

# **Roanoke Catholic School**

**2011-2012**



## **Upper School**

### **Students and Parents**

# **Handbook**

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Roanoke Catholic School is a regional school of the Diocese of Richmond that serves the Roanoke Valley and surrounding areas. The parishes of St. Andrew's, St. Gerard, Our Lady of Nazareth, Our Lady of Perpetual Help, and Church of the Transfiguration contribute directly to the financial support of the school.

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 becoming Roanoke Catholic High School. New high school and gymnasium buildings were constructed in 1961-62.

In 1970-1971, St. Andrew's and Our Lady of Nazareth's Elementary Schools consolidated with grades 1-3 located on Campbell Avenue and 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 the chapel, 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 quality Catholic education.

◆ *Philosophy* 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. Our fundamental task is the education of the whole person, blending learning with faith and faith daily life. We strive to instill in our students a lifelong commitment to learning, Christian values, and to community service. We are dedicated to achieving these goals in a supportive Christian community.

◆ **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 spiritually 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 probation period, during which time the administration may dismiss a student who is not upholding the ideals of the school or during which a student decides to withdraw from the school. If this occurs parents will be responsible for tuition as stipulated in the refund policy of the financial agreement.

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

◆ *Student Community Service Requirements* All 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. Information on service opportunities both within the school and the broader community will regularly be made available. The number of verified ser

hours performed will be noted on each quarterly student report. If students have not completed the required service, or if they have not submitted verification, their report cards will be withheld.

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◆ **Campus Ministry** Per diocesan policy, every Upper School student must attend an annual school-sponsored retreat as part of the Theology curriculum. Exact details regarding the individual grade level retreat will be announced at the beginning of the year. As the high school retreat is a diocesan requirement for graduation, attendance is mandatory for all students enrolled in the Upper School. A fee may be charged for the retreat.

◆ **ACADEMIC MATTERS** ◆

◆ **Accreditation** Roanoke Catholic School is accredited by the Southern Association of Colleges and Schools and the Virginia Catholic Education Association.

◆ **Diploma** Roanoke Catholic's academic program is centered on a core curriculum of traditional subjects in a college preparatory setting. A student graduating from Roanoke Catholic will have completed, in most cases, 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. Effective 2010-2011, Roanoke Catholic School awards two diplomas: Standard Diploma and Advanced College Preparatory. The Commonwealth of Virginia requires 24 credits for graduation with grades 9-12. While ensuring that this is achieved, RCS requires that a student completes 32 High School credits across grades 8 through 12. Minimum graduation requirements include classes mandated by the Virginia Department of Education plus Theology. 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.

◆ **School Day** Roanoke Catholic School operates a seven-period day from 8:00 a.m. to 3:00 p.m.. Students must enroll in a minimum of six, optimally seven, classes.

◆ **Honor Code** Roanoke Catholic 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. They should be completed with the honor that is always expected of a Roanoke Catholic student.

◆ **Writing Policy** The goal of the writing policy of Roanoke Catholic School is to raise the consciousness of students concerning the importance of clear and effective communication. Maintaining the clarity and vigor of language is

fundamental. The student's responsibilities on all written assignments include the following:

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

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

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

◆ **Homework** Roanoke Catholic 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. Students are expected to spend *a minimum of two hours each night* on homework. Students are expected to turn assignments in on time; students should consult each teacher's course syllabus regarding policy. Each student will have a school-issued planner which to record homework assignments.

◆ **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*. Students should refer to the test calendar in the multi-purpose building where teachers post scheduled tests. In the case of absence, on the day a scheduled test is given, tests will be made up upon a 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 the teachers.

◆ **Scholastic Integrity** Plagiarism is representing the work and ideas of others as one's own on research papers, projects, assignments, etc. without proper acknowledgment. Cheating includes: copying homework, using notes during tests, giving or receiving answers, copying information verbatim from the Internet or printed sources. Students who manifest such behavior will be subject to academic discipline. Cheating in any form will result in a zero for the assignment, quiz, etc. and parents will be notified. All incidents are to be reported to the school administrator immediately.

a cumulative average of no lower than 93 for the semester;  
no more than nine (9) absences for the semester; teacher approval

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

<i>Grading Scale</i>	<i>Key</i>
A+ 98 - 100	4.33
A 95 - 97	4.0
A- 93 - 94	3.67
B+ 90 - 92	3.3
B 87 - 89	3.0
B- 85 - 86	2.67
C+ 82 - 84	2.33
C 79 - 81	2.0
C- 77 - 78	1.67
D+ 75 - 76	1.33
D 72 - 74	1.0
D- 70 - 71	.67
F 69 and Below	0

A differential of 3% is added to each quarter grade and each exam grade earned in designated upper-level courses. Grades over 100 are recorded for these courses. Exam grades over 100 may be recorded for any class.

◆ **Examinations** Examinations are administered at the end of each semester. The examination grade counts 20% of the semester average; each quarter grade counts 40%.  $(2 \times 1^{\text{st}} \text{ Quarter}) + (2 \times 2^{\text{nd}} \text{ Quarter}) + (1 \times \text{Exam})$  divided by 5 equals the Semester Grade.

Seniors may earn exemptions from exams. 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 concurrence of the teacher, and meet the following criteria:

- a cumulative average no lower than 93 for the second semester;
- no more than nine (9) absences from school for the second semester;
- teacher approval.

In order to become exempt from a semester course of 0.5 credit, a senior must be in good standing with the school, have the concurrence of the teacher, and meet the following criteria:

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

◆ **Valedictorian and Salutatorian** The honor of Valedictorian and Salutatorian will be decided by the administration. Candidate selection is aided Attendance – the student must have attended RCS for a minimum of junior and senior year and cumulative average reflecting the highest point average with maximum depth in major subject areas.

