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which serves the Roanoke Valley and surrounding areas. The parishes of St. Andrew's, St. Gerard's, Our Lady of Nazareth, Our Lady of Perpetual Help and the Church of the Transfiguration contribute directly to the financial support of the school.

History

A Catholic school was started in St. Andrew's parish in 1889 by two laywomen. The Sisters of Charity of Nazareth came to serve the school in 1893. Classes were first held in the Parish Hall. Later, when St. Vincent's Home for Boys was established, classes were held there. 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, a new high school building was dedicated. It now houses grades PK-2. In 1950, St. Andrew's High School merged with Our Lady of Nazareth High School, becoming Roanoke Catholic High School. The new high school and gymnasium buildings were constructed from 1961 to 1962.

In 1970-1971, St. Andrew's Elementary School and Our Lady of Nazareth Elementary Schools consolidated with Roanoke Catholic Primary School, grades 1-3, located at the former Our Lady of Nazareth School, and Roanoke Catholic Intermediate School, grades 4-7 located in the former St. Andrew's School. Later in 1973-1974, these two schools combined and were known as Roanoke Catholic Elementary School located near St. Andrew's Church. In 1980-1981, a kindergarten was added to the elementary school. In 1985, Roanoke Catholic High and Roanoke Catholic Elementary became Roanoke Catholic School with two divisions, a Lower (K-7) and an Upper (8-12). In 1993, Roanoke Catholic Preschool opened in the facilities of Our Lady of Nazareth Church.

In August 1999, a multipurpose building was built. This building houses a chapel, a media center, cafeteria, art and band rooms, computer and science labs, centralized offices, and classrooms. Eight additional classrooms were completed during the spring of 2000. After operating for seven years off-campus, our preschool moved to The Hill in 2001.

Through several decades, Roanoke Catholic School benefited greatly from the

dedication of the Sisters of Charity of Nazareth. Although the Sisters no longer staff our school, equally dedicated personnel continue to provide the students of Roanoke Catholic School with a high quality Catholic education.

GENERAL INFORMATION

Admission Policy

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

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

Accreditation

Roanoke Catholic School is accredited by the North Central Association Commission on Accreditation and School Improvement and the Virginia Catholic Education Association.

School Day

The official school day for grades K-5 begins at 8:00am and ends at 2:45pm. The Middle School also begins at 8:00am but ends at 3:00pm. Students should arrive no earlier than 7:30am and no later than 7:50am. Students are considered tardy if they arrive in their homerooms after 8:00am. Students who are tardy more than five times for non-weather-related reasons will face disciplinary measures beginning with after-school detention. Car riders must be picked up between 2:45pm and 3:05pm. Any students not picked up by 3:05pm will be required to enroll in Afterschool Care and must comply with that service's rules and procedures. Parents must pay the half-day minimum charge. Roanoke Catholic School is not responsible for students remaining on school grounds after 3:05pm.

School Visitors

All visitors must check in at the reception desk. Any articles or messages for students must be given to office personnel for delivery. Parents should not make unannounced visits to classrooms as such visits may interrupt the continuity of classes.

General Expectations

All students are required to take religion classes and to attend religious functions. Family life education, including age-appropriate aspects of human sexuality, is part of the religion curriculum. All students must participate in community service as part of their religion studies.

POLICIES AND PROCEDURES

Textbooks

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

Lunch

RCS uses a software program called Café Terminal which utilizes individual PIN numbers and a debit system. Each student may have their own account, or you can establish one family account for all members to use. Parents are strongly encouraged to use the option of depositing a lump sum of money for either each individual student or for the family account, so that the students can use a debit account as opposed to carrying cash every day. The following items are not permitted in the cafeteria: fast food, beverages in glass containers, or soft drinks. Microwaves in the cafeteria are for Upper School students only. Parents may have lunch with their children during the school year when they wish after October 1. This gives students the time to learn cafeteria rules and procedures.

