



ROANOKE VALLEY
CHRISTIAN SCHOOLS

Making Disciples of Christ

FAMILY-SCHOOL GUIDE 2024-2025

Mission Statement

Roanoke Valley Christian Schools makes disciples of Christ
in obeying the command of God
to train students in truth.

(Psalm 78:4-7)

ROANOKE VALLEY CHRISTIAN SCHOOLS

A ministry of Shenandoah Baptist Church
6520 Williamson Road * PO Box 7010 * Roanoke, Virginia 24019
(540)-366-2432 * (540) 366-9719 – Fax
E-mail: rvcs@sbcfamily.org
www.rvcs.info

ADMINISTRATION

- Mr. Rick Brown..... School Administrator
- Mrs. Dinisha Fether..... Principal (K5 – Grade 6)
- Mr. Zac Hellkamp Development Director
- Mrs. Annette Jones Preschool Director (K2, K3 & K4)
- Mr. Warren Kling..... Director of Discipleship
- Mr. John Law..... Principal (Grades 7-12)/International Support
- Mr. Tim Ragan..... Campus Pastor
- Mrs. Dana Somers..... Athletic Director
- Mr. Josiah Somers..... Assistant Athletic Director
- Dr. Michael Wilburn..... Senior Pastor

TABLE OF CONTENTS

INTRODUCTION2

FOUNDATIONAL PRINCIPLES2

 BIBLICAL MORALITY POLICY2

 POSTURE & PROMISES REGARDING SOCIETAL ISSUES.....2

 HEART OF AN EAGLE.....4

GENERAL INFORMATION6

 THE SCHOOL OFFICE6

 TELEPHONE CALLS/E-MAILS6

 LOST AND FOUND6

 MEDICATION/STUDENT ILLNESS OR INJURY 6

 FACTS PARENT PORTAL.....8

 LOCKERS8

 ATHLETIC SPECTATOR GUIDELINES.....8

 ANNUAL WORLD MISSIONS CONFERENCE ...9

FINANCES9

SCHEDULES9

 THE SCHOOL DAY9

 BEFORE CARE & EXTENDED CARE10

 TEACHER ON CALL11

 CHAPEL11

 7-12 Schedule.....11

LUNCH PROGRAM.....12

TRAFFIC AND TRANSPORTATION13

 TRAFFIC PATTERNS13

 STUDENT CARS.....13

 STUDENT CONDUCT.....13

ACADEMIC INFORMATION14

 REPORT CARDS.....14

 HOMEWORK14

 RETENTION14

 GRADING15

 GUIDANCE SERVICES.....15

 SCHEDULE CHANGES.....15

 GRADUATION REQUIREMENTS16

 FIELD TRIPS16

 LIBRARY17

ATTENDANCE INFORMATION..... 17

 LOWER SCHOOL ABSENT FROM SCHOOL .. 17

 UPPER SCHOOL ABSENT FROM CLASS..... 18

 WITHDRAWAL OF STUDENTS 19

 TARDINESS 19

 LEAVING SCHOOL..... 19

 VISITORS 20

CONDUCT AND EXPECTATIONS 20

 RESPECT/COURTESY..... 20

 SLANG 21

 GUM 21

 STUDENT FUND RAISING 21

 CELEBRATIONS 21

 CAMPUS SAFETY 21

 SCHOOL PROPERTY 22

 PERSONAL PROPERTY 22

 INTERNET USAGE 22

 RVCS COMPUTER USE POLICY..... 22

 DISCIPLINE PROCEDURES 23

 BULLYING POLICY..... 24

 POLICY REGARDING CHEATING..... 25

 POINTS 26

 DETENTION..... 26

 SUSPENSION AND EXPULSION 27

 ALCOHOL, DRUGS, TOBACCO, VAPING, IMMORALITY, AND HARASSMENT 28

OTHER INFORMATION 29

 ANIMALS ON CAMPUS 29

 INCLEMENT WEATHER 29

 CRISIS MANAGEMENT PLAN..... 30

 RVCS CHANGE POLICY 30

SCHOOL CALENDAR 31

DRESS CODE 33

 LOWER SCHOOL..... 33

 UPPER SCHOOL..... 33

 SPECIAL OCCASION DRESS CODE 34

INTRODUCTION

Roanoke Valley Christian Schools (RVCS) was founded in 1973 as a ministry of Shenandoah Baptist Church under the leadership of Dr. Robert Alderman. RVCS is fully accredited by the Association of Christian Schools International (ACSI) as well as Cognia. RVCS is a member of the Virginia Association of Christian Athletics (VACA).

RVCS makes disciples of Christ in obeying the command of God to train students in truth. (Psalm 78:4-7) The process of making disciples is integrated in all components of campus life, including chapel, Bible class, devotions, service and Biblical worldview formation. RVCS seeks to develop students who imitate the heart and mind of Christ as they subject all areas of life to the authority of God's Word. These students are prepared to confront culture from a Biblical worldview. (Philippians 2:5)

Since the first graduating class in 1978, RVCS has graduated 1,396 students. Alumni have been accepted to a variety of universities after completing the college preparatory curriculum at RVCS. Other alumni have received appointments to military academies. RVCS expects graduates to display spiritual and moral growth, to exhibit personal and social development, to show signs of academic understanding, to reveal their desire to work with the home, to appreciate cultures of other peoples, and to understand the rationale for Christian education.

FOUNDATIONAL PRINCIPLES

BIBLICAL MORALITY POLICY

Roanoke Valley Christian Schools' Biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the schools' understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school considers all applications on an individual basis and reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, cohabitation, or sexual immorality; practicing homosexual lifestyle, or alternative gender identity, promoting such practices; or otherwise having the inability to support the moral principles of the school. (See Leviticus 20:13a, Matthew 19:4-6 and Romans 1:27.)

Roanoke Valley Christian Schools is committed to working with the local church. "Christ also loved the church, and gave Himself for it..." (Ephesians 5:25). "...And the gates of hell shall not prevail against it." (Matthew 16:18). Since Christ highly regarded the role and authority of the church, so shall RVCS.

Here is the link to the ministry's Statement of Faith - [July 7, 1999 \(rvcs.info\)](http://rvcs.info)

POSTURE & PROMISES REGARDING SOCIETAL ISSUES

As RVCS's community widens and becomes more diverse in its belief systems, it is important to clarify and confirm RVCS's posture toward current societal values and to create accountability for our administration, faculty, and staff through a set of promises we make to each other and to our families.

1. We believe that Christian unity is not founded in agreeing that everyone is "ok." Christian unity is founded in agreeing that everyone is not ok. We are all equally sinful/broken because we are the

product of sinful and broken human ancestry. This brokenness manifests itself in physical, psychological, emotional, and spiritual ways that make it challenging to live as God originally intended.

2. We believe that Christian unity is not fractured when we identify and discuss different kinds of sins/brokenness. Neither does the identification or discussion of different kinds of sins/brokenness represent hate speech. Our unity is fractured when we identify and discuss kinds of sins/brokenness in a self-righteous, insensitive, callous, or condescending manner.
3. In Matthew 7:3, Jesus teaches us to concentrate on the condition of our own heart rather than to condemn the lives of others. Therefore, we promise to communicate with each other in an attitude of humility, knowing that we ourselves are not without sin, and that God passionately loves all of us the same.
4. As a school, we will not take the current or popular religious position that everyone is ok. As a result:
 - a. We will, at appropriate times, teach that there are lifestyles that conflict with God's original intention for humanity. We promise to communicate these Biblical truths to our students in an attitude of love and compassion.
 - b. We believe that any identity-formation education must focus on who we are in Christ. When asked how they "identify," we strive for our students' first response to be "image-bearers of God." As God's image-bearers we promise to create a culture of mutual respect and deep affection that testifies to that reality.
 - c. We will not provide sexual orientation exploration education for our students at any grade level. We believe that God has given parents the crucial responsibility of "training up a child" (Proverbs 22:6), especially when it comes to such issues.
 - d. We believe that our value does not come from our economic status, skin color, gender, or any other criteria that society uses to divide people against each other. Our value is entirely rooted in the fact that God has created all people in His image (Genesis 1:27).
 - e. We promise to follow Jesus' example of inclusion which elevates those who feel marginalized by ensuring that they are heard and understood. "But God demonstrates his own love for us in this way: While we were still sinners, Christ died for us" (Romans 5:8).
 - f. We will encourage and challenge each other daily toward a life built on God's priorities. "But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness, and self-control." (Galatians 5:22-23a).

These promises challenge us to engage each other in an intentional, personal, and self-sacrificing manner. This is hard work. May Jesus be our example in all things.



Roanoke Valley Christian Schools

The Heart of an Eagle

Colossians 3:23 - "...As To The Lord..."

The *Heart of an Eagle* code of conduct is designed to inspire RVCS students to be men and women of honor, integrity and Christ-like character. To instill a sense of respect and appreciation for RVCS and encourage camaraderie within the student body. The *Heart of an Eagle* is an expectation of all students and required of those representing RVCS in positions of leadership and athletics.