◆ **Academic Honors** At the end of each quarter, students achieving first and second honors are recognized at an Honors Assembly.

First Honors: all grades of 93 or above

Second Honors: all grades of 85 or above

Students who demonstrate consistent academic excellence as well as character, leadership, and service may be considered for membership in the National Honor Society (grades 10-12).

◆ **Academic Letter** A student who achieves Honor Roll status four consecutive quarters, with eligibility beginning in ninth grade, 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.

◆ **RESEARCH PROGRAM** ◆

REQUIREMENTS FOR MAJOR RESEARCH PAPERS

GRADE	MAXIMUM LENGTH	MINIMUM SOURCES
8	3-5 typed pages/ 750-1250 words	4; 3 cited in text
9	4-6 typed pages/ 1000-1500 words	5; 4 cited in text
10	5-7 typed pages/ 1250-1750 words	6; 5 cited in text
11	6-8 typed pages/ 1500-2000 words	7; 6 cited in text
12	8-12 typed pages/ 2000-3000 words	10; 8 cited in text

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

English teachers introduce, reinforce, or review, the research process, the skills, and the techniques necessary to plan, research, and write formal papers, according to Modern Language Association (MLA) guidelines. Throughout the process, students

are also encouraged to learn to use technology to locate information and to prepare their manuscripts.

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

#### ◆ STUDENT ORGANIZATIONS ◆

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

At Roanoke Catholic School, all students have many opportunities to participate in sports, such as cheerleading, football, cross-country, volleyball, basketball, soccer, track and field, softball, swimming, wrestling, baseball, lacrosse, and golf. The program of athletic activities is coordinated by the Athletic Director who works with the coaches, managers, and student athletes to develop individual athletic abilities, team competitiveness, and school spirit. All student athletes, parents, and coaches will be issued an Athletic Handbook that outlines the policies and procedures of the athletic program. A signed Athletic Agreement and signed Parental Acknowledgment must be on file before students may participate in an athletic activity.

◆ *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 93. 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, as 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 perform difficult or unpublicized tasks; loyal representation of the class at 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

#### ◆ ATHLETES' RESPONSIBILITY ◆

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

Before athletic participation is permitted, a successfully completed, yearly physical examination form must be on file.

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, they are too sick to participate in sports. This applies to both practices and games.

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

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

#### ◆ ACADEMIC ELIGIBILITY ◆

◆ *Academic Eligibility for Co-curricular Activities* Students become ineligible to participate in co-curricular activities if they fail any subject and have

cumulative grade point average below 77 for the quarter or if they fail two courses (regardless of grade point average). Activities governed by these guidelines include student government offices, varsity, junior varsity and middle school sports, and clubs. An athlete who is ineligible to participate in athletics may practice with the

team and may sit on the bench during home games, but may NOT dress out for games, travel with the team, or take any formal role (i.e. manager, score keeper) during games.

◆ **Period of Ineligibility** The period of eligibility begins on the day report cards are issued. If a student has failed one course and has a cumulative grade point average below 77 for the quarter, eligibility may be regained at the mid-point of the next quarter provided that the student has earned a minimum of a 75 for the current quarter in the subject 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. Otherwise, eligibility may be regained on the day that report cards for the next quarter are issued. Students who have failed two courses are ineligible for the entire nine weeks; eligibility cannot be regained at midpoint.

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

◆ **CLASS INFORMATION** ◆

Each year the individual classes, grades 8 thru 11, establish class dues that are payable to the Class Treasurer. Students are expected to pay the class dues that have been approved by the class. Classes may also choose to have a fund raising event. These monies accumulate in the respective class treasury and are used in a variety of ways. For example, the sophomore class may sponsor the Homecoming dance; the junior class is responsible for the Prom as well as their senior Baccalaureate dinner. In addition each year, additional financial responsibilities are also incurred:

- Grades 8 thru 12 – Yearly retreats
- Junior year – Ring Day lunch
- Senior year – Announcements and graduation materials plus Graduation Fee (approximately \$100)

◆ **GUIDANCE** ◆

◆ **Services:** The Guidance Office and/or Academic Advisor provide the following services:

- |  |                    |
|--|--------------------|
| Personal counseling  | Group counseling   |
| 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 as well as interpretation of results  
Transcript preparation

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

◆ **Standardized Testing** Standardized tests are administered to students in grades 9, 10, and 11. Tests are given to determine student capability, interest potential, and achievement. The Preliminary Scholastic Aptitude Test (PSAT) is administered to 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades in October. In addition, Advanced Placement examinations are available in May. Also, the Assessment of Catholic Religious Education (ACRE) test is administered in February to eighth graders and juniors. Results of all standardized tests become part of a student's permanent record.

◆ **POLICIES AND PROCEDURES** ◆

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

◆ **Use of School Grounds** During the school year, students should not be on school property before 7:30 am or after 3:30 p.m. Mondays through Fridays unless participating in a school function, an athletic practice/game, or an extracurricular activity with an approved moderator present. "School grounds" is defined as an diocesan property on the Hill bounded by Gainsboro Road, Celtic Way, 2<sup>nd</sup> Street and Patton Avenue. Upper School students may enter the building at the Gym lobby beginning at 7:45 a.m. Students will be dismissed from the gym lobby to homeroom by 7:53. Only students with a designated purpose, i.e. prearranged meeting with teacher or predetermined club meeting, may enter the building before 7:53 a.m. Students entering the school between 7:30 a.m. and 7:53 for these commitments must enter through the front lobby. No student should be in the hallways or at lockers prior to 7:53. After school, students should be off "the hill" by 3:30. If students remain at school due to participation in extra-curricular activities, they must be with the adult in charge of the activity.

