



**Handbook for Students and Parents
2024-2025**

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***Last Revised 08/2024**

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

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.

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HISTORY

Present-day Roanoke Catholic School had its origins over a century ago when two laywomen 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.)

24 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.

24 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.

27 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).

37 In 1993, Roanoke Catholic Preschool opened in the facilities of Our Lady of Nazareth Church.

38 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-pane windows for the first time since they were originally installed and new blinds were mounted. Both buildings received new, efficient lighting upgrades. Also added was 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. Roanoke Catholic School celebrated its 125th year in 2015. In 2016, a new Upper School Gym Lobby was constructed.

The 2018/19 school year brought much-needed central air conditioning/heat and new bleachers to the Gillespie Family Gymnasium. In the summer of 2019, split HVAC systems were added to the high school building to provide air conditioning and heat. During the spring/summer of 2020 a solar project was completed to bring panels to the roof of the multipurpose building. In addition, air conditioning was added to the lower school gymnasium, making all campus facilities air-conditioned (with the exception of a few corridors). The summer of 2021 brought a complete renovation of the original 1960's high school restrooms along with a new hallway and some classroom flooring. A grant was received by the Koch Foundation to create a collaborative learning space, which resides in the high school building. A new playground was installed to replace the one originally installed 25 years ago when the multipurpose building was constructed.

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 150th 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 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, attendance, behavioral, and standardized testing 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.

Enrollment Commitment

Students and families are committing to enrollment for the full academic year ahead, and therefore as of February 20th, the last day to opt out of continuous enrollment, you have made a financial obligation for the academic year. If your family situation changes and you choose to withdraw from Roanoke Catholic at any time from the date of continuous enrollment (February 20th) to the first day of school, you will be responsible for 20% of the total tuition for the academic year. If necessary to withdraw at any time from the **first day of school through the academic year**, your family is responsible for the full annual tuition. Extenuating circumstances may be reviewed on a case-by-case basis upon receipt of letter detailing circumstances. This policy is necessary, as our school has continuing expenses such as faculty salaries and building maintenance. To plan and maintain these services for the year ahead, it is essential that the annual revenue from tuition charges be known as early as possible.

All new students must submit a Commonwealth of VA School Entrance Health Form (MCH-213G). The form must be completed by a healthcare provider no earlier than one year before the child's entry into school. The form must document proof of adequate immunizations in accordance with VA Department of Health requirements. Parents or guardians who object to the administration of immunizing agents on either medical or religious grounds as allowed by the Code of VA (22.1-271.1 Subsection C) must submit a request with proper documentation for approval prior to admission.

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 development. 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 two subjects (grade below 60). The period of ineligibility begins on the day that report cards are issued.

A student may regain eligibility at the midpoint of the next quarter provided that the student has earned a minimum of a 60 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 to participate in athletics; eligibility can be regained at the midpoint if their GPA is at a 2.0. The ability to move to eligible status is tracked by the athletics office. 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, scorekeeper) during games.

Excessive absences from school or excessive tardies to school may lead to temporary or permanent suspension from participation in extracurricular 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 3-12 achieving first and second honors are recognized with certificates.

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.

Policy for Repeated Courses

When a student repeats a failed course at RCS, both the failed course final grade and the repeated course final grade will be shown on the transcript and calculated in the student's GPA.

When a student repeats a non-failed course at RCS, only the highest final grade will be used on the transcript and in the GPA calculation.

If a student chooses to repeat a course outside of Roanoke Catholic School, the repeated course will not be calculated into the student's GPA but will be shown on the transcript as a credit earned through the outside institution.

Policy for Courses Taken Outside of RCS

When a student chooses to take any course outside of Roanoke Catholic School (virtual, DE, etc.) that course **will not be calculated into the student's RCS GPA**. The course will be shown on the transcript as taken outside of RCS and the credit awarded by that institution.

*Please read these carefully and make edit suggestions as you see fit. I want to be sure we have a policy that is of course in the best interest of the kid but protects us as we navigate future situations as well.

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 Google test calendar, which has been shared with all upper school students. 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 Studies Diploma. 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 VDOE plus Theology and other courses.

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%. $(2 \times 1st \text{ Quarter}) + (2 \times 2nd \text{ Quarter}) + (1 \times \text{Exam})$ divided by 5 equals the Semester Grade.

Senior Exam Exemptions

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:

- a cumulative average no lower than 90 for the course in a given semester;
- no more than nine (9) absences from school for the semester; 3 college visits per semester do not count against this total

- 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 must request a waiver from the administration at least one week before exam week.

Grading

Roanoke Catholic School uses the following grading scale in grades 3-7:

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		

Students in Early Learners through second grade have a separate grading scale based on mastery of concepts which is denoted by **3** (Meets Grade Level Standards), **2** (Developing Grade Level Standards), or **1** (Below Grade Level Standards).