1. **E**- Excellence – Eagles Pursue Excellence

- *2 Corinthians 8:7 – “But as you excel in everything—in faith, in speech, in knowledge, in all earnestness, and in our love for you see that you excel in this act of grace also.”*

2. **A**- Accountability – Eagles Embrace Accountability

- *Hebrews 13:17 – Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.*

3. **G**- Gratitude – Eagles Express Gratitude

- *1 Thessalonians 5:18 - give thanks in all circumstances; for this is the will of God in Christ Jesus for you.*

4. **L**- Love – Eagles Show Love

- *Matthew 22:37-39 - Jesus said to him, “You shall love the Lord your God with all your heart, with all your soul, and with all your mind. This is the first and great commandment. And the second is like it: You shall love your neighbor as yourself.”*

5. **E**- Example – Eagles Set the Example

- *1 Timothy 4:12 – “Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.”*

6. **S**- Service – Eagles Are Servants

- *Matthew 23:11 – “The greatest among you shall be your servant.”*

E.A.G.L.E.S.

Colossians 3:23 – “...As To The Lord...”



Roanoke Valley Christian Schools

The Heart of an Eagle

E Excellence – Eagles Pursue Excellence

- Demonstrate the pursuit of excellence spiritually, academically and behaviorally.
- Have a minimum GPA of 3.0 for positions of student leadership

A Accountability – Eagles Embrace Accountability

- Respects and is accountable to all God given authorities
- Realizes they are responsible for their actions regardless of the actions of others, accepts responsibility and corrects mistakes

G Gratitude – Eagles Express Gratitude

- Displays an attitude of appreciation for the privilege of attending and representing RVCS
- Understands gratitude is expressed verbally, behaviorally and in one's attitude

L Love – Eagles Show Love

- Consistently displays a love for God and others in word and deed
- Treats everyone with dignity, respect and how they would like to be treated

E Example – Eagles Set the Example

- Sets a positive example both on and off the campus of RVCS
- Takes seriously they are representing more than a school, they are representing Christ

S Service – Eagles Are Servants

- Is quick to meet the needs of others before themselves
- Is especially attentive to those in greater need

The interpretation and application of the *Heart of an Eagle* Code of Conduct are at the sole discretion of the staff and administration of RVCS

E.A.G.L.E.S.

Colossians 3:23 – "...As To The Lord..."

GENERAL INFORMATION

THE SCHOOL OFFICE

Office Hours: 8:00 a.m. – 4:00 p.m. (Monday – Friday)

All parents are welcome in the school. Please stop by the office first and receive a visitor's badge. Do not go directly to the classroom. Lunches, homework, books, and other items are to be left in the school office to be delivered to your child. If you wish to talk to your child's teacher please arrange for a private conference. Do not detain the teacher from his or her responsibilities to the class.

TELEPHONE CALLS/E-MAILS

To Faculty: It is our desire to work closely with parents by having on-going communication. It is also necessary to recognize that teachers have family and home lives and much work beyond school hours. For this reason, email is the preferred means of communicating with faculty. If you need to speak with a teacher we request that you email and leave a message for the teacher to call you. If you do not hear from the teacher within 24 hours, please feel free to contact the respective principal/director.

To the School Office: We recognize the need to take and deliver messages concerning *emergency needs* of students and parents which arise during school hours. In order, however, to be the best stewards of our time we would appreciate not having to deal with routine matters which could be handled outside the normal school hours. Your cooperation in this matter is greatly appreciated.

- Electronic devices are to remain in the "power off" position for students beginning at 7:50 a.m. until 3:10 p.m. (This includes special features such as cameras, video recordings, text messaging, etc.) Permission to use a cell phone must be given. Teachers collect electronic devices in their classrooms.
- Parents and others should not call or text students during school hours. All calls and messages by students are to be made from the school office.
- If abused, electronic devices will be confiscated and kept in the school office.
- ***No photos are to be taken by any device in locker rooms or restrooms. In addition, no inappropriate photos are to be taken at any school function. Consequences include confiscation of equipment and suspension.***

LOST AND FOUND

There are three locations for "lost and found" items.

- Lower school building (2nd floor)
- Gymnasium locker rooms
- Worship Center foyer

After a reasonable time, unclaimed items will be given away.

MEDICATION/STUDENT ILLNESS OR INJURY

The clinic is equipped with one cot and medical supplies to administer first aid for students K2-12. Medications are kept in the clinic, with occasional exceptions in classrooms. **No** medications (prescription or non-prescription) will be administered unless it is accompanied by a completed "Permission to Administer Medication at School" form or a signed request giving permission for the school to administer the medication. These forms are to be completed at the beginning of **every** school year. If a child requires an antibiotic, ADHD medication, allergy/sinus medication, etc., it must be in the original bottle with the physician's name along with a signed parental consent to give the medication. First doses of all prescription medication must be administered at home. Several over-the-counter (OTC) medications will

be available through the clinic, listed on the "Permission to Administer Medication at School" form. It is not necessary to send in these listed medications. **Students are not allowed to carry medication with them while at school unless approved by medical provider, parent, clinic staff.**

NOTE:

Herbal/homeopathic medications will not be administered at RVCS without a written note to administer from parent/guardian. Lack of safety information for these medications limits their appropriate use at school as they are not tested by the U.S. Food and Drug Administration.

To prevent exposing other students to illnesses a student should **not** come to school if he/she has the following symptoms.

1. Vomiting and/or diarrhea within past 24 hours
2. An undetermined rash
3. A temperature of 100.0 degrees or greater within the past 24 hours
4. Any new onset of cold or flu-like symptoms (such as chills, aches, cough, shortness of breath, headache, sore throat) that cannot be attributed to another condition

In the event of a student illness or emergency, the school staff, after evaluating the student's condition, will contact the parents or the persons designated by the parents if it is determined that the student must go home; students (grades 7-12) must sign out at the upper school office before leaving; the nurse may do this on their behalf.

If you are asked to come to the school to pick up your child, please do so in a timely manner. It is preferred that the student be picked up as soon as possible since there is not a lot of space for a child to rest comfortably and not expose others.

A child must have written permission from either a physician or the health department to return to school after hospitalization or after having chicken pox, measles, mumps, pneumonia, whooping cough, pin worms, scabies, ring worm, impetigo or a concussion. It is imperative that families stay in contact with the clinic staff when a student or family member has been diagnosed with any communicable and/or reportable disease such as but not limited to the ones mentioned above.

For students with an illness requiring an antibiotic, the parent/guardian are instructed that the student needs to be on the antibiotic and fever free without fever reducing medications for 24 hours before returning to school.

If it is unclear as to when a child should return to school following an illness, please call the health clinic at (540) 366-2432, ext. 144, to discuss.

The parent will inform the school/health clinic staff within 24 hours or the next business day after his child or any member of the immediate family has developed any reportable communicable disease.

The clinic facilities are located in the lower school building near the main school office. Space is limited and is used by the entire student body. Parents/guardians are to:

1. Furnish the school with updated names and phone numbers of contact people (in addition to parents) as well as updated parents' work phone numbers.
2. Come promptly when notified of a student's illness or injury as facilities for keeping your child are limited. Preferably within 30 minutes to one hour is ideal.

3. Not request that we “allow a student to rest in the clinic for the remainder of the day.” We cannot provide continuous care for long periods of time. When the school contacts the parents, the staff believes it necessary for the student to go home.
4. Notify the clinic staff of any changes to original medication orders during the school year.
In addition:
 - A. If your child is using rescue inhalers or other required medications it will be the parent’s responsibility to keep these medications up-to-date.
 - B. Clinic personnel shall not administer medication doses higher than recommended safe in the *Physicians’ Desk Reference (PDR)*. In such cases parents will have to come to the school to administer the medication.
 - C. Students diagnosed with severe allergic reactions requiring use of an Epi-Pen may possess and self-administer with a physician’s written order sent to the school. An Emergency Action Plan (EAP) is required from the physician to be kept in the school clinic. This is updated yearly.
 - D. Students diagnosed with asthma requiring a rescue inhaler will be allowed to carry their inhaler and self-administer with a physician’s order sent to the school. An Emergency Action Plan (EAP) is required from the physician to be kept in the school clinic. This is updated yearly.
 - E. Students allowed to carry their emergency medications will be determined on a case-by-case basis with clinic staff and parent discussion and documentation.
 - F. All personal medications should be picked up by the last day of school. (i.e. inhalers, Epi-Pens, etc.)
 - G. Medications for preschoolers must be kept in health clinic.
 - H. For lower school (K5-6th), clinic staff will inform parents by email of any medication administration during the school day that are not routine/daily medications.
 - I. Clinic staff desire to work with parents in overseeing the health of each student. Clinic staff will notify parents and teachers if/when students are visiting the clinic often.
 - J. Any preschool medication requires a VDOE form completed by parent/provider- “Medication Authorization Form for Prescription and Non-Prescription Medications”.
 - K. Students are not to carry medication on them while at school unless approved for emergencies such as asthma, seizures, food allergies. Any routine medication needs should warrant students to be seen at the clinic.

FACTS PARENT PORTAL

1. FACTS portal can be accessed through the school website.
2. Lunch menu is available to pre-order lunch.
3. Homework assignments are available.
4. Report Cards (grades K5-12) are available after each term.
5. Directory of staff, students, and parents is available.
6. Portal will be closed by the business for outstanding balances.

LOCKERS

Lockers are provided for all students in grades 5-12. No student should open another student’s locker without permission. Locks are not permitted without administrative approval, except those issued for the gym lockers.

ATHLETIC SPECTATOR GUIDELINES

1. Be silent during prayer.
2. During the national anthem, focus on the flag with your hand over your heart and sing along as appropriate.