◆ **Automobiles** Students eligible to drive an automobile to school must register the 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.

◆ **Textbooks** Students are responsible for the care and condition of books and materials on loan from the school. All books must be covered at all times. However, students should not use contact paper or similar materials that leave a sticky residue. Tape used in covering books should not touch any surface of the books. Students should not write in or on the inside covers or edges of any rental book. Failure to follow these guidelines will result in fines for partial or full replacement cost of the books.

◆ **Cafeteria Accounts** Students are encouraged to use the Café terminal system operating in the cafeteria. All money to be credited to a student's account must be turned in to the homeroom teacher or to the office by 8:30 am. Students using cash to purchase food may be asked to go to the end of the line. Monies must be in the student's individual account. Students may not use a sibling's account without expressed written permission from parents. All food must be paid for before it is consumed; NO eating in line is permitted. Students should never *charge* food, but should a charge exist, it must be paid within two days or demerits will be issued.

◆ **Cafeteria** Students (whether bringing or buying their lunch or not eating) are to be in the cafeteria during break and during their lunch period. The cafeteria, besides being a lunchroom, is a place where good human relations can be developed. Each student is to practice good manners and personal responsibility in the cafeteria. Simple rules of courteous behavior include: leaving the table and surrounding area clean and orderly, replacing chairs, and putting trash in proper containers. Students are to eat and drink only in the cafeteria. Students on duty should not leave the cafeteria until they have been dismissed by the faculty moderator. Failure for a designated student to report for cafeteria (break and lunch) duty will result in an additional week assignment and/or assigned seating.

◆ **Morning Break** Students should go directly to the cafeteria. Healthy foods and cereal will be available. Students should not take food or drinks out of the cafeteria. The same guidelines for *Cafeteria* and *Cafeteria Accounts* apply to *Morning Break*.

◆ **Lunch** Students may bring lunch from home, but may not have food delivered from a commercial and/or fast food restaurant. Student visitors to the cafeteria must be approved in advance; they must follow school cafeteria rules, i.e. no fast food. Students must report to the cafeteria at the beginning of their

lunch period; they must remain in a supervised area for the entire lunch period. Students should not take food or drink out of the cafeteria.

◆ **Vending Machines** The vending machines located in the gym lobby may be used before and after, but not during, school. All purchases from these machines must be consumed in the gym lobby area or outside the school building. At NO time may students purchase items from the vending machines in the Teacher Lounge

◆ **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 or disrupt the regular school day. Unauthorized items will be confiscated and returned only to a parent while the student is subject to disciplinary action. Students who bring cell phones and other electronic devices to school must turn them off during the hours of 8:00 a.m. to 3:00 p.m. Calculators are for use as educational tools; they may not be used for programs or applications, to include games.

◆ **Lost and Found** Students should check for lost articles in the school Lost and Found table in the cafeteria lobby. Students should check the school office for lost small items and/or jewelry. Unclaimed clothing will be donated to a charitable agency. If students cannot recover lost textbooks within one week, they must purchase replacements.

◆ **Lockers** Lockers are furnished to 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 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 and/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 any time. Scheduled locker clean-up will be held at the end of each semester; however, students should always maintain an orderly locker.

◆ **Cell Phones** Students must have their phones turned off during the school day. Any student receiving a call, answered or unanswered, making a call, texting, or utilizing any of the phone's faculties will be subject to its confiscation. If students fail to abide by this rule, these disciplinary measures will be enforced:

- First offense - phones will be confiscated and given back to the student the next day.
- Second offense - a parent or guardian will be required to pick up the cell phone at the main office the next school day.
- Third offense – will result in the loss of the privilege of having a cell phone in school

Confiscation of a cell phone results in the loss of the privilege of carrying a cell phone. The return of the phone may be made to the student's parents. With permission, students with emergencies may use cell phones in the main office or the guidance office.

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

Taking pictures with cell phones is prohibited during the school day (8:00 a.m.-3:00 p.m.) unless authorization is granted by a teacher or administrator.

◆ **Visitors** All visitors or guests at school must sign in at the front desk. Students are not allowed to bring a guest to school. Students may not invite guests for a lunch-time visit without advanced approval.

◆ **Field Trips** Field trips are privileges. Students may be denied participation if they fail to meet academic or behavioral 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 a signed permission form will not be allowed to participate. The school cannot accept telephonic permission or handwritten notes in lieu of signed forms. However, faxed permission forms are acceptable (345-0785). For parents' convenience, a blank permission form is available on line at [roanokecatholic.com](http://roanokecatholic.com).

◆ **Inclement Weather** Decisions to open or to close school during inclement weather are made by the school President. The decision to close or to open late will be made before 7:00 am. and provided to local media: TV channels 7 (WDBJ) and 10 (WSLS) and radio stations WROV (1240 AM, 96.3 FM), WFIR (960 AM), WPVR (94.4 FM), and WXLK (92 FM).

#### ◆ **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 Internet User Agreement. Both students and parents sign the agreement when students enter Roanoke Catholic School. Use of the Internet is for academic research and does not include personal entertainment or amusement. Inappropriate logging in or changing the computer's settings will result in disciplinary action.