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:

Grading Scale	Unweighted	AP/DE
A+ 97-100	4.3	5.3
A 96-93	4.0	5.0
A- 92-90	3.7	4.7
B+ 89-87	3.3	4.3
B 86-83	3.0	4.0
B- 82-80	2.7	3.7
C+ 79-77	2.3	3.3
C 76-73	2.0	3.0
C- 72-70	1.7	2.7
D+ 69-67	1.33	2.3
D 66-63	1.0	2.0
D- 62-60	.07	1.7
F 59 and Below	0	0

Advanced Placement (AP) courses are offered in Calculus AB, Calculus BC, English Composition, English Literature, Biology, Chemistry and Physics. Dual Enrollment courses may be offered for English, Social Studies, Business Management Principles, Business Accounting Principles, Business Marketing Principles, and Entrepreneurial Studies. In addition, students successfully completing Spanish II-V will receive Dual Enrollment credit each year.

Guidance Services

The Upper School Counselor provides 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.

The Lower School/Middle School Counselor provides a comprehensive program that promotes emotional /social, academic and career exploration and development for students in Junior Kindergarten through 7th grade. The school counselor works with students individually, in small group settings and in classroom lessons. As an advocate for all students, the school counselor works in collaboration with parents, teachers, and staff to promote a healthy and positive school climate, striving for each student to reach their greatest potential. Students can reach out directly to their school counselor or to their teacher to schedule a time to meet. Parents are welcome to call the Main Office, 540-982-3532, to speak with the counselor.

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	60-90 minutes

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 may have two or more hours of 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. An Academic Integrity Honor Council consisting of administrators, teachers, and students will 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 3-5, the school provides planners. Students should use these planners to record both short-term assignments and long-range projects. Parent initials are required through fifth grade.

Promotion and Retention

Promotion and retention are determined by the teachers with the approval of the administration. In a case of possible retention, the student's teacher and administration 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 may 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 FACTS SIS Family Portal. 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 as the individual dates approach. *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. *If, for any reason, a high school student is absent on the day of their grades' annual retreat, the student will be required to write a formal paper outlining and discussing their classes' retreat topic/focus. Details will be provided by the student's teacher.

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. This policy is also in effect for open note classwork, homework, quizzes, tests, and projects; students are required to utilize their own notes and are not allowed to use the work of others for any reason.

Use of Artificial Intelligence

Unless authorized by the responsible teacher (see 3 below), the use of AI to complete assignments is strictly prohibited. The school values and expects original work and a high level of integrity from our students, and we expect students to put forward their authentic best efforts in their academic endeavors.

Any work submitted by students that has been generated in part or whole by AI, and not authorized by the responsible teacher, will be considered plagiarism and will be dealt with in accordance with our disciplinary consequences for students who plagiarize.

Exceptions for the use of AI in the classroom or in the course of school work are only permissible in cases where the teacher has given, in advance, clear instructions and guidelines for its use.

Should the student have any questions, doubts or concerns about the applicability of AI technology, or AI-generated content in their assignment, they should consult their teacher for guidance.

If the use of AI is allowed under specific circumstances, students must still properly cite the AI-generated content and give credit to the AI tool used, as they would for any other external sources.

The school encourages students to seek assistance from teachers and educational resources to understand the content and concepts, rather than relying on AI to complete assignments.

School Supplies

These lists can be found on our app under Resources by mid-July each summer. Any specific Upper school supplies needed for a course will be discussed on the first day of school with each individual teacher.

Standardized Testing

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

- The Diocese of Richmond has adopted the NWEA Map Growth 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 8th, 9th, 10th and 11th 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.

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:

- To write legibly
- To use correct spelling
- To use standard grammar and punctuation
- 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

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

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

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. All seniors must complete their research paper and give their senior speech by the required date provided to them by their teacher. Students that do not complete either of these tasks by their respective due dates might not be allowed to graduate.

Upper School Class Information

Each year the individual classes, grades 8 thru 11, establish class dues that are payable to the school finance office. Students are expected to pay the class dues that have been approved by the class. Classes may also choose to have a fundraising 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. Each year, additional financial responsibilities are incurred:

- Grades 8 thru 12 – Class Dues, Yearly retreats, Sports Fees
- Junior year – Ring Day
- Senior year – 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.

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, baseball, softball, 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. Athletes and their parents need to sign the school Code of Conduct.

Every student MUST have on file a signed acknowledgment of the Concussion Information Sheet, available on the website or by reaching out to the athletic department. Before a student may begin practicing for any sport, the proper VHSL VISAA/VHSL physical examination form (available at www.vhsl.org) must be completed and submitted to the Athletic Director along with the proper fee. Athletic fees of \$250 per season can be paid via your FACTS account.

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 Independent Schools Athletic Association and the Blue Ridge Athletic Conference (BRAC).

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 the 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, scorekeeper) during games.
- Any athlete with failing grades during the season will not be allowed to travel to away contests until all grades are above a D average.
- Any athlete with excessive (number to be determined by coaches/administration) absences or tardies will not be allowed to travel to away contests. If the absences or tardies continue the athlete will be suspended from all contests for a determined amount of time.
- Disrespectful behavior to coaches or teammates will not be tolerated and will result in automatic suspension from (number of contests or days)

competition including practices. Behavior must be documented by the coach and parents informed.

ATTENDANCE

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 secretary between 7:30am and 8:10 am and include dates of absence along with specific reasons for said absence. In addition, the students and parents need to make arrangements with the teacher on how to get the missed school work.