3. Cheer for RVCS. Be positive!
4. At appropriate times, make lots of noise with your voices, hands, and musical instruments. We should avoid anything which tends toward destructiveness or misuse of property, such as beating on the sides of the gym or banging on other objects carried into the gym.
5. Do not “boo” or make degrading remarks to anyone.
6. Pick up and properly dispose of your own trash.
7. The basic principles of dress code are still to be followed at athletic events – neatness, modesty, and appropriateness in keeping with a Christian philosophy of life.
8. Know your role ... athlete, coach, referee, or parent.

ANNUAL WORLD MISSIONS CONFERENCE

It is the policy of SBC that **no** other ministry events may be scheduled during the Annual World Missions Conference. This includes other ministries, as well as, athletic events and practices. Sports teams may not compete in events during the days of the conference. No exceptions will be made for any reason. This applies to anything other than the full day of RVCS classes on Wednesday and the missions conference activities/RVCS classes on the half days of Thursday and Friday. The conference for 2024 is scheduled for October 30 – November 3.

FINANCES

FACTS ACCOUNTS

RVCS has partnered with FACTS Management Group for all payments. This gives families access to their accounts 24 hours a day. FACTS has customer service representatives available to answer questions when the school office is closed (1-866-441-4637). Upon student acceptance, all families are required to register for a FACTS account.

FACTS is also used to charge different types of fees throughout the school year through FACTS incidentals. A curricular fee will be charged to each family’s FACTS account. This fee covers textbooks and other curricular related supplies. Students will only be charged for lost or damaged textbooks or materials. Other possible fees depend on students’ involvement in different activities: lunch charges, athletic fees, music lessons, field trips, special class projects, etc. It is not possible to predict an exact amount for these different fees but every effort is made to keep these costs to a minimum.

An athletic participation fee is paid by each member of an interscholastic team.

For financial guidelines and more details regarding payments, late fees, delinquent accounts etc. Please go to www.rvcs.info and click on “Admissions/Financial.”

SCHEDULES

THE SCHOOL DAY

Before-School Care.....	6:50 a.m. – 7:50 a.m.
Extended Care	3:20 p.m. – 6:00 p.m.
Preschool (2s, 3s, and 4s – Half day).....	8:30 – 12:00
Grades K2 - 6	8:30 – 3:00
Grades 7 - 12	8:30 – 3:10

Students normally are to arrive no earlier than 7:50 a.m. nor remain later than 3:20 p.m. The classrooms will not be open until after 8:20 a.m. It is the responsibility of parents to ensure that their student(s) report to the appropriate personnel upon arrival on campus. At day's end, the safeDISMISSAL program will be used through sixth grade.

BEFORE AND AFTER SCHOOL

K2-K4:

K2-K4 students are to enter the lower school building through the first-floor entrance (lower parking lot) immediately upon arrival and go to the designated preschool room of the week. If parents walk their children to the school building, it is requested that they make the **lobby door** their departure point. At 3:20 p.m., remaining students are taken to the extended care program; a fee will be charged.

Grades K5- Grade 4:

Students in grades K5-4 are to enter the lower school building through the front door immediately upon arrival and go to the cafeteria. At 3:20 p.m., remaining students are to go to the extended care program; a fee will be charged.

Grades 5-6:

Students in grades 5-6 are to enter the lower school building through the front door immediately upon arrival and go to the designated classroom. At 3:20 p.m., remaining students are to go to the extended care program; a fee will be charged.

Grades 7-8:

When students arrive at school they are to sign in at the upper school office and then report to the specified classroom and remain until 8:20 a.m. unless given permission by the teacher on duty. Once on campus, a student is not to leave without school permission. Students must leave campus after school unless participating in or watching a sports event. Students may wait at the gym or the field for events starting by 4:30 p.m. At 3:25 p.m., remaining students should report to extended care program. ***Students are not to be in the gym without proper supervision, either before or after school.***

Grades 9-12:

Students who arrive at school after 7:50 a.m. are to sign in at the upper school office and wait quietly in the hallway of the upper school building. Once on campus, a student is not to leave without school permission. Students must leave campus by 3:30 unless participating in or watching a sports event. Students may wait at the gym or the field for events starting by 4:30 p.m. At 3:25 p.m., remaining students should report to extended care program. ***Students are not to be in the gym without proper supervision, either before or after school.***

No students (any age) should be on the playground after school or during athletic events (3:30 – 6:00 p.m.) and during half days off and full days off from school when childcare is provided **UNLESS** they are enrolled in the before/extended care program. Before/extended care staff have been instructed to ask students to leave when they show up on the playground.

Before, during, or after school, students are not permitted to play sports in the gymnasium and anywhere on campus (including outdoor basketball courts) without adult supervision (high school graduate, 18 years old or older).

TEACHER ON CALL

RVCS conducts a “Teacher on Call” program for students every Tuesday and Thursday from 7:50 a.m. – 8:20 a.m. Students may use this time to get extra help from teachers, make up missed work, or discuss work to be missed for a planned absence. Teachers may invite your child to visit “Teacher on Call.” Parents may contact teachers to arrange for a student’s presence at “Teacher on Call.”

CHAPEL

Chapel is an opportunity for all the students within a level to be together. The living of a Christian life is stressed. Through special speakers such as missionaries and pastors the students are given the opportunity to develop a broader concept and to have a clearer understanding of an individual in the Lord’s work.

K2-K4:

Chapel is held weekly on Fridays at 9:20 a.m. in Room 103.

K5-4:

Chapel is held weekly on Thursdays at 9:40 a.m. – 10:10 a.m. in the auditorium.

5-6:

Chapel is held weekly on Thursdays at 9:00 a.m. – 9:30 a.m. in the auditorium.

7-12:

Chapel is held weekly on Thursdays at 10:40 a.m. – 11:20 a.m. in the auditorium.

To assure maximum benefit to all students, respect is to be shown during the chapel services.

7-12 SCHEDULES

RVCS Grades 7-12 Regular Schedule			
Period	Grades 7-8	Period	Grades 9-12
1	8:30 - 9:30	1	8:30 - 9:30
2	9:35 - 10:20	2	9:35 - 10:20
SNACK	10:20 – 10:33	SNACK	10:20 – 10:33
3	10:35 - 11:20	3	10:35 - 11:20
4	11:25 - 12:10	4	11:25 - 12:10
LUNCH	12:10 - 12:40	5	12:15 - 1:00
5	12:45 - 1:30	LUNCH	1:00 - 1:30
6	1:35 - 2:20	6	1:35 - 2:20
7	2:25 - 3:10	7	2:25 - 3:10
DETENTION	3:20 - 4:10	DETENTION	3:20 - 4:10

RVCS Grades 7-12 Chapel Schedule			
Period	Grades 7-8	Period	Grades 9-12
1	8:30-8:55	1	8:30-8:55
2	9:00-9:40	2	9:00-9:40
SNACK	9:40-9:53	SNACK	9:40-9:53

RVCS Grades 7-12 Chapel Schedule			
3	9:55-10:35	3	9:55-10:35
CHAPEL	10:40-11:20	CHAPEL	10:40-11:20
4	11:25-12:25	4	11:25-12:25
LUNCH	12:25-12:55	5	12:30-1:10
5	1:00-1:40	LUNCH	1:10-1:40
6	1:45-2:25	6	1:45-2:25
7	2:30-3:10	7	2:30-3:10

LUNCH PROGRAM

A hot lunch program is available for all grades. Individual items may be purchased by students. As food costs increase during the year, lunch prices may be raised appropriately. Our lunch program is not subsidized by state or federal funds.

Each student can charge lunches, sides and drinks, and upper school students can charge snacks, when purchased. Parents are strongly encouraged to have their children use this program, however, cash will be accepted. If paying with cash, the student will order through FACTS and take the money to the cafeteria to pay one of the food services workers; the payment will not be charged through FACTS. Lunch charges are billed monthly through FACTS.

All lunch orders are counted at 9:00 a.m. each morning; any late lunch orders need to be sent through the office or by email. Late lunch orders may run the risk of not getting the desired lunch; however, the students will be fed, but may have to take what is available. Students are allowed to come back for seconds, if available, and will be charged. Students are encouraged to preorder the number of entrees desired for each day; the sides, except for special sides, can be ordered when going through the lunch line.

Parents are **STRONGLY ENCOURAGED** to preorder on the FACTS parent portal the week before the preferred lunch is served. However, it **MUST** be ordered **no later than 9:00 p.m.** on the day before. Students can order in their homerooms for the items that they desire to purchase for that day.

Students, grades 7-12, can use cash or code when purchasing snacks (chips, drinks, fruit, etc.) during their snack break or regular lunch period. Students will be limited to purchasing one ice cream per day.

Students, K5 – grade 6, are not to bring soft drinks or energy drinks for snack or lunch.

For students, K2-K4, limit microwavable items; including mac-n-cheese. The Preschool is a peanut-free facility. Please do not send in any food that contains peanuts or tree nuts.

Generally, students should not go off campus with parents or guardians to avoid being tardy to classes after lunch. Exceptions may be made with administrative approval.

*Be mindful that several students have serious food allergies (nut, gluten, etc.). Any exposure may lead to a life-threatening situation; therefore, consider this as you bring food from home.