Lunch Schedule

Grades 5-7	10:55am-11:25am
Grades 2-4	11:25am -11:55am
PK	12:10pm -12:45pm
Grades K-1	12:20pm-1:00pm

Field Trips

Field trips are privileges. Students may be denied participation if they fail to meet academic or behavioral requirements. Parents will be informed on a case by case basis if a student does not meet those requirements. Parents or guardians may refuse to allow their children to participate in a field trip. In order for students to participate in a specific field trip, parents or guardians must complete and sign the standard school field trip form. Students who fail to return the signed permission form will not be allowed to participate. Due to Diocesan regulations, the school cannot accept telephonic permission nor handwritten notes in lieu of signed forms; however, faxed permission forms are acceptable (fax number 345-0785). For parents' convenience, a blank permission form is included in this handbook and available online at www.roanokecatholic.com.

Inclement Weather

Decisions to open or to close school during inclement weather are made by the Principal. The decision to close or to open late will be made before 7:00am whenever possible. Students and parents should first check the RCS website at www.roanokecatholic.com and then check their home email. This is where we will post closing information first. We will then begin contacting local media, beginning with television channels WDBJ 7 (CBS) and WSLS 10 (NBC), then moving on to WSET 13 (ABC) and local radio stations. 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-hour or a two-hour delay, parents should continue to check the website and their email accounts in addition to tuning in to radio and television stations for updates as weather conditions may necessitate closing.

Lost and Found

The school does not accept responsibility for personal articles. All clothing and personal articles should be labeled with students' names. Students should check for lost articles in the Lost and Found area located in the Cafeteria. The Lost and Found area will be cleared on the first day of the following school breaks: the Diocesan Teacher Conference (October), Thanksgiving holidays, Christmas holidays, and Easter holidays. Unclaimed clothing will be donated to a charitable agency. If students cannot recover lost textbooks within one week, they must purchase replacements.

AfterSchool Care Program

AfterSchool Care (ASC) is available until 6:00pm each school day. Separate applications, recent physical forms (for the first year only), and fees are required. Students who occasionally use this service must also have applications, physical forms, and information sheets on file. The registration fee for the family is only \$10.00, and everyone is encouraged to register for ASC, as unforeseen circumstances do occasionally make parents late.

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.

ACADEMIC MATTERS

Grading Systems

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

A+ = 98-100	A = 95-97	A- = 93-94
B+ = 90-92	B = 87-89	B- = 85-86
C+ = 82-84	C = 79-81	C- = 77-78
D+ = 75-76	D = 72-74	D- = 70-71
F = 69 and below		

Grades 1-3 use the same scale without plusses and minuses (i.e., A = 93-100).

Promotion and Retention

Promotion and retention are determined by the teachers with the approval of the principal. In case of possible retention, the student's teacher and the principal will confer in advance with the parents to make them fully aware of their child's status. Students in grades 4-7 who fail two or more subjects for the year will be retained.

Academic Honors

At the end of each quarter, students in grades 1-7 achieving first and second honors are recognized within their classrooms and will receive certificates.

First Honors:	all grades of 93 or above
Second Honors:	all grades of 85 or above

In addition, students in all grades are recognized for perfect attendance and often for marked improvement in attitude, achievement, or behavior. A final awards assembly will be held to honor students of distinction.

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 3rd quarter or at the final awards assembly.

Homework

Homework assignments should supplement and reinforce classroom teaching and learning, and should be a productive experience for all children. 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 homework time:

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

All 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.

Standardized Testing

Standardized tests are administered to students in grades 1, 3, 5, and 7 each spring. PK and Kindergarteners take an in-house test. In addition, ACRE tests which measure religious knowledge and attitudes are given in grade 5 each spring. Results of these tests will be shared with parents.

School Supplies

Each year, families receive a list of supplies for each grade. In the interest of safety and tidiness, *please do not purchase spiral notebooks* (Grades K-5 only). General supplies are available for purchase every morning in the school store located in the library.

ATHLETICS AND ELIGIBILITY

Athletics

In the Middle School students have many opportunities to participate in sports such as cross-country, basketball, soccer, track and field, wrestling, and lacrosse either at the middle school level or at the junior varsity level. Before a student may begin practicing for any sport, the proper physical examination form (available at www.vhsl.org) must be completed and submitted to the Athletic Director along with the proper fee and registration paperwork. 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. A signed Athletic/Parental Agreement Acknowledgment form must be on file before students may participate in an athletic activity. Per state regulations, every student **MUST** have on file a signed acknowledgement of the Concussion Information Sheet. This will be emailed to each family. Please print, sign and return the form after you have read the concussion policy. Athletic fees can now be paid online securely through PayPal at resceltics.com.