If the arrangement is that materials need to be picked up at school, parents may retrieve the homework from the office after school assuming these arrangements were communicated between the teacher(s) and parents.

Middle and Upper school students must email their teachers directly to request homework assignments. Students are responsible for making sure they keep up with their class 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).

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 - this will be determined by the student's teachers and administration. For all grades, if a

student's absences total fifteen days at any point in the school year, the administration 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. Assignments can be requested in advance, but will be provided only if they are available from the teacher.

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.

After School Care Program

After School Care (ASC) is available until 6:00pm each school day for students in PK through 7th 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. Please contact the school office with more questions.

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. When possible, parents should notify the office ahead of scheduled dismissal to ensure the student is ready to leave campus in a timely manner. 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.

Tardiness Policy

Supervision of students begins at 7:30am. Students may not arrive earlier unless previously arranged with their teacher. Tardiness is defined as students who are not present in their homeroom when the 7:45am bell rings. Students who arrive at school after 7:45am must check in at the Main Office where they will be issued a

re-admittance slip. Tardy Students will not be admitted to homeroom by their teacher unless they have a re-admittance slip.

LS/MS/US Classroom Tardy Defined: Students who arrive on time to school, but are not present in their homeroom classroom when the tardy bell rings are tardy. Unless students have a note from another teacher or the main office, the tardy will be considered unexcused.

Unexcused Classroom Tardy Penalty: The teacher will issue one demerit for each unexcused tardy to class.

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 need to be present for 4 out of 8 periods to participate in any athletic/extracurricular activity to include practices, competitions, and performances unless the tardiness was approved by the administration.

Tardiness caused by scheduled appointments does not result in disciplinary action; however, students should notify the school in advance.

Absences

The absence for any student without a note or without an approved reason for his/her absence will be recorded as "unexcused." Students who are considered unexcused will receive a zero for any graded classwork completed or due the day they were absent.

EXCUSED REASONS FOR ABSENCES OR TARDIES INCLUDE:

- Illness
- Death in family or a close friend
- Court appearances
- Medical appointments
- Family emergencies
- Pre-arranged absences with approval of the administration
- Unexpected Traffic

UNEXCUSED REASONS FOR ABSENCES AND TARDIES

- INCLUDE:
- Family vacation/trips not related to the school (not pre-arranged and/or exceeding one day)
 - Personal business
 - Running late/carpool being late
 - Oversleeping

- Shopping ● Skipping school ● Internships ● Pre-arranged absences that have not met with the approval of the administration. (Pre-arranged absences during exam weeks will not be approved.) (Students in AP courses will not be administratively allowed excused absences other than medical in the two weeks prior to AP exams.) ● Working (Virginia state law prohibits excusing students for the purpose of work during regularly scheduled school days. -22.1-265 Code of Virginia.) ● Completing service hours during the school day.

A primary responsibility of the school is to protect the instructional time of each student. While parents may write a note of excuse for a student, the administration will ultimately determine if the reason constitutes an excused or unexcused absence. This includes family vacations. The fact that a student is in good academic standing has no bearing on the determination of approved, approved with conditions, or unapproved. Absences due to school-related activities are not recorded as school absences. Parents will be able to closely monitor student attendance through the FACTS Family Portal portal on the website.

Absences Exceeding 5/10/20 Days Per Term

Attendance policies in schools are based on two primary considerations:

- A.) The prevention of truancy
- B.) That instruction/assessment is carried out in context and that the student's educational experience is enhanced by their presence and participation in class.

To those ends, the following attendance policy is set:

1) Students who miss the fifth day in any class during each nine week quarter (term) will be advised by the office that they must provide medical documentation for each subsequent absence. Students who do not provide medical documentation after the fifth absence or whose parent does not contact the school counselor for an explanation of excessive absences will be considered "unexcused" and will receive a zero for any graded classwork missed during their sixth, seventh, etc. absence. Parents will also be asked to attend a conference to discuss their student's excessive absences.

2) A student who accumulates more than 10 absences (excused or unexcused) per term per class and has not provided documentation nor contacted the school counselor to make a plan going forward will not receive credit for that class and will be required to repeat the class subject.

3) Students suffering from a medical condition that prevents them from reliably attending school may request a waiver of the 10 days absence policy from the Principal by having their physician submit specific medical documentation. This request and evidence must be made before reaching the 10 day limit. Students who have been granted such a waiver will be expected to keep up with their work and to meet deadlines for the submission of missing assignments. If a student fails to do so, their performance will be reviewed by the Principal and the administrative team. The parents may be advised that the student will receive an audit for the course with a recommendation to retake the course or other similar action.

4) A student who accumulates more than 10 absences, regardless of whether they have a chronic illness form on file, per term, per class may not receive credit for that class, even if the absences are excused. Students suffering from prolonged illness or serious injury may request a waiver of the absence policy by providing specific medical documentation for an illness or injury that keeps them from attending school justifiably. The Principal has the authority to extend the number of days absent based on unusual or extenuating circumstances. Students who have extended illness may be placed on homebound instruction. Students who accumulate more than 10 absences, even if they have provided documentation and/or contacted the school counselor, will not be allowed to participate in any extra-curricular activities to include club/class meetings, practices, competitions, or Performances. Additionally, they may not attend any school-related activities such as athletic events, dances, plays, etc. Eligibility for enrollment for the following term/year will also be reviewed by the administration.