TRAFFIC AND TRANSPORTATION

TRAFFIC PATTERNS

For the safety and convenience of all involved, please observe the following guidelines for campus traffic:

1. **One way** traffic. During the peak traffic times of 8:00 – 8:30 a.m. and 2:45 – 3:30 p.m. **all** traffic for grades K5-12 should **enter ONLY from Williamson Road and exit ONLY ONTO Plymouth Drive or Dent Road.** Traffic for grades K2-K4 should enter from Dent Road and exit onto Dent Road.
2. Vehicles with students K2, K3, and K4 should use the drop-off and pick-up area to the south side of the lower school building (lower entrance). If parents wish to walk the students to the building, park in a marked parking space, not the drive-through. Be observant and drive slowly to make this area safe for the younger children.
3. Vehicles with students K5 - grade 6 should use the drop-off and pick-up area to the south side of the auditorium. Pick up in the afternoon begins at 2:55 p.m. Remain in vehicle during drop off and pick up time. Please be prompt.
4. Vehicles with a mixture of lower students (K5 - grade 6) and upper students (7-12) should wait until after 3:10 p.m. to enter the car line.
5. Vehicles carrying only students in grades 7-12 should arrive after 3:10 p.m. and use the gymnasium pick-up area.
6. Patrons of RVCS sporting events are not to park along Plymouth Drive, in the driveways of church-owned homes, on the street connecting the gym parking lot with Plymouth Drive, or in fire lanes.
7. Parents should not park in the drop-off and pick-up lanes and leave cars unattended. Park only in marked spaces.
8. The parking spaces beside the church office are for church staff parking and should not be used by parents dropping off or picking up students. Also, please avoid blocking these spaces in afternoon pick-up.

STUDENT CARS

1. Annually, students must register (in the upper school office) all vehicles which they drive to school.
2. Cars are to be driven on the school grounds and access roadways at no more than **10 miles per hour** and are not to engage in any tire spinning or other improper driving.
3. No student shall be in or around the parking area without a car pass except for arrival and departure.
4. It is recommended that no student ride with a student driver except by permission of the parents. Parents should refer to state law regarding teenage passengers in vehicles.
5. Student parking is provided on the north side of the worship center. Students are to park in a regularly designated parking space only. During mowing season, students should not park by grassy areas. Students are not to move their vehicles up to the parking area in front of the gym. Students, parents, and visitors are never to park along Plymouth Drive, in the driveways of church-owned homes, or on the street connecting the gym parking lot with Plymouth Drive.

STUDENT CONDUCT ON BUSES AND VANS

Students should **never** do the following.

- Start (warm-up) a bus/van.
- Sit in the driver's seat or touch any of the panel controls of a bus/van.
- Stand while the bus/van is moving.
- Hang arms out of windows of bus/van.

Students should do the following.

- Avoid walking closely in front of or behind the vehicle.
- Clean up trash before exiting vehicle.
- Keep noise to a minimum.
- Wear seat belts if provided.
- **Remember – Students’ behavior is a testimony to others “on the road.”**

ACADEMIC INFORMATION

REPORT CARDS

Report cards (grades K5-12) will be available on the FACTS portal. Records, including transcripts, will be furnished only if all tuition and fees have been paid in full.

HOMEWORK

Because homework is an integral part of the school program, teachers are free to give homework to students to aid in their studies. Students are expected to successfully complete homework assignments on time.

Homework may be given for several purposes, such as drill and practice, creative activity, remediation, and for individual interests and needs. It is a wholesome, constructive activity designed to challenge and enrich the life and learning of every student.

There will be no homework assigned on Wednesday evenings with the underlying encouragement that school families participate in the mid-week services of their local churches.

Students are responsible to make up work missed when absent. A schedule should be arranged with the teacher for an absence lasting longer than one day. If a student misses only the day a test is given or project or assignment is due, the work is due the first day the student returns. If a student returns to school on the day of a pre-announced evaluation after a short absence, the student is expected to complete the evaluation on the day it is given. This includes athletes who are absent due to sports.

RETENTION

If a student needs to repeat a grade, the teacher will do the following.

1. Contact the parent with concerns (meet in person if necessary).
2. Share documentation with the parent.
 - Sample of student’s work
 - Samples of other students’ work (names not included)
3. File the student’s skill checklist that is included with the report card with the documentation. A student deficient in multiple skill areas will not be promoted to the next grade level.

GRADING

Academic grading standards for Kindergarten (K4, K5) and for Grade 1 (Bible):

O = Outstanding

N = Needs Improvement

S = Satisfactory

U = Unsatisfactory

Academic grading standards for Grades 1-12

Number Grade	Letter Grade	GPA
100	A+	4.00
99-94	A	
93-90	A-	3.70
89-87	B+	3.30
86-83	B	3.00
82-80	B-	2.70
79-77	C+	2.30
76-73	C	2.00
72-70	C-	1.70
69-67	D+	1.30
66-63	D	1.00
62-60	D-	0.70
Below 60	F	0.00
Honors classes receive an extra 0.50 of a point toward GPA/Advanced Placement or Dual Credit Classes receive an extra 1.00 point toward GPA.		

Assessment in Grades K4- grade 6 (Art, Music, and Physical Education)

Outstanding	4.5-5 Points	Student participated and cooperated with teacher and classmates
S+	4.0-4.4 Points	Student received a little encouragement or redirection
S	3.5-3.9 Points	Student received some encouragement or redirection
Needs Improvement	3-3.4 Points	Student had some discipline and participation problems
Unsatisfactory	0-2.9 Points	Student had to be removed from the activity/class

Grading standards of O, S, N, and U are also used in grades 1-4 in handwriting, conduct, and character development (spiritual, social, work habits). To qualify for honor roll (grades K-6) grades of O and S are required.

GUIDANCE SERVICES

Each teacher offers spiritual and educational guidance. Tim Ragan, Campus Pastor, and Warren King, Director of Discipleship, are available to disciple students as needed. One high school teacher, Kim Park, serves as the College and Career Guidance Advisor, aiding students and parents in post-graduate choices and processes. John Law, the upper school principal, assists students in scheduling classes and plans meetings to guide parents in the college process. Kim Park is designated as “school counselor” to complete college recommendations.

SCHEDULE CHANGES

The Upper School Principal must grant permission for class schedule changes. Please be aware that the following notations will be made on the permanent record regarding course withdrawals:

- No record – Withdrew before the end of the second week
- WP – Withdrew after second week with passing grade
- WF – Withdrew after second week with failing grade

A withdrawal is allowed during the course of the year, before the final nine weeks. Withdrawals will be posted to transcripts but not computed in determining GPA.

GRADUATION REQUIREMENTS

Although counsel is available, the student accepts total responsibility for the proper arrangement of his courses to meet graduation requirements. All graduation requirements must be successfully completed before graduation. Behavioral requirements and commitments must also be upheld before a diploma will be awarded.

It is the policy of RVCS to grant credit for verified non-RVCS classes. The classes will count toward graduation requirements, but the grade-point average will not transfer to the student's RVCS permanent file. Only classes taken at RVCS will be used to calculate GPA or class rank.

The following paths of graduation have been established to address the varied needs of students and to fulfill the school's portion in partnering with Christian parents.

1. Standard Diploma
2. Advanced Diploma

RVCS Standard Diploma	RVCS Advanced Diploma
English 4 credits	English 4 credits
Math. 3 credits	Math. 4 credits
Science. 3 credits	Science. 4 credits
History. 3 credits	History. 4 credits
Health/ PE. 2 credits	Health/ PE. 2 credits
Bible. 4 credits	Language. 3 credits
Electives 3 credits	Bible 4 credits
Technology. 1 credit	Technology. 1 credit
Fine Arts 1 credit	Electives 1 credit
	Fine Arts 1 credit
TOTAL 24 credits	TOTAL 28 credits

3. Certificate of Completion

A student will receive the certificate when classes have been modified, not receiving 24 credits.

Transcripts are always documented when students receive accommodations and/or modifications through the Supplementary Learning Program.

FIELD TRIPS

When you enroll your child, you give your permission to have him/her go on field trips. These field trips are an integral part of the curriculum. Parents will be notified about the details of the trip such as place, departure/arrival times, and cost. An additional fee is usually charged through FACTS as an incidental payment. However, we do not want students to miss field trips due to finances. If timely payment is a problem, parents should contact the respective principal/director for special arrangements.

LIBRARY

As a ministry of Shenandoah Baptist Church, the libraries of Roanoke Valley Christian Schools serve as tools to honor Christ. RVCS strives to have libraries that are both academically and spiritually superior. The resources placed in the libraries are for the purpose of educational and recreational reading. A copy of the RVCS book selection policy may be obtained from the Main School Office.

Grades 1-6

Students visit the library with their class. During this time, books may be checked out by 1st – 6th grade students for two weeks. First and second grade students leave their books in the classroom and do not take them home. Students are responsible for lost or damaged books. If a student needs to use the library at another time other than the scheduled class time, arrangements will need to be made with the librarian and the classroom teacher.

Grades 7 -12

Students will have access to both the lower and upper school libraries. If the librarian is not available, they may check out books by neatly writing their first and last names on the book card inside the book and placing the card in the designated box in the upper school library or on the librarian's desk in the lower school library. Students may be brought to the library for special projects as the teachers deem necessary. Students are to work quietly in the library. Reference books are to be used in the library and not removed.