Eligibility

Students become ineligible to participate in any extracurricular activities including clubs, sports, or student government if they fail any subject. The period of ineligibility *begins on the day that report cards are issued*.

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

ATTENDANCE

Attendance Policies

Daily attendance and punctuality are required except for illness or emergency. Both absence and tardiness 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. Every attempt should be made to schedule appointments after school hours.

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

When students are absent, parents should notify the school between 7:30am and 8:30am. The teachers of students in grades K through five will automatically send the absent student's homework to the Homework Table located in the alcove across from the art room. Parents may retrieve the homework from the table, or the students can find their books and homework there when they return. Middle School students in grades six and seven must email their teachers directly to request homework assignments. All students should turn in the assignments when they return to school.

Prolonged or frequent absences, as well as repeated failures to make up work missed during such absences, may result in failing grades or requests that students withdraw from the school. If a student's absences total *fifteen days*, the principal will contact the parents to determine the status of the student.

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

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 students' return to school. The times and locations for make-up tests are scheduled at the discretion of the teachers. Students may request daily assignments before their return.

Tardiness Policies

Supervision of students in the Lower School gymnasium begins at 7:30am. Students are NOT to arrive before this time. All students should be *in full uniform* and in their classrooms no later than 8:00am. Students are considered tardy to school if they are not in homeroom by 8:00am.

Students arriving after the designated time must report directly to the office. Repeated tardies (over five per quarter) will result in disciplinary action, beginning with after-school detention.

Early Dismissals

Early dismissals from school are granted in cases of illness, emergency, or upon advanced written notification or email from parents or guardians. Students who need to leave school for scheduled appointments should give notes to their homeroom teachers the day before the appointments. These notes should specify the date, time, and reason for the dismissal. Parents **MUST** sign their children out in the office before leaving school with their children.

COMMUNICATIONS

You may call the school office Monday through Friday from 7:30am to 4:00pm for any reason. To email the school office, please send queries to Reed McGinn at rmcginn@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.

Reporting Progress

Report cards are issued at the end of each quarter. Interims (assessments of mid-term progress) are also issued quarterly. Other communications from teachers may include test papers to be signed, written notices, telephone calls, and emails.

Conferences

Parent-teacher conferences are required at the end of the first quarter. 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 principal.

Parents are encouraged to contact teachers concerning their children and can arrange appointments by letter or by e-mail (Use teacher's first initial, last name, @roanokecatholic.com.). However, in the interest of confidentiality, parents should not drop by for unscheduled conferences, as teachers may be responsible at that time for the supervision of students. Please be considerate of teachers' family time and limit at-home calls to emergency situations only.

Student Information Sheets

Accurate student information is critical in case of emergency. Please 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 in writing as soon as possible. These green information sheets are also required as they give the school permission to treat your student in case of an emergency.

SCHOOL SAFETY PLAN

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

Also, students who are involved in fundraising are never permitted to go door-to door for contributions or sales on behalf of Roanoke Catholic School. Parents are asked to monitor such activities closely and only have children work with relatives and/or close friends.

INJURY OR ILLNESS

When students become ill or injured, they will be sent to the Nurse's Clinic for evaluation and care. Basic first aid will be given. Medicine will only be given with written parent consent. A standard consent form will be sent home at the beginning of each school year.

Parents will be called for any condition deemed necessary by the nurse and always for head injury or temperature 100° or greater. Students will be sent home from school for temperature of 100°, pink eye, diarrhea, vomiting, head lice, and other communicable diseases. Please keep children home until they are fever-free and symptom-free for 24 hours. Students returning to school after treatment for head lice must be seen by the nurse prior to entering the classroom.

The Commonwealth of Virginia has instituted a state-wide concussion policy. Per state regulations, every student **MUST** have on file a signed acknowledgement of the Concussion Information Sheet. This will be emailed to each family. Please print, sign and return the form after you have read the concussion policy.

Injuries which 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.

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. Label must be intact, current and have all correct information. A physician authorization form must accompany all prescription medications to be used daily or as needed throughout the year.