5) The performance of students with a waiver, but who have missed more than 20 days of a class, will be reviewed by the Principal and the Administrative team. . The parents may be advised that the student will receive an audit for the course with a recommendation to retake the course or other similar action.

6) Likewise, a student who suffers an injury that results in an extended absence that will result in the accumulation of more than 10 days' absence may request a waiver for the specific number of days missed due to that injury. Such a request must be accompanied by specific medical documentation. However, the student will be subject to the same review as a student with a chronic illness if the absence extends beyond 20 total school days missed in a term.

Participation in Athletics/Extra-curriculars

Students need to be present for 4 out of 8 periods to participate in any athletic/extracurricular activity to include practices, competitions, and performances unless approved by the administration. Exceptions such as funerals, college visits, or other unusual circumstances may be granted by the Principal. Any student sent home for illness isn't eligible to participate in any further activities until they are symptom free without the use of fever reducing medications for 24 hours.

Pre-Arranged Absences

If your child will be absent from school and you know in advance, please notify the secretary and all teachers involved to make arrangements for missed school work.

BEHAVIOR AND DISCIPLINE

Discipline

By enrolling, parents and students agree to accept and cooperate fully with Roanoke Catholic School in regards to rules, regulations, and discipline. Roanoke Catholic School reserves the right to discipline the student when, at the discretion of the administration, the student's interest or

that of the school will be best served by such action. RCS Administration reserves the right to speak with any RCS student in regards to academic and/or disciplinary issues independent of having a parent or guardian present. Roanoke Catholic School also reserves the right to suspend, dismiss, or deny enrollment to any student whose progress is unsatisfactory or whose conduct, general attitude, or habitual actions, or those of the parent(s) or guardian(s) are contrary to the interest of the school or in violation of the school's rules and regulations as stated in the Student-Parent Handbook.

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, 2nd 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 the 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 privileges.
- 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 the student has repeatedly failed to correct unacceptable behavior or when required by law. All disciplinary infractions will be noted in FACTS SIS, followed by a parent email concerning the infraction.

Some infractions will earn demerits. Demerits will be entered in FACTS for students in grades 5-12. When a student earns seven demerits in a quarter (nine

weeks)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 hand-holding
- Disturbing class
- Failing to comply with uniform and dress codes
- Failing to follow school policy on computer and Internet use
- Failing to report to cafeteria duty
- Possessing and/or using a cell phone that is deemed to be powered on during school hours (7:45 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/Harassment 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

Detentions may be scheduled on a case-by-case basis for students not complying with school policies.

Classroom detention may be assigned at the teacher's discretion.

- Students will receive automatic detention for each accumulation of six tardies to school in a single nine-week period
- Students who accumulate six demerits or whose actions warrant 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.

Out-of-School Suspension (OSS)

Temporary dismissal from school. Most serious misbehavior results in the assignment of an Out-of-School Suspension (OSS). Parents and students 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. The student will not be allowed to

participate in or attend any extra-curricular activities for that day.

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.

Threats of violence at school will be taken seriously, regardless of the age of the student involved. To that end, if a school becomes aware that a student has threatened violence at the school, or toward other students or staff, the school principal or designated school official will contact law enforcement, the Office of Catholic Schools, and the parents of the student making the threat. The student will be immediately suspended. The student will not be allowed to return to school until the school is satisfied with the assessment by law enforcement and the student has undergone a threat assessment by a licensed mental health professional which confirms the student does not pose a threat to school safety or to themselves. The school principal, or designated official, has the right to inspect and search a student's person, the student's locker(s) or desk(s), and/or the student's personal property located on school property or at school activities if the school has reason to suspect the student poses a threat to the health, welfare and

safety of students and staff. Unless the safety of other students requires prompt removal of dangerous items, law enforcement should be advised so they can arrange for removal.

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

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	Potential Withdrawal from RCS

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

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

CAFETERIA/LUNCH PROGRAM

During a typical school year, students would gather in the cafeteria for a time of socialization and nourishment. Students may continue to bring their lunch or order hot lunch ahead of time. Parents are welcome to join their child for lunch in the cafeteria beginning after Oct. 1. However, having outside deliveries of food is not permitted as this diminishes the sense of community within our school and can also present possible allergy issues within the cafe.

Cafeteria Accounts

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

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 FACTS Family Portal. (Go to Family Information/Family Billing/Café Only Account) You can also add funds to your cafeteria account through FACTS Family Portal. 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.

COMMUNICATION

You may call the school office Monday through Friday from 7:30am to 3:30pm for any reason. To email the school office, please send queries to the secretary at bsmith@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 FACTS SIS during the enrollment process (our app is also a wonderful one stop place for parents to acquire information). The email address you provided to RCS during the enrollment process will be utilized for all financial, academic, and disciplinary communications, so please include the email address you check most frequently. In any of the matters outlined above, the school will make multiple attempts to contact parents or guardians. If, after a minimum of three attempts via email/phone calls, the parent has not communicated with the school, the student may be unenrolled at the discretion of administration.