Students are responsible for lost or damaged books. All lost library materials will be assessed a fine as follows:

- Paperback books: Cost of replacement
- All other materials: Amount determined on the age of the item and the cost of replacement

ATTENDANCE INFORMATION

LOWER SCHOOL ABSENT FROM SCHOOL

In order to keep accurate records and to emphasize the importance of school attendance, the following guidelines have been adopted:

1. Excused absences include illness, death of a family member or close relative, medical or dental appointments or an absence which has been excused by the principal's prior permission upon the request of the parents at least two days in advance. In lower school permission for up to two days' absence may be granted by the classroom teacher.
2. All other absences are unexcused.
3. Students out of school two to four hours will be counted absent one-half day. Students out over four hours will be counted absent the entire day.
4. (Grades 5-6) Any student absent from school will not be allowed to participate in a representative capacity in any other-school activity that day, unless his absence during the day was for a doctor's appointment or was pre-arranged with the principal and/or for some reason other than those stated in #1 above.

5. Promptness and regularity of attendance in school are vital parts of education and good preparation for work, personal life, and social life. A poor attendance record may hinder those seeking college or employment after graduation.

Lower school students (K5-6) whose absences exceed 20 days during one school year will not receive credit for the given grade without administrative approval.

Make-up and Advance Assignment Policy for Students (K5-6)

1. When five days or fewer are missed, the student will have twice the number of days he missed to make up the work. For example, if three days were missed, the student would have six school days to complete all make-up work. The number of days given for completing the make-up work does not include the weekends. However, such work is the responsibility of the student/parent, not the teacher. The make-up work will receive full credit unless it is turned in past the deadline stated above.
2. When more than five days are missed, the teacher, student, and parent(s) will need to work out a schedule that will give the necessary time needed to make up the work.
3. If a student misses school for family travel/vacation, the work that needs to be made up will be given after he/she returns from the trip. The time given to make up the work will be decided according to the above guidelines.

UPPER SCHOOL ABSENT FROM CLASS

Upper school attendance is recorded for each class. In order to keep accurate records and to emphasize the importance of school attendance, the following guidelines have been adopted.

1. Excused absences include illness, death of a family member or close relative, medical or dental appointments or an absence which has been excused by the principal at least two days in advance. Notification of absences should be made to RVCS-US@sbcfamily.org before 8:30 a.m. of day absent. All other absences are unexcused.
2. Any student absent from classes will not be allowed to participate in a representative capacity in any other-school activity that day, unless the absence was pre-arranged with the principal.
3. Unexcused absences will result in one point being deducted from the final 9-week grade in each class missed.
4. Promptness and regularity of attendance in school are vital parts of education and good preparation for work, personal life, and social life. A poor attendance record may hinder those seeking college or employment after graduation.
5. More than 5 class period absences in a 9-week grading period will result in 1-point deduction from the grading period average in that class for each absence above 5.
6. More than 20 class period absences in a year may result in no credit received for that class. Unusual circumstances will be reviewed by the upper school principal upon parental request.

Make-up and Advance Assignment Policy for Students (7-12)

1. Students are responsible to make up work missed when absent. A schedule should be arranged with the teacher for an absence lasting longer than one day.
2. Make-up assignments for a single missed day should be obtained from a classmate, FACTS, or Microsoft Teams.

3. If a student misses only the day an evaluation is given or assignment is due, the student is responsible to make up the work the day of return.
4. If a student returns to school on the day of a pre-announced evaluation after an absence, the student is expected to complete the evaluation on the day it is given. This includes athletes who are absent due to sports.
5. Advanced assignment requests should be submitted to the classroom teacher one week in advance of the date desired for planned absences.

WITHDRAWAL OF STUDENTS

In order to appropriately process a withdrawal of a student during the school year, a two-week notice from parents is expected.

TARDINESS

Punctuality is a character trait that we are seeking to instill in our students at RVCS. The tardiness of one individual can disrupt an entire class. Parents are encouraged to assist in making sure that students are prompt in arriving and departing from school.

Lower School (Grades K2-6)

The classes begin promptly at 8:30 a.m., and all students should be in their classrooms and ready to begin their day at this time. Students who arrive after 8:30 a.m. will be counted tardy. If a student is tardy more than five times in a nine-week period, the parents will be contacted by the teacher. After the seventh tardy, the parents will be contacted by the principal.

If preschoolers arrive after 8:30 a.m., they will need to enter through the lower school main doors.

TARDY TO SCHOOL

Upper School (Grades 7-12)

Students should report to the upper school office to check in before **8:28 a.m.** or are considered tardy to school. Students are expected to be in first period before 8:30 a.m. After three tardies the upper school office will contact home. After six tardies to school, a conference with the principal and parent will occur.

TARDY TO CLASS

Upper School (Grades 7-12)

Students who are late to class during the day are to go directly to the class. A student is tardy for class if not seated in the proper desk at the beginning of class. (A student more than 15 minutes late is also counted as absent and, if unexcused, will have one point deducted from the current nine-weeks grade in that class.) Students will be given unexcused tardies unless they bring an excused tardy slip from the office or a teacher. Unexcused tardies per class per nine weeks will result in the following:

- 2 Reminder note to parents
- 3 Detention
- 6 Loss of one point from the final nine-weeks grade in the class, detention and conference with the principal and parents.

LEAVING SCHOOL

If a student needs to leave school early for any reason, a written excuse from his/her parents or guardian is brought to the classroom teacher for lower school.

Students in upper school need to bring a written excuse from their parents to the upper school office by 8:25 a.m. Students in grades 7-12 must sign out when departing and must sign in at the upper school office when they return.

Any student leaving school premises without approval will be suspended. The permission to leave campus comes only from the principal and parents. A parent's permission for the year may be on file in the office and a student may receive permission from the principal to leave campus. Students must sign out when leaving and sign in when returning.

VISITORS

RVCS primarily has a "closed campus" policy. However, students wishing to have prospective students visit the school with them and parents or alumni wishing to visit classes or lunch period should receive approval from the principal at least one day in advance of the visit. The RVCS student making a visitor's request should take the responsibility of acquainting the visitor with the standards regarding dress and conduct. All visitors must obtain a Visitor's Pass from the office before beginning their visit.

CONDUCT AND EXPECTATIONS

RESPECT/COURTESY

Respect is one of the most important ingredients in any relationship. Relationships have been designed by God in part to bring us to Christian maturity. Proverbs 27:17 states, "As iron sharpens iron, so one man sharpens another." Without mutual respect, there can be no lasting positive benefits in a relationship. Respect is needed between students and teachers as well as among the students themselves as each one is made in the image of God.

Disrespect serves to tear down the work of God in the life of the individual as well as the life and nature of the school. Disrespect should not and will not be tolerated whether in the form of talking back or "sassing" a teacher, willful disobedience, willful damage to another's self-esteem, including unkind or derogatory remarks, racist/homosexual references/name calling/etc. or in the form of willful damage to property, including horseplay. Students will make other errors due to immaturity or forgetfulness, and these will be dealt with appropriately. However, disrespect will be handled swiftly and surely.

Courtesy is the rule in all relationships. The Apostle Paul says that "love...does not behave rudely," (1 Corinthians 13:5) that is, it is mannerly. Let's make this true at school in the halls, in the classrooms, on the athletic field, and on the bus or van.

Upper school students should remember that the buildings are being shared and courtesy to teachers and students, K2-grade 6, and to each other is expected. Talking in the halls should be in a quiet conversational tone. Loud talking, laughter, yelling, and horseplay are not permitted and will result in disciplinary measures being taken.

Students are to show courtesy to each other at all times. Adults are to be addressed as Mr., Mrs., or Miss – never by first names. Boys and girls should remove their hats, and sunglasses should not be worn inside a building.

Boy/girl relationships are not to include physical contact.

SLANG

The name of God and the name of Jesus are to be outwardly revered by all and never used in a careless/slang fashion. Crude language should not be used; it is unprofessional, and RVCS seeks to train students to be professional and God-honoring in their speech.

GUM

When students are finished chewing gum, it should be discarded in a trashcan. Chewing gum is a privilege which should not be abused. Gum occasionally shows up around campus and we wish to keep the buildings, furnishings, and grounds in nice condition.

STUDENT FUND RAISING

Students should not sell items within the school without prior clearance from their principal.

CELEBRATIONS

Birthday Celebrations (Lower School)

Parents enjoy having the classroom share in the celebration of their child's birthday.

- Parents should contact the teacher at least one day in advance.
- Refreshments are limited to cupcakes, cookies, etc., or buying ice cream for the whole class.
- Refreshments should be brought in the morning and left for the teacher to distribute.
- No gifts or favors are to be brought or given to the class.

Birthday Invitations (or any other type)

Students may not distribute these during school hours unless everyone in the class is invited. "Everyone" will be defined as all of the boys, all of the girls, or the entire class (at least homeroom).

CAMPUS SAFETY

The school employs a School Security Officer.

Knowing that God is sovereign and that He "has not given us a spirit of fear, but of power and of love and of a sound mind" (2 Timothy 1:7, NKJV), RVCS strives to provide a safe and secure environment for students and staff, in which parents can have confidence.

Students have a responsibility in securing campus safety by avoiding throwing snowballs, skateboarding, and rollerblading. Students found disregarding this guideline before, during, or after school will be appropriately disciplined.

No guns or knives, fake or real, including squirt/water guns, are allowed on or off campus during any school activity. Students will be suspended or expelled if found with one of these items. Laser pointers are also prohibited for students.