The use of Roanoke Catholic School's network and Internet access is a privilege, not a right. The use of computer systems and the Internet at school must be in support of the educational mission and objectives of the Diocese of Richmond and of the school. Inappropriate use may result in cancellation of those privileges. Ultimately, the Principal will deem what is inappropriate use and has the right to close an

account at any time. School authorities may take other disciplinary actions for a unacceptable behaviors. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family. Students must sign the Technology and Internet Acceptable Use Contract prior to

using the school computer systems; parents are encouraged to read this carefully. System users at school have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in school-owned computers or on the school network. Messages relating to or in support of illegal activities may be reported to authorities. Users are expected to abide by the generally accepted rules of network etiquette.

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

1. Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
2. Attempting to log on to the school network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other folders, work or files.
3. Sending any written comment or picture that is malicious regarding another student or individual. All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.
4. Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to, copyrighted, threatening or obscene material.
5. Using school name or logo on personal websites. The school discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.
6. Publishing information on the Internet, such as posting photographs or blog posts that brings discredit to the school (whether on or off school premises).
7. Non-school related social contacts between faculty/staff and students.
8. Any access to inappropriate materials that are graphically offensive, illegal, obscene, discriminatory, harassing, or threatening; downloading/installing of unapproved software is prohibited.
9. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.
10. Using network in any way that will limit or disrupt network use or attempt to alter school system settings or data.
11. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.

12. Assisting others in violating any of these policies.

13. Abuse or fraudulent use of the computer system, network or

Internet not specifically mentioned

Access to personal email, chatting, instant messaging, or discussion boards

are prohibited unless authorized by the administration. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.

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

Social networking has revolutionized the way we communicate and share information with one another. The term Social Networking includes, but is not confined to the use of blogs/wikis, message boards/forums, FaceBook, MySpace, Twitter, LinkedIn and other posting technologies such as YouTube, Picasa, Flickr, etc. Included below are guidelines that can be used by schools in the Diocese along with their *Code of Conduct* and *Technology Acceptable Use Policy*. These guidelines should not be considered all inclusive, but serve as guidance in the use of social networking by students.

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

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

#### ◆ *MEDIA CENTER* ◆

The hours for the media center are 7:30 a.m. until 3:30 p.m.. If a student needs work earlier or later, please make arrangements with the librarian 24 hours in

advance. Unsupervised students may not be in the library at any time. Student who need to use the Internet must bring a note from the teacher with details of assignment that requires use of the Internet. Students must provide their own d Printing will be restricted to a maximum of three pages from the Internet or encyclopedia. Additional pages will be available at ten cents per page. The purp of the Library is to provide a place for quiet, independent study as well as to pro help and resources necessary to complete an assignment. Unnecessary talk, noi disruption, as well as unacceptable behavior as designated in the Code of Condu will result in detention. Tutoring or studying together is relegated to the confer room or librarian's office.

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.

#### ◆ *STUDENT PRIVACY* ◆

School principals or designated officials have the right to protect the health, wel and safety of school patrons against drugs, weapons, unauthorized publications, other contraband materials. Search of a student's person and/or personal prop on school property or at school activities (e.g., automobiles, etc.) may be condu 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 fai of a student to voluntarily submit to a search shall be presumptive evidence of t 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 student: has no proprietary rights versus the school.

#### ◆ *ATTENDANCE* ◆

◆ *Attendance Policies* Daily attendance and punctuality are require except for illness or emergency. Both may affect participation in school activitie

Students must reside with their parents and/or legal guardians while enrolled a: Roanoke Catholic student.

Students who have been absent must bring their homeroom teachers notes of explanation from parents or guardians. These notes should include the dates of absence and the specific reasons for the absence. Students should bring these notes on the day they return to school.

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

It is the student's responsibility when absent from class to remain current with class materials and pursue all makeup work. If a student is absent one (1) or two (2) days, he/she should contact a classmate to get the assignment or email the teacher for the make-up work. 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 request that student withdraws from the school. A student who accumulates more than ten absences per semester may not receive credit for that class.

If a student's absences total *fifteen days*, the principal will meet with the student and 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. Students who are willfully absent from school without parental permission are considered truant. Truancy is a most serious offense and will result in suspension.

◆ **Tardiness Policies** Supervision of students in the gym lobby begins at 7:45 a.m. All students should be in *full uniform* and in the building no later than 7:53 a.m. They should be in their homerooms by 7:57 a.m. Students who are not present in homeroom when the 8:00 bell rings are considered tardy to school. When students arrive late to school, but before the homeroom period concludes at 8:10 a.m., they should report directly to homeroom, where the homeroom teacher records attendance. When students arrive after 8:10 a.m., they must report directly to the main office for an admission slip. Students who fail to check in are recorded as absent for the day and will receive an automatic detention.

Attendance is taken at the beginning of each class period. Consistent lateness can negatively affect grades, as class participation is an integral part of course grading. Students should consult each teacher's course syllabus to understand the full impact of tardiness in every course.

Students who arrive after 9:00 a.m. may not participate in athletic practices and games that day. Medical appointments and other excused tardies may allow athletic participation.

Students will be issued an automatic detention after accumulating four tardies to school. After three detentions for tardies (twelve tardies to school), students will be scheduled for an in-school suspension.

Tardiness caused by scheduled appointments does not result in disciplinary action; however, students should notify the school in writing the day before if such appointment is scheduled during school. In addition, students should turn in assignments when they arrive at school by placing them in the respective teacher mailboxes.

◆ **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 the same day, students must first report to the office and sign in upon return. Students who need to leave school for scheduled appointments should bring notes to their homeroom teachers the day before their appointments. These notes should specify the date, time, and reason for the dismissal. In addition, any students who will miss class because of any kind of early dismissal should turn in assignments before leaving.

◆ **Make-up Work** When students miss class 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. For a one day illness, the student should take the test/quiz on the first full day back.

#### ◆ COMMUNICATION ◆

The school office is open Monday through Friday from 8:00 a.m. to 4:00 p.m.