Conferences

Parent-teacher conferences are required at the end of the first quarter for all lower school students and any middle or high school student with an average of 69 or lower in any course. 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.

FACTS Family Portal

FACTS Family Portal 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, 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. 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 parent should then speak with the appropriate Department Chairperson. If further action is needed an administrator may be contacted to facilitate resolution of the matter. In the event more than one teacher is involved, parents should contact the school administration to arrange a conference with all concerned.

COMMUNITY SERVICE

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. Hours will be logged through FACTS. 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.

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.

Arrival/Dismissal

PK-5 Day Begins: 7:45am Day Ends: 2:45pm
6th-12th Day Begins: 7:45am Day Ends: 3:00pm
Students should arrive NO EARLIER than 7:30am and NO LATER than 7:45am. Students arriving after 7:45 will have to report to the main office to be admitted.

Students are considered tardy if they arrive in their classroom after the tardy bell. 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 3:00pm (all). Any lower school students not picked up by 3:00pm will be placed in Afterschool Care. Roanoke Catholic School is not responsible for students remaining on school grounds after 3:00pm 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 7:30 am. No student should be dropped off before 7:30am. This is a safety issue!

All Lower School students should be dropped off in the lower school parking lot. Pre-K students are dropped off in front of the red brick building in the upper lot. Students will report directly to their homeroom class upon arrival at school. Drop-off begins at 7:30am and ends at 7:45am. Students arriving after 7:45am will need to report to the front office to be signed in. Those families with upper and lower school students (4th grade and above) may also choose to drop-off in the upper lot by the Gillespie Family Gymnasium. LS students should proceed to the main school entrance nearest the flagpole and report to their homeroom class.

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 main entrance beginning at 7:30am. Students will report to their 1st period class upon arrival to campus.

Car Pick-up Procedures

Upper school students should be picked up in the upper lot by the mall. Cars should enter in front of St. Andrews Church after 3pm to form the two lines for upper school

dismissal. Both lines will exit from the parking lot via Celtic Way. All students should be off "the hill" by 3:30pm. If students remain at school due to participation in extracurricular 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.) Pre-K students are picked up in front of the red brick building in the upper lot.

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 3:15 pm 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.

Cell Phones/Electronic Devices

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

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 7:45am 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 administrator; 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 administrator; two demerits will be issued. A parent or guardian will be required to pick up the cell phone or device at the office the next school day.
- Third offense –loss of the privilege of having a cell phone or device 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, may receive a zero on the test/quiz, and may receive an automatic in-school suspension.

In addition to the rules of Internet usage, taking pictures or videos of students, teachers, or administrators with cell phones is strictly prohibited during the school day unless authorization is granted by an administrator. Failure to adhere to this rule will result in confiscation of the phone and an automatic in-school suspension (ISS).

** 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.

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 the participation of their children in any field trip (for retreats, the written paper requirement remains in effect for any student that is absent from their grades' retreat)In order for students to participate in a specific field trip, parents or guardians must complete and sign the school field trip permission form and pay any required field trip costs *by the date noted on the field trip form*. Students who fail to return the signed permission form **by the due date noted on the 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) as long as they are turned in by the required due date noted on the form. **Permission forms will not be accepted after the due date.**For parents' convenience, a blank permission form is available online at 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 this need.

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 RCS social media and email. We will also notify parents who have opted into the Parent Alert notification system for text messages. In addition, we will contact local media, including television channels WDBJ 7 (CBS) and WSLs 10 (NBC) WSET 13 (ABC) and WFXR (Fox). 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 local 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.

Media Center (Library)

The purpose of the library is to provide a quiet, independent place to 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 disciplinary action.

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. 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 school 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, kissing, etc. These guidelines also apply to guests in attendance at the dance, and RCS students are responsible for their guests

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.

SAFETY/SECURITY

School Safety Plan

Roanoke Catholic School has a school safety plan to address emergency situations. The school will provide emergency information to the school community through the webpage and email, as well as to local television. 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 FACTS Family Portal.

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.

Parents will be called for any condition deemed necessary by the nurse and always for head injury or temperature 100.4° or greater. Students will be sent home from school for a temperature of 100.4°, conjunctivitis (pink eye), diarrhea, vomiting, head lice and other communicable diseases. If a student is sent home by the nurse, parents will have one hour to make arrangements for pickup. If a parent cannot arrange pickup in this time frame, the school will call the second contact on the approved pickup list. The clinic is not equipped to care for sick students for extended periods of time. Therefore, every effort should be made to pick up ill students within one hour of notification by the school. Please keep children home until they are fever-free and symptom-free for 24 hours without the use of anti-fever medications. 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 all bottles of controlled prescription medication to school. Parents should bring refills to the Nurse's Clinic or to the administration promptly in the morning.
- Prescription and over the medication will be dispensed only in the Nurse's Clinic. Students are not permitted to carry prescription or over-the-counter medication.
- Students who need to carry inhalers for asthma or other emergency medications must have a care plan on file with the nurse before self-carrying. Please call the school nurse to set up an emergency plan.
- Over-the-counter medications should also be brought to the Nurse's Clinic by a parent or guardian, have doctor authorization and be dispensed in the Clinic. Family members are not allowed to sign for doctor signature on any medications. Small packages or bottles of new, unopened medicine should be sent. Check expiration date on label. Medications must be picked up by a parent on the last day of school. Any leftover medications after the school year has concluded will be destroyed by staff.

