

***Accurate student information is critical in case of emergency.*** Please help us keep this information current. If you move or have a new email address, a secondary email address or a new telephone number (including cell phone), please notify the school so we can update your information in our system. You can double check your information through ParentsWeb.

### ***Injury or Illness***

When students become ill or injured, they will be sent to the Nurse's Clinic for evaluation and care. Basic first aid will be given. Medicine will only be given with written parent consent. A standard consent is included in the re-enrollment process each year.

Parents will be called for any condition deemed necessary by the nurse and always for head injury or temperature 100° or greater. Students will be sent home from school for temperature of 100°, conjunctivitis (pink eye), diarrhea, vomiting, head lice and other communicable diseases. Please keep children home until they are fever-free and symptom-free for 24 hours. Students returning to school after treatment for head lice must be seen by the nurse prior to entering the classroom. The Commonwealth of Virginia has instituted a state-wide concussion policy. Injuries that occur while a student is participating in a sporting event or practice must be reported by the coach to the nurse on an accident report.

### ***Medications***

Please follow these guidelines regarding medicine in school:

- Prescription medication must be in the original container. The student's name, physician's name, directions for administration, name of the medication and dosage must be printed on the label. Labels must be intact, current and have all correct information. A physician authorization form must accompany all prescription medications to be used daily or as needed throughout the year.
- Parents must deliver the first bottle of controlled prescription medication to school. Students may bring refills to the Nurse's Clinic promptly in the morning.

- Prescription medication will be dispensed only in the Nurse's Clinic. Students are not permitted to carry prescription or over-the-counter medication. A few cough drops for one day may be sent in with a note. Teachers may keep these in the classroom for the student.
- Students who need to carry inhalers for asthma or other emergency medications must have a care plan on file with the nurse. Please call the school nurse to set up an emergency plan.
- Over-the-counter medications should also be brought to the Nurse's Clinic, have parental authorization and be dispensed in the Clinic. Small packages or bottles of new, unopened medicine should be sent. Check expiration date on label.

### ***HIV/AIDS Policy***

Catholic Schools of the Diocese of Richmond have a comprehensive HIV/AIDS policy. All school personnel and volunteers are required to use the universal precautions when handling blood or any body fluids. For more information on this policy please contact the Diocese of Richmond at [www.richmonddiocese.org](http://www.richmonddiocese.org).

### ***Student Accident Insurance***

Through payment of tuition, each student is covered by a Student Accident Insurance policy to provide coverage while the student is at school or involved in any school-sponsored activities. The student is covered while participating in intramural or interscholastic sports sponsored by the school, including travel to and from the school. This policy is excess coverage; this means that benefits will be paid that are not payable by any other insurance policy or group service contract. If the student has no other insurance, the policy will pay the full benefits, up to the policy maximum, for covered charges due to accident. The school nurse handles these claims.

### ***Student Privacy***

School principals or designated officials have the obligation 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 principals 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.

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 *vis a vis* other students, but has no proprietary rights versus the school.

The school reserves the right to search any data on any student's cell phone or any electronic device if there is reasonable suspicion that the phone or device may have been used in violation of any school rule. Any cell phone or electronic device seen or heard (not turned off or on vibrate) during school hours is in violation of school rules.

### ***School Visitors***

All visitors must check in at the secretary's desk in the office. Students are not allowed to bring a guest to school. Any articles or messages for students must be given to office personnel for delivery. Parents may not make unscheduled visits to classrooms as such visits interrupt the continuity of classes. Please feel free to call the office (or email teachers directly) in order to schedule an appointment.

## **SCHOOL ADVISORY BOARD**

The Roanoke Catholic School Board serves in an advisory capacity to the principal in a manner consistent with Diocesan policy and within state guidelines and directives, so that the largest possible number of students may be effectively educated in a Christian environment. The primary function of the Board is to recommend policy in the areas of advancement/development, facilities, finance, legislative advocacy, marketing, enrollment and strategic planning. The school board does not deliberate on any matters pertaining to personnel or the curriculum.

The five supporting Catholic parishes and other school-related organizations are represented on the School Board. Traditionally, the Board has met in the school library at 6:00pm on the third Wednesday of each month. However, there are months when the Board does not meet, so check the school calendar. Meetings are open, and parents, students, and teachers are encouraged to attend.

## **STUDENT ORGANIZATIONS**

Roanoke Catholic School provides a wide variety of activities so that upper school students may explore their interests and develop their skills. These organizations include the Student Government Association; the student newspaper, *The Celtic Rambler*, the literary magazine, *Shanachie*; the yearbook, *The Key*; Key Club; the Fellowship of Christian Athletes, The Squires and a variety of clubs based on student interest.

**Peer Ministers** serve as leaders and organizers for the spiritual and service life of the school. Members will be chosen by application and will work with the Campus Minister and the theology department to plan service activities, class retreats and liturgies.

**Student Ambassadors** serve as representatives of the school and its philosophy. As advocates of Roanoke Catholic School they help promote the school to prospective families. Ambassadors are chosen by application through the Enrollment Office.