SCHOOL PROPERTY

Roanoke Valley Christian Schools is God's property, having been provided by Christian people to provide Christian education. Respect, therefore, for the appearance and care of the buildings and grounds is expected of all students as a part of their Christian testimony. Students are expected not only to avoid littering and defacing the campus but also to actively help by picking up trash that someone else has dropped and to seek to prevent other people's defacing the property. Any student who disfigures property, breaks windows, does other damage to the buildings or equipment, or is part of a group that does, will be required to pay for damages or replace the item. If the damage is willful, discipline will also result.

PERSONAL PROPERTY

Students are to respect the property of other students. No student should enter another student's desk or locker. Students are urged to mark with their names items that they bring, especially in the younger grades. Items that are not permitted on school campus and at school functions will be collected by a teacher and may not necessarily be returned. Exceptions for some of these items may be made for field trips.

Students are discouraged from bringing valuables or large amounts of money to school. Electronics, glasses, and other personal items are the responsibility of the student, not the school.

Students leaving items in the gym must put them in their assigned locker, making sure it is **locked**.

To protect the safety and welfare of students and school personnel, RVCS has the right to perform unannounced searches and to seize contraband. The administrator and authorized staff members may search a student's pockets, purse, cell phone and other technology, backpack, gym bag, or other personal property; student lockers, desks, or other church/school property; or student automobiles. No student may possess any substance that constitutes a threat to the health, safety, or welfare of any persons on school property.

Monitoring the social media accounts of RVCS staff and students is not a regular administrative practice; however, at times, the school is made aware of issues arising on social media and will follow up. This notice is intended to inform you that there is no privacy on social media under common law and to advise you that the school can monitor public postings. Public and non-private postings are not protected regardless of any constitutional or common law principles.

INTERNET USAGE

Students are never to have access to the Internet without teacher supervision and parental consent via the "Internet Usage Policy" form. This also applies to the use of wireless technology.

RVCS COMPUTER USE POLICY

RVCS has been richly blessed in the area of computer hardware and software. This blessing also brings an increased responsibility to use computers wisely. Biblically, this means using computers honestly and ethically. The world's standard for handling computer software is not God's standard. We must guard ourselves against the "everybody's doing it" mentality.

Built into our system are the principles of trust and honesty. Therefore, the following rules apply:

1. Account access is to be confidential at all times. No student should ever access another's account for any reason. Passwords are to be confidential. Failure to abide by this standard could result in loss of computer access and immediate withdrawal from computer class.
2. Student work is to be considered personal and is not to be copied or printed for another student's use.

Regarding use of all computers at RVCS, no computer is to be used for:

1. Copying copyrighted software; this is not only dishonest, but it is illegal.
2. Importing programs from outside the school.

The campus computers are off limits for playing games. Games may not be brought from home to play on school computers. Students may be given a detention if they do not comply. Violations of the above rules will be treated like any violation involving dishonesty and cheating.

Files are to be used by the student who creates the files. They are never to be used by any other student for any reason. Using or viewing any other student's work will be treated the same as using that work for one's own purposes.

Personal devices must be powered off unless a teacher grants permission. In upper school, permission to play games is never given.

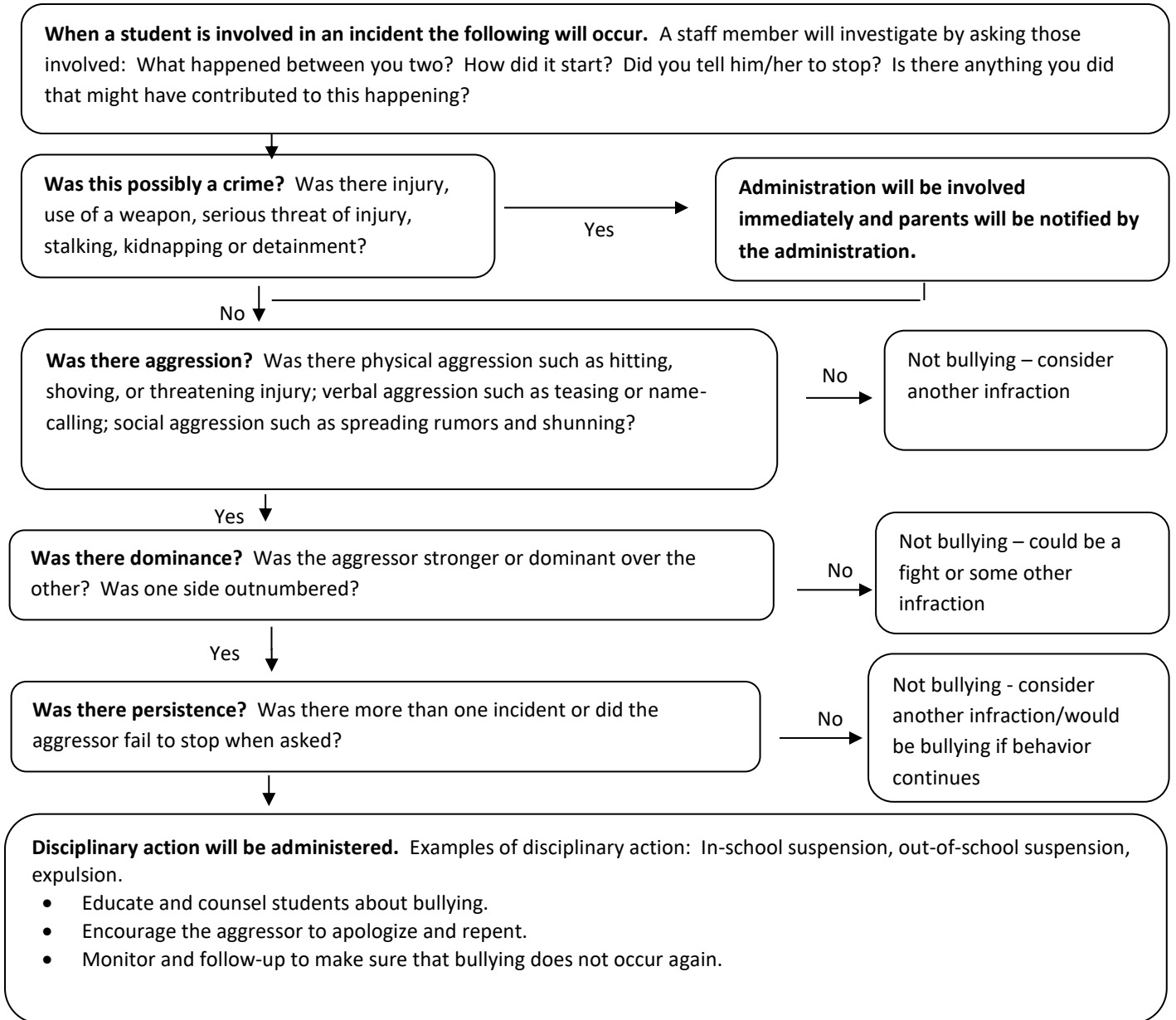
DISCIPLINE PROCEDURES

RVCS utilizes a disciplinary process, however, some behaviors require immediate action. The administration of discipline is at the sole discretion of the RVCS Staff.

BULLYING POLICY

Harassment or bullying of a student(s) by other students or any member of the staff is contrary to the schools' commitment to provide a physically and psychologically safe environment in which to learn. Virginia legislation defines bullying as "any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. 'Bullying' includes cyber bullying. 'Bullying' does not include ordinary teasing, horseplay, argument, or peer conflict." (Code of Virginia § 22.1-276.01)

BULLYING ASSESSMENT FLOW CHART



POLICY REGARDING CHEATING

1. DEFINITION –

- Cheating is both lying and stealing. It is lying because you give the impression of knowing or doing what you do not know or have not done. It is stealing because it is taking from someone else. (synonyms: fraud, deception, dishonesty)
- Cheating is not just taking but using another student's work when expressly told to work individually (this includes parental help as well).
- Concerning parental help – the parent should show the children the difference in how to arrive at an answer as compared to actually doing the work for them.
- One who aids in cheating is as guilty as the one who accepts another's work or help.
- Cheating is **not** situational – there are definite boundaries. God's Word gives the principles. (Exodus 20:15; Proverbs 20:17; Ephesians 4:28; James 4:17)

II. EXAMPLES OF CHEATING

- **RECEIVING** answers during a quiz or test in any way – orally, copying from another student, or looking at any other source containing answers. Looking on another student's paper or at any other source of information for that subject during a testing time is considered cheating whether you change your answer(s) or not.
- **GIVING** answers during a test or quiz, either orally or by intentionally allowing another student to copy them.
- **OBTAINING** test or quiz questions and/or answers in advance through unauthorized means. (A person giving someone else access to these is also guilty of cheating.)
- **ALTERING** of or filling in of answers, either the student's own or another's, when grading tests or quizzes in the classroom.
- **HAVING** another student's homework, test, quiz or workbook without permission by the teacher of that subject to do so.
- **COPYING** of homework answers. Students may occasionally be encouraged or permitted to "work together" either within or outside the classroom. Even then students should only help each other, not simply give/receive answers. ***(If there is any doubt about the appropriateness of this, the teacher of that subject should be consulted.)***
- **PLAGIARISM** is borrowing someone's ideas, information, or words without citing the source or citing the source, but paraphrasing the source too closely, without using quotation marks to indicate that words and phrases have been borrowed.
- **NOT HAVING** totally completed work but giving the impression of having done so.
- **MOBILE STORAGE DEVICES** containing any assignments are to be used only by that student. They are **NEVER** to be used by any other student for any reason. Having another student's storage device in your possession is cheating.
- **COPYING** assignments from a storage device or a computer for another student is cheating.