◆ **Reporting Academic Progress** Student success at Roanoke Catholic is rooted in a triangular partnership among student, teacher, and parent. Clear and regular communication among these parties is essential to sound academic achievement. Teachers endeavor to keep parents informed of student progress throughout the year.

Report cards are issued at the end of each quarter. Interims (assessments of mid-term progress) are also issued quarterly. The parent/guardian must sign the Interims and return to the subject teacher within two days. Other communication from teachers may include test papers to be signed, written notices, telephone calls, as well as use of e-mail. Report cards for the first quarter are picked up at the school by the parent or guardian. Appointments for parent-teacher conferences may be made through the office for this conference day.

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 parent to communicate directly and actively

with individual teachers throughout the year to strengthen communication and the partnership between the school and the home.

◆ **Conferences** Parent-teacher conferences may be set to review progress 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, the guidance counselor, academic advisor or the principal. Parents are encouraged to contact teachers concerning their children's performance can arrange appointments by telephone (982-3532) or by letter.

◆ **Weekly Communications** Frequent email updates and announcements will be sent to each family. In addition to checking the school website for current information, the first Friday of each month, parents are requested to review the First Friday Letter and attachments posted on the website. Parents have the option of requesting paper copies of this information.

◆ **Teacher Communication** Parents are invited and encouraged to communicate with their student's teachers. Canon law encourages persons to practice subsidiarity, the solving of problems at the first (lowest) possible level. Parents wishing to contact a teacher may do so by telephoning the school office and their message will be promptly relayed to the teacher concerned. Parents may also email the teachers. (Please leave a message at the main office if 24 hours pass without a response.) If the situation is not resolved through contact with the teacher, the appropriate Department Chairperson and/or Assistant Principal may be contacted to facilitate resolution of the matter. In the event more than one teacher is involved, parents should contact the school Academic Advisor to arrange a conference with all concerned.

◆ **Registration Cards** The information on the registration cards on file in the office is used in emergencies. Please keep this information current. If you move or have a new telephone number, please notify the school in writing.

◆ **Telephone Use** The use of cell phones is prohibited during the school day without express permission from Administration. Students who are ill at school *must* report to the nurse. Students who need to contact a parent or guardian must use the telephone in the main office. Law prohibits possessing electronic paging devices. Cell phones used during the course of the academic day will be confiscated.

\*\* Parents are asked to limit messages for students. The receptionist will try to relay messages during break, lunch, and at the end of the last period.

### ◆ SCHOOL SAFETY PLAN ◆

Roanoke Catholic School has a school safety plan to address emergency situations. In the event that school buildings must be evacuated, students will reassemble in Andrew's Church. The school will provide information to local radio and television stations. (See Inclement Weather). Parents should *not* call the school. As part of the safety plan, the school conducts unannounced fire drills and lockdowns on a regular basis.

### ◆ 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 for injuries. Non-medicine treatment will be given for minor illnesses. No medicine will be given without a written authorization or verbal consent given to school nurse by phone. Verbal permission will be for one time only, and the standard authorization and permission form must be sent in the next school day.

Parents will be called for any condition deemed necessary by the nurse and allowed for head injury or temperature 100° or greater. Students will be excluded from school for temperature of 100°, conjunctivitis (pink eye), head lice, and other communicable diseases diagnosed by a physician. These conditions must be reported to the school nurse as soon as possible. Students seeking readmission to school after treatment for head lice must be seen by the nurse prior to entering the classroom. 5

In order for some students to be successful and stay in school, they require medication during the school day. For the safety and well being of all students, parents must follow all guidelines regarding medicine in school:

- Parental authorization and permission for administration of medication must be obtained in a standard form. All information must be completed.
- Prescription medication must be in the original container, with the physician's name and directions for administering the medication clearly visible. The name of the medication as well as the dosage must also be clear. Parent must sign and date the label to verify that all information is correct and current.
- Parents must deliver the first dose of prescription medicine to school. Students may bring in refills. They must deliver these to the Nurse's Clinic immediately upon entering the school building in the morning.
- Prescription medicines will be dispensed only in the Nurse's Clinic. Students are not to self-medicate under any circumstances.

- Students who need to carry inhalers for asthma must have emergency information on file with the nurse.
- Over-the-counter medications should also be brought to the Nurse's Clinic, have parental authorization, and be dispensed

in the Clinic. Small packages or bottles of new, unopened medicine should be sent. Check expiration date on label.

◆ **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 which are not payable by any other insurance policy or group service contract. If the student has no other insurance, the policy will pay the full benefits, up to the policy maximum, for covered charges due to accident. The school nurse handles these claims.

◆ **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.

◆ **Sports** Student athletes must have records of physical examinations on file with their coaches. Parents must also complete forms giving coaches permission for emergency medical treatment of sports-related injuries. These forms are available from the school nurse.

### ◆ DRESS ◆

*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, demerits may be issued.*

◆ **Dress Code** Students should present a neat appearance and are expected to be neatly groomed at all times. 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.

#### *Special Uniform Notes*

- All clothing must be clean, unwrinkled, hemmed and in good condition.
- Shirts should be buttoned, including sleeve cuffs and collar buttons; the top shirt button may be open.
- All polo and dress shirts must be tucked into the waistband so that the waistband is visible.
- Slacks and shorts should be worn above the hips with belts visible.