Roanoke Catholic will no longer be providing over-the-counter medications to dispense to students in the clinic.

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.

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 an 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. Visitors will be required to bring their government issued identification as all guests must be screened using our Raptor Visitor Management system. 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 Advisory 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 quarterly in the school library at 6:00pm on the third Wednesday of the month. The Roanoke Catholic School Advisory Board may gather up to six times per twelve month period.

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 yearbook, The Key; Key Club; the Fellowship of Christian Athletes, The Squires, Red Cross Club, Help Save the Next Girl, and a variety of clubs based on student interest.

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 a copy of the student handbook on the school website and in FACTS SIS. 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:

- 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.
- 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.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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.
- Effective education requires a partnership between 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.
- 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. Family hours should be logged in FACTS Family Portal.

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.

Roanoke Catholic School Technology Use Policy

Introduction:

This Technology Use Policy outlines the guidelines and expectations for the use of technology provided by Roanoke Catholic School (hereafter referred to as “the school”), including Chromebooks, laptops, tablets, or any other devices, to students in grades K-12. The policy aims to ensure the responsible and effective use of technology for educational purposes, while maintaining a safe and secure computing environment. By using any technology provided by the school, students and parents/guardians agree to adhere to the guidelines set forth in this policy.

Acceptable Use:

- 1.1 The technology provided by the school is intended for educational purposes only, including research, learning activities, and communication related to school work.
- 1.2 Students should use the provided technology responsibly and ethically, respecting the rights and privacy of others.
- 1.3 Students must comply with all applicable laws and regulations regarding copyright, intellectual property, and acceptable use of technology.

Care and Responsibility:

- 2.1 Students are responsible for the care and proper use of the technology provided by the school. Any damage, loss, or theft must be reported immediately to the school administration.
- 2.2 The provided technology must be kept in a secure location when not in use and should never be left unattended or loaned to others.
- 2.3 Students should not attempt to repair or modify the provided technology without proper authorization from school staff.
- 2.4 Students should not decorate, paint, mark or apply stickers or other markings to the school-provided device.

Internet Safety:

- 3.1 Students must use the internet responsibly and follow all school guidelines for online safety (see Appendix A).
- 3.2 Inappropriate websites, content, or activities that are not aligned with the educational goals and values of the school are strictly prohibited.
- 3.3 Students should report any online activities that make them feel uncomfortable or violate their privacy to a teacher or school staff member immediately.

Software and Applications:

- 4.1 Students must only install software and applications that are approved by the school or as instructed by teachers.
- 4.2 Unauthorized installation, downloading, or sharing of software or applications is strictly prohibited.
- 4.3 Students should regularly update parent-provided devices and install security patches required by the school.

Privacy and Data Security:

- 5.1 Students must respect the privacy of others and should not attempt to access, modify, or delete files, data, or accounts without proper authorization.
- 5.2 Students must use the passwords set up by the school for their accounts and should not share their passwords with anyone.
- 5.3 Any attempts, successful or otherwise, to circumvent the security measures or content filtering provided by the school are strictly prohibited.

5.4 Violations of the security measures or attempts to bypass content filtering may result in disciplinary action, including but not limited to loss of device privileges, academic consequences, and other appropriate disciplinary measures as determined by the school.

Parental Involvement:

6.1 Parents/guardians are encouraged to be actively involved in monitoring and guiding their child's use of the technology provided by the school.

6.2 Parents/guardians who choose to provide their child with personal technology must ensure that it complies with school guidelines and supports the educational goals of the institution.

Consequences for Violations:

7.1 Any violation of this Technology Use Policy may result in disciplinary action, including temporary or permanent loss of device privileges, and may involve legal consequences if applicable laws or regulations are violated.

7.2 The school reserves the right to monitor and review student technology usage, including internet history, to ensure compliance with this policy and the educational objectives of the school.

Liability for Damaged or Lost Chromebooks:

8.1 Parents/guardians are fully responsible for the cost of repair or replacement of any school-provided device or its charger that is damaged, lost, or stolen while in the possession of their child.

8.2 The school will assess the extent of the damage or the circumstances of the loss to determine whether repair or replacement is necessary.

8.3 Normal wear and tear, as defined at the sole discretion of the school, is acceptable and will not be subject to charges for repair or replacement.

8.4 The cost of repair or replacement, as well as any associated fees, will be determined by the school and communicated to the parents/guardians.

8.5 The school reserves the right to seek reimbursement for the cost of repair or replacement directly from the parents/guardians, and failure to provide payment may result in the withholding of report cards, transcripts, or other school services until the matter is resolved.

By using any technology provided by the school, students and parents/guardians acknowledge their understanding of and agreement to abide by this Technology Use Policy. Failure to comply may result in disciplinary action.

Acknowledgement

I, [Parent/Guardian Name _____], acknowledge receipt of the Roanoke Catholic School Technology Use Policy document and understand the expectations outlined within. I agree to review and discuss these guidelines with my child and ensure their compliance with the policies set forth. I understand that failure to adhere to these guidelines may result in disciplinary action for my child.