## **STUDENT RESPONSIBILITIES**

Roanoke Catholic School provides each student with a copy of the student handbook. In doing so, RCS expects the students to have a thorough knowledge of all school regulations. By signing handbook acknowledgement, both the parent/guardian and the student agree to abide by the policies set forth in the handbook. A copy of this agreement is kept on file. Each student is expected to develop and maintain high standards of personal integrity and honor in observing school regulations.

All students have the responsibility to:

1. **Protect the rights of others to study and learn** – Parents send their children to Roanoke Catholic and students attend the school primarily for an education. An individual may decide not to take advantage of that opportunity; however, no one has the right to interfere with the education of others.
2. **Abide by the student Code of Conduct** – The Code of Conduct is designed to allow the school to meet its obligation to educate students. This cannot be achieved if teachers and other personnel must spend much of their time maintaining order.
3. **Attend school daily unless ill or excused** – A school cannot educate a student who does not attend class, nor can a student be promoted or graduate without attending school. Parents are encouraged to call the school ahead of time when their child will be absent or tardy.

4. **Be on time for all classes** – Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that future employers will assume has already been developed.
5. **Cooperate with school staff in disciplinary and honor cases** – Every community depends upon the willingness of citizens to play a part in upholding the rules. It is wrong to expect help when your rights have been violated but refuse to help others protect theirs.
6. **Complete all in-class and homework assignments and meet deadlines** – The full responsibility for education does not lie with the teacher; students must bear their share of responsibility for their learning. Everything that must be learned cannot be accomplished during the school day, so students will be expected to do all assigned work on time.
7. **Respect property and carefully use and return all materials and equipment** – A school community needs to be able to rely on its members to respect one another’s property and not to abuse the privilege of having access to shared resources. Taking care of materials and equipment is an important part of the stewardship that is expected from all members of the community.
8. **Come to class with necessary books and materials** – A teacher should not have to delay starting class because a student has come unprepared to begin work. This interferes with the rights of others to learn and study.
9. **See that school correspondence to parents reaches them** – Effective education requires a partnership between the RCS and parents/guardians on behalf of each student. Students are expected to be honest and convey all communication that they are asked to take home, as well as not to intercept any written or other communication from the school to parents.
10. **Dress appropriately for school** – In order to support the rights of each student to study and learn and to create an atmosphere that builds community, Roanoke Catholic has set forth guidelines to be followed for a school uniform. The details are found elsewhere in this Handbook, and students are expected to abide by the requirements of the uniform policy all day and every day at school, unless otherwise instructed.

## **VOLUNTEER COMMITMENT**

At Roanoke Catholic School, parental involvement is crucial. Furthermore, each family has made a commitment via the Enrollment Contract to "volunteer to work a minimum of fifteen (15) hours at Roanoke Catholic" during the school year. Volunteering helps generate community spirit and assists in keeping costs to a minimum. You may also choose to volunteer for your community, church or local parish to fulfill your time commitment.

### ***Volunteer Requirements***

All volunteers who are regularly involved with students (coaches, coaching assistants, media center aides, homeroom parents, etc.) are required by the Diocese to undergo a background check through the Virginia Department of Social Services and Screening One, thus clearing them for such involvement. They must also participate in VIRTUS training to recognize signs of child abuse. When volunteering during the school day, parents are asked to sign in at the front office.

### ***VIRTUS Training***

All volunteers who are regularly involved with students (coaches, coaching assistants, media center aides, etc.) are required by the Diocese to agree to undergo a background check through the Virginia Department of Social Services, thus clearing them for such involvement. The appropriate forms are available in the school office. In addition, all volunteers must complete the "Protecting

God's Children" Virtus three-hour workshop.

***Home and School Association***

The Home and School Association provides strong support to the school. Parent/student programs and activities are planned throughout the year.

The Home and School Association coordinates many different volunteer opportunities throughout the year. In addition, parents may help in the school office, in the athletic department and in the media center during the day or with student activities after school. Often we also need help in the evenings, on weekends or during the summer months on a variety of school improvement projects. An area of constant need is with our Lunch Angel program to assist in the cafeteria during our daily lunch rotations.