- Parents must deliver the first bottle of controlled prescription medication to school. Students may bring refills to the Nurse's Clinic promptly in the morning.
- Prescription medication will be dispensed only in the Nurse's Clinic. Students are not permitted to carry prescription or over-the-counter medication. A few cough drops for one day may be sent in with a note. Teachers may keep these in the classroom for the student.
- **Students who need to carry inhalers for asthma, or other emergency medications must have a care plan on file with the nurse. Please call the school nurse to set up an emergency plan.

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.

ATTIRE

Dress Code

Students should present a neat appearance with clothing clean and unwrinkled. Shirts should be buttoned, except for the top button, and neatly tucked in. Slacks and shorts should be worn above the hips. Students should be in uniform with shirts tucked in when entering the building as well as when leaving school grounds.

Hair should be neatly styled and groomed so as not to cover the face. Students may not dye nor highlight their hair. Shaved heads, haircuts giving the appearance of shaved or bald heads, and other extreme styles are not allowed; boys' hair should not extend below the top of the shirt collar. Bangs must be at least 1/8 inch above eyebrows. Hair accessories should be appropriate and kept

to a minimum. No make-up or nail polish is allowed. No visible tattoos or piercing other than ears are allowed. It is very difficult to change some of these personal body alterations after the fact.

Jewelry must also be kept to a minimum. Large necklaces and bracelets are not acceptable. One cross, crucifix or medal, one ring, and a watch are permissible. Earrings (on lobes only) are to be studs; over-sized, dangling, or hoop earrings are not permitted.

Dress code enforcement begins at home. 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, in the Middle School, demerits may be issued.

Uniform Items

All students must wear slacks and shorts purchased from the school's suppliers, Flynn and O'Hara and Lands End. All starred items must be ordered from the designated uniform suppliers. Our school logo is available for application through these two uniform suppliers, as well as through www.jammin.com.

Standard Uniform for Boys

- 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 dress slacks
- Solid color belt (blue, black, or brown) with slacks or shorts; worn by boys in grades 2-7
- Solid navy or white fold-down crew socks (i.e., tube socks). Socks must cover the ankle
- Tennis shoes—low-cut, solid black (if there are minor accent colors on the shoes, please use a permanent marker to color over the ornamentation, so the shoes are solid black)

Options

- *Navy 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
- *Green polo-style shirt with Roanoke Catholic School logo; may be worn with shorts or slacks only during Eastern Daylight Time
- Navy crewneck or cardigan sweater with RCS logo from Flynn & O'Hara
- Navy fleece jacket with RCS logo from Land's End

Standard Uniform for Girls

- *Uniform jumper (for grades K-4); must be near knee length
- *Uniform skirt with 1" knife-pleats (for grades 4-7); must be near knee length - no more than one inch above the knee
- Blue Oxford-cloth dress shirt with button-down or Peter Pan collar; no ruffles, no emblems, nor contrast stitching; may have long or short sleeves; shirt tails must be long enough to remain tucked in
- Solid navy or white knee socks or white fold-down crew socks (socks must cover ankle); solid navy or white tights
- Tennis shoes—low-cut, solid white or saddle oxfords (rubber soles); if there are minor accent colors on the shoes, please use a permanent marker or white-out to color over the ornamentation, so the shoes are solid white)

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
- Belt – blue, black, brown, or *school plaid (available at Land's End)
- *Navy blue dress slacks
- Solid color belt (black, blue, or brown) must be worn with slacks or shorts in grades 2-7
- *Green polo-style shirt with Roanoke Catholic School logo; may be worn with shorts, slacks or skirts only during Eastern Daylight Time

- *Navy crewneck or cardigan sweater with RCS logo from Flynn & O’Hara
- Navy fleece jacket with RCS logo from Land’s End

Out-of-Uniform Guidelines

On out-of-uniform days, students must wear neat clothing and must always wear tennis shoes with socks. Students must comply with whatever specific guidelines are stipulated for special out-of-uniform days, i.e. green and white day. No jeans are acceptable on dress-up days. Uniforms are always acceptable.

Physical Education Uniforms

Boys in grades K-7 will take PE in their regular school pants or shorts, but boys in grades 4-7 must bring a plain white T-shirt to wear for PE. Girls may wear their school shorts or slacks or, if they wear jumpers and skirts, girls should also wear navy or green shorts under the jumpers or skirts on PE days.