III. CONSEQUENCES OF CHEATING

- A. If “nobody else” knows -
 - Loss of fellowship with God
 - Loss of respect for one’s self (personal dignity)
- B. If “caught” cheating –
 - Loss of trust in relationships
 - Loss of clean reputation
 - Loss of points academically – suspension, etc.

POINTS

When an upper school student is out of dress code, a dress code point will be issued. Upon accumulation of three dress code points, a detention will be issued for disobedience.

When an upper school student does not sign in, a sign-in point will be issued. Upon accumulation of three sign-in points, a detention will be issued for irresponsibility.

DETENTION

A detention system is used in grades 7-12 as a means of correction, unless specified otherwise in this handbook, for infractions of school rules and standards.

Detentions can be served after school on Tuesdays or Wednesdays.

1. Each detention lasts from 3:20 p.m. – 4:10 p.m.
2. A detention must be served on the day designated by the teacher. An additional detention may be given each time a student misses this date.
3. The student and his parents are responsible for working out any transportation needs.

Procedure for serving a detention:

1. All students report to the detention room by 3:20 p.m.
2. Bring a Bible, pen, and paper.
3. No talking is allowed during detention, except to the teacher.
4. Students must work only on the assigned questions.
5. The 50 minutes are to be used for making a written response to an appropriate set of questions. The questions are to be written on the essay along with the responses.
6. Turn in the completed essay to the teacher-on-duty who will forward it to the issuing teacher.
7. The issuing teacher reads the completed essay and discusses it with the student, as needed.
8. The approved essay is then sent to the parents. Essays that are not approved (improper form, content, etc.) must be rewritten after consultation with the teacher and/or principal.

Additional detentions may result in the following consequences:

<u>Detentions per Year</u>	<u>Consequences</u>
2	Conference with the respective principal
3	Conference with parents and the respective principal
4	Conference with parents, respective principal, and Associate Pastor for School Ministries
5	Suspension for one day
6	Suspension for two days
7	More days of suspension or expulsion

SUSPENSION AND EXPULSION

Attendance at Roanoke Valley Christian Schools is a privilege with certain responsibilities. Students represent RVCS 24 hours a day. As representatives of a Christian school, students represent Christ and are responsible to glorify Him in all aspects of life (I Corinthians 10:31). It is vital that students' conduct be above reproach and honoring to Christ and to the reputation of RVCS on and off school grounds including participation in social media, internet sites, blogs, and text messaging.

RVCS students that are involved with any conduct identified below will be treated in a way that is designed to discipline and disciple (Proverbs 10:17; Galatians 6:1, 7; 12:1; Revelation 3:19). Each situation will be reviewed on a case-by-case basis with alcohol, drugs, tobacco, vaping, immorality, or harassment (sexual, racial, or personal) reviewed according to the principles in the following section.

Parents are strongly encouraged to monitor apps and internet sites their children use. Posting, reposting, liking, or visiting sinful or immoral content on any social media or internet site is inappropriate. Students will face consequences for these activities as well as inappropriate use of technology. Examples are bullying, sexting, taking photos in a locker room or bathrooms with any device, or taking inappropriate photos at any school function. The electronic device used may be confiscated.

Students will face consequences for the following: un-Christian language, entertainment, or behavior (including cursing, profanity, attendance at secular rock concerts, school dances, NC-17 and R-rated movies, or nightclubs, gambling, cheating, fighting, stealing, lying), defacing school or personal property, possession of weapons on school property, or leaving school without permission. The consequence may be suspension or expulsion from RVCS. (The items listed are not intended to be a complete listing but a sampling.) Some conduct may be referred to the RVCS School Board and local law enforcement.

When a student chooses to violate the life principles with conduct leading to suspension, the following consequences will occur. Grace will be extended to students who demonstrate true repentance by confessing before being discovered. Decisions for optional consequences will be based on the student's repentance (Proverbs 28:13; I John 1:9). A student who "causes other students to sin" will receive more consequences (Matthew 18:6).

1. All academic work missed for out of school suspensions must be made up within the normal framework of time, as outlined in "Make-up Work for Absences."
2. For each day of suspension, two points shall be deducted in **every** subject from the student's current quarter's grade.
3. Determination will be made by the principal and parents whether the student will serve the suspension in school or required to stay at home on days of suspension. Attendance at extra-curricular events on days suspended will be determined at the time of suspension.
4. Members of the Student Senate will immediately withdraw from office for the balance of the school year and may not be allowed to hold office the following year (I Corinthians 9:27).
5. The student may be required to do some in-school or out-of-school research and service.
6. The student may be required to ask forgiveness for the wrong committed before the student body or a group of peers (Matthew 5:23-24).
7. The student will be on restorative care for ten weeks following a suspension.

8. Athletes who are suspended have the following consequences during the season of the suspension.
 - a. Athletes will not be allowed to participate in upcoming games and perhaps for the remainder of the season. The minimum number of games missed would be based on the number of games played during the athlete's season.
 - I. For a season of 15 scheduled games or less, the athlete would miss at least 1 game.
 - II. For a season of 16 scheduled games or more, the athlete would miss at least 2 games.
 - III. Athletes may be allowed on the bench in upper school dress code during home games from which they are suspended.
 - b. Athletes serving as captain or co-captain will withdraw from service.
 - c. Athletes who are dropped from a team will not be awarded a letter or a certificate.

Upon suspension or expulsion of a student, the administration may give the rest of the student body an appropriate statement regarding the basic nature of the offense and purpose of discipline. This action will be designed to:

1. Protect the reputation of student(s) involved from what conclusions others might draw if gossip were the only channel of information.
2. Solicit prayer for those involved.
3. Reinforce the clarity of the schools' position regarding the type of behavior in question.
4. Serve as a warning to other students.

Expulsion will result in the severing of ALL academic, extra-curricular, and athletic relations for the current school year. Any fees paid in advance will be subject to forfeiture.

ALCOHOL, DRUGS, TOBACCO, VAPING, IMMORALITY, AND HARASSMENT

RVCS students who are involved with alcohol, drugs (use of illegal or misuse of legal), tobacco, vaping, immorality, or harassment (sexual, racial, or personal) will be disciplined in a way that is designed to discipline and disciple (I Corinthians 6:19; 2 Corinthians 7:1; Galatians 6:1, 7; 5:19-21; 2 Timothy 2:21-22). Each situation will be reviewed on a case-by-case basis; however, the minimum discipline for a student's first-time involvement of the above-mentioned will be a mandatory, three-day suspension. Depending upon the circumstances of discovery and participation (involving other students, affecting other students, refusal to repent, dishonesty, etc.), a student's involvement could result in additional days of suspension or an expulsion.

This policy is designed with a desire for the student's restoration, which begins with the student's repentance and honesty regarding the circumstances of the involvement (Galatians 6:2; Psalms 32:1). With parents' contribution, a program of accountability and responsibility will be established for repentant students who are suspended. The suspended student will be required to attend discipleship sessions as approved by the school's administration (Proverbs 27:17). The suspension carries with it a deduction of six points from each subject's grade for the current grading period as well as the other consequences of suspensions. RVCS is committed to restore repentant students to prevent a second occurrence of this behavior. A second offense, anytime within the student's enrollment at RVCS, will result in immediate expulsion (Proverbs 22:10).

OTHER INFORMATION

ANIMALS ON CAMPUS

- A. Animals should be in the classroom by teacher initiation. (The animals should not be shared in other classrooms unless invited by the teacher.)
- B. Animals should be related to the curriculum.
- C. Animals should not be included in "show and tell."
- D. Animals should not be in carpool line. This leads to an unsafe situation.

INCLEMENT WEATHER

If inclement weather forces a closing of school, an announcement will be made over the local television stations and via SchoolCast. If emergency weather conditions occur during the day, an announcement will be made on the television stations and via SchoolCast. Closing of school will be announced over the following stations:

WDBJ - Channel 7

WSLS - Channel 10

Realizing that road conditions differ from place to place, parents are always free and responsible to make whatever decision they feel is in the best interest of safety for their family.

Preschool Information (K2, K3, and K4 half-day):

When Roanoke Valley Christian Schools opens 1 hour late, there will be half-day preschool from 9:30 until 12:00.

When Roanoke Valley Christian Schools opens 2 hours late, there will be half-day preschool from 10:30 until 12:00.

CRISIS MANAGEMENT PLAN

Roanoke Valley Christian Schools has developed a Crisis Management Plan and the plan is available for your perusal in any of the school offices. The staff and faculty have been trained to implement this plan in the event of a crisis and the plan is under continual review. Drills provide practice for a majority of crises.

Implementing the plan may require that the school evacuate to other premises using ministry buses and vans, and staff and student vehicles. By signing the electronic signature page, the parent gives the school permission to transport his/her student/students to a safe location. The two possible locations are New Life Christian Ministries and Faith Alliance Church. Parents will be informed via SchoolCast messages.

RVCS CHANGE POLICY

While every attempt has been made to cover the most common issues at school, this handbook is not exhaustive in its contents. Furthermore, school policies are subject to change. As policies change, communication will be initiated.