- All shoes must be closed toed and closed heeled; no clogs or sandals. Also boots and slippers, including footwear resembling slippers and socks, are prohibited.
- Only solid white undergarments may be worn under the approved shirts.
- Male students should be clean-shaven with sideburns no longer than mid Students who have a medical exemption to this rule should have a doctor note on file with the principal and the nurse. This note must be current and necessary reissued and filed annually.
- Hair should be neatly styled and groomed away from the face so as not to cover the face. Hair length for male students should not extend below the top of the shirt collar. Shaved heads, haircuts giving the appearance of shaved baldheads, other extreme styles, and extreme colors are not allowed.
- Hats and caps may not be worn at anytime during the school day.
- Jewelry must be kept at a minimum. Large necklaces and bracelets are not acceptable. A maximum of two stud earrings, worn on the ears, will be allowed.
- Makeup and hair accessories should be tasteful and kept to a minimum.
- No visible tattoos or piercing other than ears are permitted.
- 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.
- Coats and jackets designed for outside are to remain in the lockers and may not be worn in class. The only outer garment allowed in class is the letterman jacket, navy blue sweatshirt with RCS logo (available through the school) or navy blue fleece jacket (available through the school or Land's End), or uniform sweaters.

*The school is the final judge of the suitability of grooming and attire.*

### ◆ School Attire for Girls ◆

The items in italics must be ordered from the school's suppliers:

- SKIRT: **\*\**Plaid kilt or box-pleated skirt*** , or **\*\*\**A-line skirt*** [Classic navy/evergreen plaid] (All skirts/kilts -no more than 1" above knee). Skirts may not be rolled.
- SLACKS: **\*\**Khaki uniform slacks***
- SHIRT: **White oxford-cloth dress shirt with button-down collar (no emblems or contrast stitching) with long or short sleeves;**
- SHOES: **Solid brown or black flat dress shoes (no boots, clogs, or slippers). Solid navy, black, white, brown or gray tennis shoes (no hi-tops) or tennis shoes of a combination of neutral colors are also acceptable. Shoe laces should be white or the same color as the shoe.**
- SOCKS: **Socks, when worn, must be solid white or solid dark (blue or black), with**

ornamentation or logo; solid navy blue knee socks; solid navy blue opaque tights; solid navy blue or skin-tone hose may be worn with dress shoes

**BELT:** Dark leather belt worn with slacks or shorts

The following items are OPTIONAL year round:

**\*\*Navy blue crewneck sweater with the RCS logo**

**\*\*Navy blue cardigan sweater with the RCS logo**

**\*\*\*Navy blue fleece jacket with RCS logo**

RCS Letter jacket

Official Navy blue RCS sweatshirt (with crest) – available at school

The following items are OPTIONAL during Daylight Savings time only:

**\*\* Green polo-style shirt with the RCS logo**

**\*\* Khaki uniform shorts**

\* Product available only through Flynn & O’Hara

\*\* Product available through either Flynn & O’Hara or Land’s End

\*\*\* Product available only through Land’s End

◆ **School Attire for Boys** ◆

The items in italics must be ordered from the school’s suppliers:

**SLACKS:** *\*\* Khaki uniform slacks*

**SHIRT:** White oxford-cloth dress shirt with button-down collar (no emblems or contrast stitching) with long or short sleeves;

**SHOES:** Solid brown or black flat dress shoes (no boots, clogs, or slippers). Solid navy, black, white, brown or gray tennis shoes (no hi-tops) or tennis shoes of a combination of neutral colors are also acceptable. Shoe laces should be white or the same color as the shoe.

**SOCKS:** Socks, when worn, must be solid white or solid dark (blue or black), with no ornamentation or logo.

**TIE:** School tie (required during Eastern Standard Time ~ available in school office)

**BELT:** Dark leather belt worn with slacks or shorts

The following items are OPTIONAL year round:

**\*\*Navy blue crewneck sweater with the RCS logo**

**\*\*Navy blue cardigan sweater with the RCS logo**

**\*\*\*Navy blue fleece jacket with RCS logo**

RCS Letter jacket

Official Navy blue RCS sweatshirt (with crest) – available at school

The following items are OPTIONAL during Daylight Savings time only:

**\*\* Green polo-style shirt with the RCS logo**

**\*\* Khaki uniform shorts**

◆ **Physical Education Uniforms** ◆

Students in grades 8-10 enrolled in physical education classes must wear the designated gym uniform required by the physical education teacher. To protect surface of the gym floor, students must have a pair of athletic shoes dedicated to indoor use only.

◆ **Out-of-Uniform Guidelines** ◆

On announced out-of-uniform days, students should use common sense and good taste to comply with the following guidelines. Unless otherwise authorized, hairstyles, makeup, footwear, and jewelry should follow regular dress code guidelines.

**CASUAL:** Students may wear the following:

- Tee shirts or casual shirts but NOT tank, halter, mesh, midriff, or sleeveless tops, or any clothing with a picture and/or wording offensive to the philosophy of the school
- Shorts, slacks or jeans but NOT cutoffs, bike shorts, short shorts, short ski no sweat pants, pajama bottoms, or “gym-style” apparel is acceptable
- Clothes should not be form-fitting or revealing
- Clothes must be neat; clothing may not be ripped or frayed
- Shoes and socks per uniform guidelines are required
- NO caps or hats.

**DRESS UP:** On announced dress-up days, the guidelines set forth administration will be followed. Unless otherwise announced, these guidelines apply:

Young men may wear the equivalent of the standard school uniform of khaki slacks, dress shirt, and tie (required during Eastern Standard Time), as well as belt and dress shoes and socks. Polo-style shirts are acceptable during Daylight Savings Time.

Young women may wear dresses, suits, skirts or dress slacks with blouses or sweaters. Dress shoes, but not stiletto or high heel shoes, should be worn with appropriate hosiery. Dresses and skirts should be AT LEAST knee length. Clothing should not be form fitting, sleeveless, of sheer material, or show inappropriate skin (such as midsections and cleavage).