Students in grade seven and any other grades who have P.E. class in the Upper School gym must wear tennis shoes dedicated to indoor use only to protect the surface of the Upper School gym floor.

Scouts

Boy Scouts and Girl Scouts may wear the appropriate scouting uniforms on meeting days.

STANDARDS FOR STUDENT CONDUCT

Code of Conduct

Roanoke Catholic School has high expectations for its students, teachers, parents and administrators. We are a Christian school and consequently an extension of the ministry of the Church. Therefore, 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.” With this guiding principle, below are ways we can achieve this standard.

BEHAVIOR AND DISCIPLINE

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.

Students are expected to:

- treat each other and all adults with proper respect; bullying behavior will not be tolerated.
- follow all rules, both inside and outside the classroom;
- obey all laws governing schools;
- be honest;
- refrain from any rough or overly physical play;
- refrain from fighting, the appearance of fighting, and other violence;
- refrain from the use of unacceptable language or gestures;
- refrain from writing or passing personal notes;
- leave any weapon or any facsimile of a weapon at home;
- leave all electronic equipment at home;
- cell phones may be carried, but not turned on during school hours; ***The school is NOT responsible for lost or stolen items;
- take care of school property, both inside and outside;
- be properly equipped with books, homework, supplies, parent/teacher correspondence, etc. at the appropriate times;
- take care of their own belongings and textbooks, including covering all texts and protecting them in sturdy bookbags;
- respect others' property;
- refrain from chewing gum on school property;
- follow the Diocesan policies regarding use of the Internet.

Disciplinary Procedures

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

- *Loss of Privilege*: silent lunch, no recess, loss of other school privilege.
- *Conference*: discussion involving students, parents, teachers, and an administrator.
- *Detention*: teacher-supervised time before or after school, usually on Friday afternoon.
- *In-School Suspension (ISS)*: dismissal from classes. Parents will be notified. The suspension is served on school grounds under the supervision of school personnel. The student is responsible for completing all assigned work.
- *Out-of-School Suspension*: dismissal from school. Parents will be notified. The student serving OSS is prohibited from attending all school social and athletic activities. The student is responsible for obtaining and completing all assigned work. The student is readmitted after a conference with parents and an administrator.
- *Expulsion*: removal from school. Expulsion is a very serious matter and is used only when required by law or when the student has repeatedly failed to correct an unacceptable behavior.

Bullying/Harassment

Our school community defines harassment/bullying as repeated acts of physical, emotional or social behavior that are intentional and hurtful. Harassment is characterized as direct or indirect. Direct bullying involves carrying out these 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.

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

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

- Incident 1: After-school detention, call to parents, student meeting with assistant principal
- Incident 2: In-school suspension, meeting with parents, student meeting with assistant principal
- Incident 3: Out-of-school suspension, meeting with parents, outside counseling as well as working with assistant principal.
- Incident 4: Withdrawal from Roanoke Catholic School.

Classroom Conduct

Teachers post lists of expected classroom behaviors and the consequences for not complying. Teachers will make these available shortly after school begins.

USE OF THE INTERNET

Roanoke Catholic School strives to prepare its students to use the latest technology. In order to use the school's Internet connection, students and parents must agree to abide by the Roanoke Catholic School Technology and Internet Acceptable Use Policy. Both students and parents sign the agreement when students enter Roanoke Catholic School. Parents are advised to keep close tabs on student use of the Internet. Copies of the agreement form are available in the office.

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. If, however, you choose not to donate your time, a \$200 fee will be charged at the end of the academic 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 office, 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.

Volunteer Requirements

All volunteers who are regularly involved with students (coaches, coaching assistants, media center aides, 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.

Fundraising Events

The school holds several major fund-raising events each year. These events require a great deal of prior planning and preparation. Participation in these fund-raising activities is expected of all members of the school community--students, parents, faculty, and staff. All fundraising activities must be approved in advance by the Development Office.

Roanoke Catholic School Board

The Roanoke Catholic School Board serves in an advisory capacity to the Head of School 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 five supporting Catholic parishes and other school-related organizations are represented on the School Board. The Board meets in the school cafeteria at 6:00pm on the third Wednesday of each month. Meetings are open, and parents, students, and teachers are encouraged to attend.

PROTECTING GOD'S 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.

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.