Several items which might interest you can be found on the website at www.rvcs.info/resources. They are:

- Information regarding accreditation
- Vision statement
- Biblical worldview statement
- Educational philosophy
- Overall objectives
- Class pre-requisites
- Statement of faith
- Parent-Teacher Christian Fellowship
- Parent-teacher conferences
- Volunteer Program
- Supplementary Learning Program
- School insurance
- Athletics
- Exemption from licensure for preschool classes
- After school locker room directives
- Financial information
- Family and referral scholarships
- Student pictures and yearbook
- Physical Privacy and Sexuality Policy
- and much more.

RVCS admits students and does not discriminate on the basis of race, color, national or ethnic origin.

SCHOOL CALENDAR
Roanoke Valley Christian Schools
2024-2025 School Calendar for Parents and Students
PLEASE NOTE - THIS CALENDAR IS SUBJECT TO CHANGE

August

- 06 New Teacher Orientation
- 07 Orientation for All Staff
- 12 Classroom Visitation 1:00-3:00 pm
- 14 First Day of School - ½ Day of School
- 16 Back-to-School Bash 6:00 pm
- 19-20 Senior Retreat
- 20 ASVAB (Vocational Testing for 11th graders)

September

- TBD Volunteer Meeting
- 02 No School: Labor Day
- 06 Grandparents Day (Sunday, 9/8/24)
- TBD Inspirational Calendar Sales Begin
- 26 Yearbook Chapel
- 30-03 Spiritual Emphasis Week

October

- 01 Tax Credit Meeting
- 02 Student Senate Retreat
- 03 Rusty Snyder Memorial Golf Tournament
- 07-11 School Pictures
- 07-12 VACA MS/JV Regionals
- 08 SAT
- 08-09 PSAT
- 14-19 VACA Varsity Regionals Volleyball
- 16 End of 1st Grading Period
- 18 No School/Teacher Work Day
- TBD Volunteer Meeting
- 21-25 VACA State tournaments
- 24 Report Cards
- TBD Vision Screening Grades 1-6
- 31-01 ½ Days of School: SBC/RVCS Missions Conference

November

- 05 Election Day/Parent-Teacher Conferences
- TBD Field Trip – 11th and 12th grades
- TBD Field Trip – 9th and 10th grades
- TBD 7th & 8th Grade Field Trip
- 22 Talon Tipoff
- 22 Thanksgiving Baskets for Staff
- 25-26 Educators’ Conference – No School
- 27-29 Thanksgiving Holiday– No school

December

- 04 Picture Make-Up Day
- 18 Preschool Christmas Chapel
- 19 K5- 6/Speech & Drama/Choir – Christmas Program
- 20 Christmas Chapel – Parties (K5 – Grade 6)
- 20 Total School ½ Day
- 20 Christmas Parties for Grades 7-12
- 20 End of 2nd Grading Period
- 20 Red Cross Blood Drive (Gymnasium) 11-3
- 23-03 Christmas Break

August

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

ALL STAFF MEETING 9/24/24

October

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January

06	School Resumes
TBD	Volunteer Meeting
10	Report Cards
20	MLK Day/No School – Teachers and Students
22	New Student Pictures
27-31	Spirit Week
31	Superlatives
TBD	Spelling Bee

February

03	Yearbook Sales Begin
03-08	VACA MS/JV Regionals
10-15	VACA Varsity Regionals
14	Valentine’s Day Chapel
17	No School/Students and Staff
TBD	International Math Competition
17-22	VACA State Tournaments
TBD	In-School Open House 9:00 am-Noon

March

03-07	Senior Trip
TBD	Spiritual Emphasis Week
14	End of 3 rd Grading Period
24-28	Spring Break (no childcare provided)
28	Report Cards

April

11	JR/SR Formal
18-21	No School: Easter Break (no childcare provided)
TBD	Fine Arts Fanfare
28-02	Standardized Testing
TBD	Eagle Express 5K

May

05-10	VACA MS Regionals
09	Staff Appreciation Day/Luncheon
12-17	VACA Varsity State
12	Upper/Lower School Libraries Closed for Inventory
23	Memorial Day Chapel
25	Baccalaureate 6:00 pm
26	Memorial Day/No School
27-30	½ Day of School
28	Sports’ Physicals
29	Awards Assembly (grades 7-12)
29	Preschool Graduation/Last Day of PS
30	Last Day of School ½ Day of School (K5-Grade 6)
30	Graduation 8:00 p.m.
30	K5-Grade 6 Awards Assembly 8:45 a.m.
30	End of 4 th grading Period (K2-Grade 12)
30	Report Cards Issued K2 – Grade 6

June

05	Report Cards (Grades 7-12)
----	----------------------------

January

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20

RVCS DRESS CODE 2024-2025

Rationale: The RVCS School Board desires to make disciples of Christ as RVCS obeys the command of God to train students in truth. Students are requested to dress in a manner that promotes biblical modesty and reflects neatness and appropriateness. Students are to demonstrate a heart condition of humility and obedience as they abide by these guidelines which are interpreted and applied by the RVCS faculty.

LOWER SCHOOL DRESS CODE FOR K2-GRADE 6

The School Board has approved a dress code that is intended to promote modesty, neatness, and appropriateness for a school environment, including all school events. It is important to remember that conformity to any dress code does not make a person a Christian or more spiritual than another. The simplified and flexible code seeks to complement the educational process. Clothing should be clean, in good repair, with no holes, cuts or tears. Clothing should not be excessively large or overly tight.

Any clothing or accessory may not contain references to alcohol; drugs; tobacco; vulgarity; derogatory remarks; violence; suggestive diagrams, pictures, words or slogans that may be interpreted as offensive; gang-related or other trademark that advocates illegal behavior.

Shirts/Tops

*Students may wear t-shirts, tops, and shirts with short or long sleeves.

Pants/Shorts/Skirts

*Students may wear pants, jeans, capris, and knee-length shorts/skorts.

*Shorts are to be no shorter than four fingertip widths above the knee.

*Girls may wear knee-length skirts and dresses.

*Leggings and form fitting pants may be worn with fingertip length tops.

Accessories

*Students must wear athletic shoes and socks on the days of physical education. Because of daily recess, children are encouraged to wear shoes that allow for running and playing on the playground.

*All head coverings and sunglasses should be removed while indoors.

*Visible tattoos or body piercings (other than girls' earrings) are prohibited.

UPPER SCHOOL DRESS CODE FOR GRADES 7-12

The School Board has approved a dress code that is intended to promote modesty, neatness, and appropriateness for a school environment, including all school events. It is important to remember that conformity to any dress code does not make a person a Christian or more spiritual than another. The code seeks to complement the educational process and support the goal of preparing students for real-world standards. Clothing should be clean, in good repair, with no holes, cuts or tears. Clothing should not be excessively large or overly tight.

Any clothing or accessory may not contain references to alcohol; drugs; tobacco; vulgarity; derogatory remarks; violence; suggestive diagrams, pictures, words or slogans that may be interpreted as offensive; gang-related or other trademark that advocates illegal behavior.

CONTINUED ON NEXT PAGE

Shirts/Tops

*Students may wear tops with no writing or pictures, however, RVCS spirit wear is acceptable. Tops must cover the shoulder completely and have a high-cut neckline.

*Small branded logos are acceptable.

*The hem of any shirt should completely cover the waistband of pants or skirts at all times.

*No midriff or undergarments should show at any time.

Pants/Bottoms

Girls may wear pants, jeans, or capris made of denim or khaki material. Knee-length skirts and dresses are acceptable.

Boys may wear pants and jeans made of denim or khaki material that fit to the waist.

Accessories

Boys and girls should wear safe shoes.

Students should aim to have hair (including facial hair for young men) that is neat, clean and well-maintained.

Boys and girls will remove head coverings and sunglasses while indoors. Visible tattoos and body piercing (other than girls' earrings) are prohibited.

All matters of dress code cannot be covered and require responsibility on the part of parents and students. It is expected that parents and students will work together beforehand at home to avoid any dress code conflicts at school. Students out of code will receive unexcused absences from class until they change into clothing that meets code. Final decision rests with the school staff. After three infractions, a detention will be issued.

SPECIAL OCCASION DRESS CODE

Superlatives, Senior Trip, Junior/Senior Formal

1. As always, modesty is the key principle in the selection of formal wear.
2. Dresses must be modest in all area: neckline, length, slits, tightness, and cutouts.
3. Necklines should be high enough so that cleavage is not shown.
4. The back of the dress must not be lower than halfway down the back.
5. Dress length must be knee length or longer,
6. Slits in dresses may be just above the knee.
7. Dresses must not be tight or form-fitting (hugging the body).
8. Young men should wear a suit and tie or tuxedo as this is a formal event.
9. Visible tattoos, piercings (other than girls' earrings), and nose rings are not permitted.
10. If your date does not attend RVCS, you are responsible to provide them with these guidelines well in advance of the event.
11. If you are out of this dress code, dress code points will be issued, and students may be denied admittance until they change into something that meets the dress code requirement.

Baccalaureate and Graduation

All graduates will wear red caps and gowns for the Baccalaureate and Graduation ceremonies. Dress code exceeds school dress code. Other students serving during Baccalaureate and Graduation or receptions must exceed the weekday school dress code. Boots, jeans and athletic wear, which may be worn during school hours, are not acceptable for these formal occasions. Dress code points will be issued to students who are not in code. If you are out of this dress code, you may be denied admittance until you change into something that meets the dress code requirement.

For all occasions, if you are in doubt about your attire, do not wear it.