Parent/Guardian Signature: _____

Date: _____

These guidelines are in effect at all times, including during school hours, school-sponsored activities, and independent study or research. By using the school's technology, internet services or engaging in online activities related to school, students and parents/guardians acknowledge their understanding of and agreement to abide by these guidelines. The school reserves the right to update or modify these guidelines as needed, and any changes will be communicated to students and parents/guardians accordingly.

Appendix A

School Guidelines for Internet and Online Safety

Introduction:

The school is committed to providing a safe and secure online environment for all students. These guidelines aim to promote responsible and appropriate use of the internet and ensure the protection of students while engaging in online activities. All students, parents/guardians, and school staff are expected to adhere to these guidelines to maintain a positive and secure digital learning environment.

Responsible Internet Use:

- 1.1 Students should use the internet for educational purposes and activities that are aligned with the school's values, curriculum and goals.
- 1.2 Students must respect the rights and privacy of others while using the internet and refrain from engaging in activities that may cause harm, harass, or intimidate others.
- 1.3 Students should critically evaluate and verify information found on the internet and cite sources when using information in school assignments or projects.

Digital Citizenship:

- 2.1 Students should exhibit responsible digital citizenship by displaying respect, empathy, and integrity in all online interactions.
- 2.2 Students should use appropriate and respectful language in online communications, including emails, discussion boards, and social media platforms associated with school activities.
- 2.3 Students should be mindful of their digital footprint and understand that their online actions and posts can have long-lasting consequences.

Personal Information:

- 3.1 Students should never share personal information, such as full names, addresses, phone numbers, passwords, or financial information, with unknown individuals or on public platforms.
- 3.2 Students should be cautious while sharing personal information within secure and trusted platforms and should only do so with permission from parents/guardians or when required for educational purposes.

Cyberbullying and Harassment:

- 4.1 Cyberbullying, harassment, or any form of online intimidation or mistreatment of others is strictly prohibited and will not be tolerated in any form.
- 4.2 Students should report any instances of cyberbullying or harassment to a trusted adult or a school staff member immediately.

Social Media and Online Presence:

- 5.1 Students should follow the school's guidelines and policies regarding the use of social media platforms for school-related activities (see Appendix B).
- 5.2 Students should maintain appropriate privacy settings on their social media accounts to protect their personal information and control access to their posts.

5.3 Students should be mindful of the content they share on social media platforms, ensuring that it reflects positively on themselves and the school community.

Reporting Concerns:

6.1 Students should promptly report any concerns related to inappropriate or unsafe online behavior to a teacher, school staff member, or designated reporting system.

6.2 Students should support and help each other by reporting incidents they witness to ensure the safety and well-being of all members of the school community.

Consequences for Violations:

7.1 Violations of these guidelines may result in disciplinary action, which could include but is not limited to loss of internet privileges, counseling, parent/guardian involvement, or other appropriate measures as determined by the school administration.

7.2 Serious or repeated violations may result in additional consequences as outlined in the school's disciplinary policies.

Appendix B

School Guidelines and Policies Regarding the Use of Social Media Platforms for School-Related Activities

Introduction:

The school recognizes the importance of social media as a tool for communication, collaboration, and engagement in today's digital age. These guidelines and policies are intended to establish clear expectations for the appropriate use of social media platforms by students, staff, and members of the school community for school-related activities. By following these guidelines, we aim to create a positive and respectful online presence that reflects the values and ethos of the school.

Purpose of Social Media Use:

- 1.1 Social media platforms may be utilized for school-related activities, including communication, sharing of information, promoting events, and showcasing student achievements.
- 1.2 The primary purpose of utilizing social media for school-related activities is to enhance the educational experience, foster positive engagement, and facilitate effective communication among students, staff, parents/guardians, and the broader school community.

Authorized Social Media Platforms:

- 2.1 The school will designate specific social media platforms to be used for official school-related communication and activities.
- 2.2 Only approved social media accounts or pages affiliated with the school are authorized for official school use.
- 2.3 Students, staff, and parents/guardians should follow and engage with these official accounts for accurate and up-to-date information.

Responsible Use and Online Etiquette:

- 3.1 All social media interactions related to the school must adhere to the same values and standards of behavior and conduct expected in a physical school setting.
- 3.2 Users should communicate in a respectful and constructive manner, refraining from any form of harassment, bullying, discrimination, or offensive language.
- 3.3 Users should be mindful of their digital footprint and the potential consequences of their online actions.
- 3.4 Users should not share or post personal information, sensitive data, or confidential school-related information on public social media platforms.

Content Guidelines:

- 4.1 Users should ensure that all content shared or posted on social media platforms aligns with the school's values and promotes a positive image of the school community.
- 4.2 Content should be accurate, appropriate, and respectful of intellectual property rights and copyright laws.
- 4.3 Users should obtain proper permissions before sharing or using images, videos, or other media involving students, staff, or other individuals.

Social Media Engagement:

- 5.1 Users should engage in meaningful and respectful conversations, fostering a sense of community and positive interaction.
- 5.2 Users should exercise caution and critical thinking when engaging with content shared by others, ensuring the accuracy and credibility of the information before sharing or commenting.