◆ **STANDARDS FOR STUDENT CONDUCT** ◆  
**CODE OF CONDUCT**

With the cooperation of students, teachers, parents, and administrators, Roanoke Catholic School fosters positive behavior in a Christian setting. 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. The students should show respect for the needs, rights, and property of others through Christian care.

cooperation, sharing, and sacrifice.

As a Catholic school which 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 are expected to

exercise self-control and conduct themselves as Christian young men and women at all times. The behavior of students should reflect the standard of good citizenship and the Christian way of life.

Students must respect the authority and the rights of others. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others must be maintained.

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 philosophy and/or with Christian values.

#### ◆ BEHAVIOR AND DISCIPLINE ◆

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

**Unacceptable Behavior:** While Roanoke Catholic School enjoys a safe and respectful atmosphere, the school wants all students to be aware of specific behaviors considered inappropriate. Any inappropriate behavior will be subject to disciplinary action. "School grounds" is defined as any diocesan property on the Hill bounded by Gainsboro Road, Celtic Way, 2<sup>nd</sup> Street, and Patton Avenue. "School-sponsored activities" include, but are not limited to, sports events, on or off campus, dances, play productions, and field trips.

The following behaviors are examples, but not considered all inclusive of, considered serious offenses against the philosophy of the school and will have ramifications:

- Insubordination
- Disrupting the school
- Gambling
- 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

- Possessing electronic paging devices and/or using cell phones during school time.
- Entering school buildings without permission
- Destroying or defacing school property
- Harassment/Bullying\*

- Fighting or appearing to fight
- Gang activity
- Being in an unsupervised area
- Throwing snowballs or ice sliding on school grounds
- Cheating – copying homework, using notes during testing, giving or receiving answers, copying information verbatim from the Internet or printed sources.
- Leaving supervised areas without permission
- Not reporting to an assigned activity or class-sponsored activities including, but are not limited to, sports events, dances, play productions, field trips
- Possessing a cell phone with power turned on during school hours (7:55 A 3:00 P.M.)

**Disciplinary Procedures:** Unacceptable behavior may be addressed in one or more of the following ways:

\* **Detention:** Detention may be assigned for unacceptable behavior. Administrative after school detentions are held from 3:00 p.m. until 4:00 p.m. Tuesday and Thursday. Teacher detention may be assigned Monday, Wednesday and Friday.

The student may receive a minimum of one (1) hour detention for the following behaviors:

- Failing to comply with uniform and dress codes
- Arriving tardy to class
- Chewing gum
- Consuming food/drinks in other than designated areas
- Failing to return designated school correspondence as required
- Failing to have books covered
- Failing to report to cafeteria duty
- Using electronic devices inappropriately
- Displaying affection beyond handholding
- Disturbing class
- Being dishonest or disrespectful
- Failing to follow school policy on computer and Internet use
- Using profanity, obscenity or other inappropriate language

The student will receive one hour detention for the following behaviors:

- Arriving tardy to school four times  
(Excused tardies must have a written note from parent/doctor/dentist within two days)

Multiple offenses may result in the assignment of additional detentions. Within individual classes, teachers may assign detentions, or other corrective measures, to address unacceptable behavior.

**\*After-school Detention:** Mandatory sessions are held at the end of the academic day. Students are expected to serve the detention on the assigned day. Parents will be informed that a detention has been assigned to their son or daughter. Parental signature is required on detention forms that are to be submitted to the teacher supervising the session. Students are to serve detention on the assigned date unless a doctor's appointment was previously scheduled or an illness occurs (and has been verified). Students may not reschedule a detention because of a sport's obligation. Failure to submit a signed detention form will result in three additional demerits. Failure to report to after school detention will have repercussions.

**\*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 attend a meeting with the administration and the student is responsible for completing all assigned academic work. The student will not be allowed to participate in or attend any extra-curricular activities for one week. (Monday through Saturday)

**\*Out-of-School Suspension (OSS):** Dismissal from school. Most serious misbehavior results in the assignment of an Out-of-School Suspension (OSS). Parents and student will be required to attend a meeting with the administration and the student is responsible for completing all assigned academic work. The student will not be allowed to participate in or attend any extra-curricula activities for two weeks, Monday through Saturday. This disciplinary action will appear in their permanent high school record file.

**\*Expulsion:** removal from school. Expulsion is a very serious matter and may be used by the President and/or the Principal for cases that are serious in nature or prolonged unacceptable behavior.

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

◆ **HARASSMENT/BULLYING** ◆

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

◆ **ADULT VOLUNTEER COMMITMENT** ◆

At Roanoke Catholic School, parental involvement is crucial. Each family makes commitment to "volunteer to work a minimum of 15 hours at Roanoke Catholic during the school year (Financial Policies and Responsibilities form). Parents who do not fulfill this commitment will be assessed \$200. An outstanding balance will preclude the release of report cards, transcripts, and/or diplomas. Volunteering helps generate community spirit and assists in keeping costs to a minimum.

◆ **In-School Opportunities** The school welcomes the volunteer efforts of our parents. Parents may help in the office and in the media center during the day or with student activities after school. Often we also need help in the evenings or on weekends with a variety of school improvement projects. When volunteering, parents are asked to sign the Volunteer Book at the reception desk.

◆ **Fundraising Events** The school holds several major fundraising events each year. These events require a great deal of prior planning and preparation. Participation in these fundraising activities is expected of all members of the school community—students, parents, faculty, and staff.

◆ **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.