## Bell Schedules

| Regular Bell Schedule |                          | Extended Homeroom |                          |
|-----------------------|--------------------------|-------------------|--------------------------|
| 7:30-7:50             | Report to Cafeteria      | 7:30-7:50         | Report to Cafeteria      |
| 7:57                  | Warning Bell             | 7:57              | Warning Bell             |
| 8:00 - 8:05           | Homeroom                 | 8:00-8:30         | Extended Homeroom        |
| 8:08 – 8:57           | 1 <sup>st</sup> Period   | 8:33-9:17         | 1 <sup>st</sup> Period   |
| 9:00 – 9:49           | 2 <sup>nd</sup> Period   | 9:20-10:04        | 2 <sup>nd</sup> Period   |
| 9:52 – 10:12          | Break                    | 10:07-10:22       | Break                    |
| 10:15 – 11:04         | 3 <sup>rd</sup> Period   | 10:25-11:09       | 3 <sup>rd</sup> Period   |
| 11:07 – 11:56         | 4 <sup>th</sup> Period   | 11:12-11:56       | 4 <sup>th</sup> Period   |
| 11:59 – 12:24         | Lunch A                  | 11:56-12:21       | Lunch A                  |
| 11:59 – 12:48         | 5 <sup>th</sup> Period A | 11:59-12:48       | 5 <sup>th</sup> Period A |
| 12:27 – 1:16          | 5 <sup>th</sup> Period B | 12:24-1:16        | 5 <sup>th</sup> Period B |
| 12:51 – 1:16          | Lunch B                  | 12:51-1:16        | Lunch B                  |
| 1:19 – 2:08           | 6 <sup>th</sup> Period   | 1:19-2:08         | 6 <sup>th</sup> Period   |
| 2:11 – 3:00           | 7 <sup>th</sup> Period   | 2:11-3:00         | 7 <sup>th</sup> Period   |

| Afternoon Mass Schedule |                          | Morning Mass Schedule |                          |
|-------------------------|--------------------------|-----------------------|--------------------------|
| 7:30-7:50               | Report to Cafeteria      | 7:30-7:50             | Report to Cafeteria      |
| 7:57                    | Warning Bell             | 7:57                  | Warning Bell             |
| 8:00-8:05               | Homeroom                 | 8:00-8:05             | Extended Homeroom        |
| 8:08-8:48               | 1 <sup>st</sup> Period   | 8:08-8:48             | 1 <sup>st</sup> Period   |
| 8:51-9:31               | 2 <sup>nd</sup> Period   | 8:50-9:00             | Travel to St. Andrew     |
| 9:34-10:14              | 3 <sup>rd</sup> Period   | 9:00                  | Mass                     |
| 10:17-10:29             | Break                    | 10:10-10:25           | Break                    |
| 10:32-11:12             | 4 <sup>th</sup> Period   | 10:28-11:10           | 2 <sup>nd</sup> Period   |
| 11:15-11:56             | 6 <sup>th</sup> Period   | 11:13-11:56           | 3 <sup>rd</sup> Period   |
| 11:59 – 12:24           | Lunch A                  | 11:59-12:24           | Lunch A                  |
| 11:59 – 12:48           | 5 <sup>th</sup> Period A | 11:59-12:48           | 5 <sup>th</sup> Period A |
| 12:27 – 1:16            | 5 <sup>th</sup> Period B | 12:27-1:16            | 5 <sup>th</sup> Period B |
| 12:51 – 1:16            | Lunch B                  | 12:51-1:16            | Lunch B                  |
| 1:19 – 2:00             | 7 <sup>th</sup> Period   | 1:19-1:51             | 4 <sup>th</sup> Period   |
| 2:00 – 2:10             | Report to St. Andrew     | 1:54-2:25             | 6 <sup>th</sup> Period   |
| 2:10                    | Mass                     | 2:28-3:00             | 7 <sup>th</sup> Period   |
| 3:00                    | Dismissal                |                       |                          |

| Two Hour Delay Bell Schedule |                | Early Dismissal – 1:30pm |                | Early Dismissal – Noon |                |
|------------------------------|----------------|--------------------------|----------------|------------------------|----------------|
| 9:53                         | Enter Building | 7:50                     | Enter Building | 7:50                   | Enter Building |
| 9:57                         | Warning Bell   | 7:57                     | Warning Bell   | 7:57                   | Warning Bell   |
| 10:00 - 10:08                | Homeroom       | 8:00-8:06                | Homeroom       | 8:00-8:06              | Homeroom       |
| 10:11 – 10:46                | First Period   | 8:09-8:41                | First Period   | 8:09-8:39              | First Period   |
| 10:49 – 11:21                | Second Period  | 8:44-9:16                | Second Period  | 8:42-9:12              | Second Period  |
| 11:24 – 11:56                | Third Period   | 9:19-9:51                | Third Period   | 9:15-9:45              | Third Period   |
| 11:59 – 12:24                | LUNCH A        | 9:54-10:09               | BREAK          | 9:48-10:18             | Fourth Period  |
| 11:59 – 12:48                | Fifth Period A | 10:12-10:44              | Fourth Period  | 10:21-10:51            | Fifth Period   |
| 12:27 – 1:16                 | Fifth Period B | 10:47-11:19              | Sixth Period   | 10:54-11:24            | Sixth Period   |
| 12:51 – 1:16                 | LUNCH B        | 11:22-11:56              | Seventh Period | 11:27-12:00            | Seventh Period |
| 1:19 – 1:51                  | Fourth Period  | 11:59 – 12:24            | LUNCH A        |                        |                |
| 1:54 – 2:25                  | Sixth Period   | 11:59 – 12:48            | Fifth Period A |                        |                |
| 2:28 – 3:00                  | Seventh Period | 12:27 – 1:16             | Fifth Period B |                        |                |
|                              |                | 12:51 – 1:15             | LUNCH B        |                        |                |
|                              |                | 1:18-1:30                | Homeroom       |                        |                |