5.3 Users should report any inappropriate or concerning content to the appropriate school authorities.

Monitoring and Administration:

6.1 The school reserves the right to monitor and moderate all social media accounts affiliated with the school to ensure compliance with these guidelines and to maintain a safe and respectful online environment.

6.2 School administrators will oversee the administration and management of official social media accounts, ensuring adherence to the guidelines and policies.

Consequences for Violations:

7.1 Violations of these guidelines may result in disciplinary action, including but not limited to loss of social media privileges, counseling, or other appropriate measures as determined by the school administration.

7.2 Users who engage in illegal activities or violate the school's policies or codes of conduct may face additional consequences as outlined in the school's disciplinary policies.

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. **Dress code enforcement begins at home with parents and guardians.** 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.

. 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, Global School Outfitters (Tommy Hilfiger), or Jammin'. 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 tennis shoes; no clogs, crocs, sandals, slides, boots, slippers, or footwear resembling slippers and socks.
- Shoes should not include 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 another school sweatshirt with RCS logo (available through the school); navy blue or green fleece jacket (available through the school or Tommy Hilfiger) or uniform sweaters or the optional school blazer (when it becomes available). 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 piercings 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 permitted. 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 any time 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 the administration.
- 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.

Lower School Uniform Guidelines

The color code for RCS Green is PMS 357. 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 fingertip length
- *Uniform skirt* (Grades 4-7); must be fingertip 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 athletic socks. Solid navy, black or white tights or leggings.
- Tennis shoes

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, or brown 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 with RCS logo*
- *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.

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 fingertip length. Shorts must be no more than fingertip length. Torn/Distressed jeans, pajama bottoms, leggings, jeggings/joggers, tights, sweatpants/shorts, athletic pants/shorts are never permitted during the school day. Students must comply with whatever specific guidelines are stipulated for special out-of-uniform days, i.e. Celtic Pride 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.

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
- 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 with RCS logo*
- *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 must be fingertip length. Shorts must be no more than three inches above the knee. Torn/Distressed jeans, pajama bottoms, leggings, jeggings/joggers, tights, sweatpants/shorts, athletic pants/shorts are never permitted during the school day. Students must comply with whatever specific guidelines are stipulated for special out-of-uniform days, i.e. Celtic Pride 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 fingertip length. Skirts may not be rolled. Shorts or leggings under skirts are recommended.)
- Khaki or navy blue uniform slacks made of a cotton/polyester blend
 - Khaki skirt (girls 5th - 12th)
- Green polo-style shirt (long or short sleeve) with Roanoke Catholic School logo
- Tennis shoes or solid brown, navy or black flat dress shoes (no boots, crocs, clogs, or slippers).
- Socks, when worn, should be solid in color (navy, black or white); solid navy blue knee socks; solid navy blue opaque tights; solid navy blue or skin-tone hose may be worn with dress shoes.
- Blue, Navy, Black, or Brown 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 with RCS logo*
- *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 or navy blue uniform slacks made of a cotton/polyester blend
- Green polo-style shirt (long or short sleeve) with Roanoke Catholic School logo
- Tennis shoes or solid brown, navy or black flat dress shoes (no boots, crocs, clogs, or slippers).
- Solid color socks (navy, black or white).
- Blue, Navy, Black, or Brown belt must be worn
 - School Uniform tie on dress up days
 - Blue or white oxford button down shirt

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 with RCS logo*
- *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 fingertip length. Shorts must be no more than fingertip length. Torn/Distressed jeans, pajama bottoms, leggings, jeggings/joggers, tights, sweatpants/shorts, athletic pants/shorts are never permitted during the school day. Students must

comply with whatever specific guidelines are stipulated for special out-of-uniform days, i.e. Celtic Pride 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.

Celtic Pride Days

Fridays (unless otherwise noted) are Celtic Pride Days. The intent with this has always been to promote school spirit while recognizing sports teams and clubs for outstanding accomplishments on and off of "The Hill."

Celtic Pride Days will follow the clothing guidelines as listed below and will be enforced for all RCS students. A student can always choose to wear their regular school uniform on Celtic Pride Day.

Shirt Options

Shirts should have the RCS logo included

Team/Club/Uniform Polo or T-Shirt Sweatshirts/Pullovers WITHOUT a hood

Pant Options

Blue jeans (no rips, tears, holes, distressed or cut-offs)

Uniform shorts (follows regular short guidelines)

Blue jean shorts (follows uniform guidelines)

RCS Logo Gym Shorts or RCS Logo joggers

Pajama bottoms, leggings, jeggings, joggers, tights, sweatpants/shorts, athletic pants/shorts, are not acceptable.

HOODED SWEATSHIRTS/JACKETS ARE NEVER APPROVED TO BE WORN INSIDE THE SCHOOL BUILDING. While it is permissible for a student to wear this outerwear to and from school, it must be removed immediately upon entering the school building and must be kept in a locker or classroom during the school day.

Uniform on the Weekends

You are always welcome to wear your uniform to church on the weekend when you go to worship with your family. You can earn an out of uniform pass by sending a picture of you at your church to one of the administrators.