◆ **Roanoke Catholic School Board** The Roanoke Catholic School Board recommends policy to the Superintendent of Schools consistent with diocesan policy, state guidelines, and directives for the operation of the school so that the largest possible number of students may be effectively educated in a Christian community where they are encouraged to make a deep personal commitment to Jesus Christ. The primary function of the Board is to recommend policy in the areas of strategic planning, finance, development, and buildings and grounds. Local Catholic parishes as well as other school-related organizations are represented on the School Board. The Board meets in the Cafeteria at 6:30 P.M. on the third Tuesday of each month. Meetings are open; parents, students, and teachers are encouraged to attend.

◆ **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

◆ **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 area of the school. Parents may check the Virginia State Police website at <http://sex-offender.vsp.virginia.gov/sor/index.html> to learn of sex offenders within the same or contiguous zip code area as 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://sexoffender.vsp.virginia.gov/sor/java/register.jsp>

**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**

**2011 - 2012 Calendar**

August 16 – 22	Teacher Workdays
August 18	New Lower School Parent Orientation
August 22	8 <sup>th</sup> Grade and New US Student Orientation / LS Open Hou
August 23	Classes begin (full day)
September 5	Labor Day – No classes
September 23	Midpoint First Quarter
September 28	Interims home with students
October 21	Diocesan Teacher Conference – No classes
October 26	First Quarter ends
October 28	Teacher Workday – No classes
November 4	Grandpals’ Day
November 8	Election Day – No classes - Conferences; Report Cards given to parents
November 23	Noon dismissal
November 24 – 27	Thanksgiving Holidays
December 1	Midpoint Second Quarter
December 6	Interims home with students
December 13 – 16	US Exams - Noon dismissal for US only on December 13, 1
December 16	Noon dismissal – all school
December 17 – January 1	Christmas Holidays
January 2	Classes resume
January 13	Noon dismissal / Teacher Workday
January 16	Martin Luther King Day – No classes
January 19	Second Quarter ends
January 25	Report Cards home with students
January 30 – February 3	Catholic Schools Week
February 17	Noon dismissal
February 20	Presidents’ Day – No classes
February 22	Midpoint Third Quarter
February 27	Interims home with students
March 9	Teacher Workday and Retreat – No classes
March 28	Third Quarter ends
April 3	Report Cards home with students
April 5	Holy Thursday – Noon dismissal
April 6 – April 15	Easter Holidays
April 16	Classes resume
May 7	Midpoint Fourth Quarter
May 10	Interims home with students
May 25	US and LS Field Day; Noon dismissal for LS only
May 28	Memorial Day Holiday – No classes
June 5–8	US Exams – Noon dismissal for US only on June 5, 6, 7

June 8 Noon dismissal – classes end / Baccalaureate  
 June 9 Graduation  
 June 11 Teacher Workday

Calendar has 183 days, which includes 3 built-in snow days. Additional make-up days to be used are January 16, February 20, and May 28.

## Regular Bell Schedule

9:00 Mass Bell Schedule	One Hour Delay Bell Schedule	
7:53 Enter Building	8:53 Enter Building	9:53 Enter Building
7:57 Warning Bell	8:57 Warning Bell	9:57 Warning Bell
8:00-8:05 Homeroom	9:00 - 9:06 Homeroom	10:00 - 10:08 Homeroom
8:08 – 8:45 First Period	9: 09 – 9:44 First Period	10:11 – 10:46 First Period
8:45 – 9:00to HR then church	9:47 – 10:02 Break	10:49 – 11:21 Second Period
9:00 – 10:10 Mass	10:05 – 10: 40 Second Period	11:24 – 11:56 Third Period
10:10 – 10:25 Break	10:43 – 11:18 Third Period	
10:28 – 11:10 Second Period	11:21 – 11:56 Fourth Period)	11:59 – 12:24 LUNCH A
11:13 – 11:56 Third Period		11:59 – 12:48 Fifth Period A
11:59 – 12:24 LUNCH A	11:59 – 12:24 LUNCH A	12:27 – 1:16 Fifth Period B
11:59– 12:48 Fifth Period A	11:59 – 12:48 Fifth Period A	12:51 – 1:16 LUNCH B
12:27 – 1:16 Fifth Period B	12:27 – 1:16 Fifth Period B	
12: 51 – 1:16 LUNCH B	12:51 – 1:16 LUNCH B	1:19 – 1:51 Fourth Period
1:19 – 1:51 Fourth Period		1: 54 – 2:25 Sixth Period
1:54 – 2:25 Sixth Period	1:19 – 2:08 Sixth Period	2:28 – 3:00 Seventh Period
2:28 –3:00 Seventh Period	2:11 – 3:00 Seventh Period	

<b>7:53</b>	<b>Enter Building</b>
<b>7:57</b>	<b>Warning Bell</b>
<b>8:00-8:10</b>	<b>Homeroom</b>
<b>8:13 – 9:02</b>	<b>First Period</b>
<b>9:05 – 9:54</b>	<b>Second Period</b>
<b>9:57 – 10:12</b>	<b>Break</b>
<b>10:15 – 11:04</b>	<b>Third Period</b>
<b>11:07 – 11:56</b>	<b>Fourth Period</b>
<b>11:59 – 12:24</b>	<b>LUNCH A</b>
<b>11:59 – 12:48</b>	<b>Fifth Period A</b>
<b>12:27 – 1:16</b>	<b>Fifth Period B</b>
<b>12:51 – 1:16</b>	<b>LUNCH B</b>
<b>1:19 – 2:08</b>	<b>Sixth Period</b>
<b>2:11 – 3:00</b>	<b>Seventh Period</b>

*Bell schedule is subject to change.  
 As needed, additional schedules will be utilized.*