

Roanoke Adventist Christian School

2019-2020 SCHOOL HANDBOOK

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**A ministry of the
Roanoke Seventh-day Adventist Church**

**Supervised and Accredited through the
North American Division of Seventh-day Adventists
and the Virginia Council of Private Education
606 Greenville Avenue
Staunton, Virginia 24401
1-540-866-0771
www.pcsda.org**

*Train a child in the way he should go, and when he is old,
He will not depart from it.*

Proverbs 22:6

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Roanoke Adventist Christian School

Importance of this Handbook

All parents and students who become part of the Roanoke Adventist Christian School family are required to read and become familiar with the regulations and policies as set forth in this Roanoke Adventist Christian School Handbook. Younger students should have the principle sections of the Handbook explained to them.

Considerable time and effort has been put into this book to serve as a guide to many of the Frequently Asked Questions regarding the policies and procedures of our school. This Handbook is updated annually to reflect the growth of the school and to continue to provide a solid framework for how the school and parents can partner to provide the best possible educational environment for our students. It also provides clear direction to parents regarding expectations of our families, our students and our staff.

Any regulations voted by the Roanoke Adventist Christian School board or staff, when publicly announced, will have the same obligation as those appearing in the Handbook. The Roanoke Adventist Christian School Handbook is available online for review at any time at www.rapschool.org.

Roanoke Adventist Christian School

Roanoke Adventist Christian School Staff

Dr. Carole Smith	Head Teacher/Principal
Kim Landes	Teacher's Assistant
Heather Sumner	Music Teacher
Susan Timmons	French Teacher

Roanoke Adventist Christian School Board

Patty McLennan	Chair
Susan Timmons	Treasurer
Doris Amo-Mensah	Home and School Leader and Member At-Large
Pam Jannay	Member At-Large
Lea McKinney	Member At-Large
Howard Timmons	Member At-Large
Pastor Andrew Raduly	Pastor, Roanoke Seventh-day Adventist Church
Mrs. Carole Smith	Head Teacher/Principal
Greg Gooden	Member At-Large
Janet Armstrong	Associate Superintendent, Potomac Conference of Seventh-day Adventists

For the 2019-2020 school year, the Roanoke Adventist Christian School board will meet on the last Tuesday of the month. Substitute meetings will be announced on the school website. Meetings are open to parents and interested parties upon request and invitation. The Roanoke Adventist Christian School board reserves the right to amend the school handbook and will notify parents of such changes.

It is the desire of RAPS to develop the *next generation of Daniels.*

Why Daniel?

Daniel is a well-known biblical person who represents the best of what God is seeking in his followers.

Daniel was **wise**, “God gave knowledge and understanding of all kinds of literature and learning.”
Daniel 1:17

Daniel was **healthy**, “resolved not to defile himself.” Daniel 1:8

Daniel was **faithful**, “he kneeled three times a day and prayed and gave thanks before God.”
Daniel 6:10

Daniel was a **leader**, “Daniel so distinguished himself among the administrators by his exceptional qualities that the king planned to set him over the whole kingdom.” Daniel 6:3

In the Old Testament of the Bible, Daniel represented the **best of the best**.

That is our desire for all our students!

Vision Statement

The Roanoke Adventist Christian School is a Christ-centered learning environment.

Our Roanoke Adventist Christian School Board and Staff want to make your child’s educational experience as stimulating, pleasant, and homelike as possible. Because of our desire to provide a homelike atmosphere, we encourage parents to participate in the school and its activities as often as possible. Students at Roanoke Adventist Christian School are not numbers; they are individuals who are loved and respected. Therefore, as far as possible, your child’s instruction will be geared specifically to his/her needs.

Roanoke Adventist Christian School desires to pursue excellence in Christian education. We are here to cooperate with the family in the harmonious development of the child’s mental, physical, spiritual, and social powers. We are preparing our students to be positive contributing citizens in this world and in the world to come.

Roanoke Adventist Christian School

Mission Statement

Roanoke Adventist Christian School updated its Mission Statement in 2017. The school board believes that this revision reflects the values and standards that we seek to instill in our students.

Our mission is to foster
Academic Excellence
Passionate Spirituality
Outstanding Character
In each student

This is how Roanoke Adventist Christian School demonstrates its mission:

Academic Excellence: Based on a national study conducted by Cognitive Genesis, students in Adventist schools consistently perform above the national average compared to other students in the same grade level.

Passionate Spirituality: Our Christian education focuses on preparing our students for eternity. Students have daily prayer and weekly chapel and delve into age-appropriate Bible study to develop an understanding of the greatest gift of Christ.

Outstanding Character: Roanoke Adventist Christian School uses the *Virtues Project* materials to encourage positive character development. Students work on several community service projects throughout the school year finding ways to reach out to others.

Philosophy

True education addresses the needs of the whole person and is concerned with the physical, mental, spiritual, social, and emotional dimensions of life. This is best accomplished when the family, school, and church work together harmoniously.

Roanoke Adventist Christian School exists to assist parents in educating and nurturing their children. It is a primary goal of our staff to treat every student with compassion and love. This loving, nurturing environment helps students develop a sense of confidence and self-worth that assists them in reaching their highest potential in learning.

The staff strives to challenge students by setting higher goals for themselves and the students and encouraging the students to work toward their fullest potential in each curriculum area.

Roanoke Adventist Christian School

Curriculum

Roanoke Adventist Christian School follows the curriculum guidelines that are set up and approved by the Virginia Council of Private Education, the North American Division of Seventh-day Adventists and the Potomac Conference of Seventh-day Adventists. Areas of study include the following:

- Bible
- Language Arts
- Mathematics
- Natural and Health Sciences
- Social Sciences
- Physical Education
- Fine Arts
- Computer Science

Specific learning standards by grade level may be found at the following link:
www.adventisteducation.org/curriculum

Grading System

The grading system for Roanoke Adventist Christian School is as follows:

K-2nd

I= Independently

P= Progressing

NT= Needs Improvement

3rd-8th

A= 100-90%

B= 89-80%

C= 79-70%

D= 69-60%

F= 59% and below

Testing

Standardized testing, to include, Iowa Assessment, is administered in the fall for grades 3 through 8. The purpose of these tests is to help our school's instructors evaluate student growth. Tests may also be used in conjunction with classroom observation, performance for placement. Testing may be done for students who have special needs. Parents will be informed if testing is recommended.

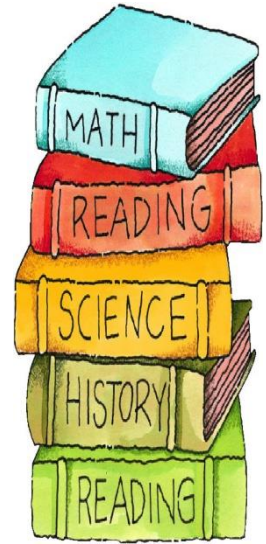
Roanoke Adventist Christian School

School Supplies

Parents provide all necessary school supplies. A list is given for all needed school supplies before school starts or upon enrollment. It is also available in the Appendix.

Textbooks

The registration fee covers the expense for consumable workbooks and the purchasing of hardback textbooks. Students are responsible for the care for all distributed textbooks and learning materials. A replacement fee will be charged for all damaged and/or lost materials and textbooks.



Roanoke Adventist Christian School

Admission Policy

Applications

Any student may register with Roanoke Adventist Christian School. The application process includes an Educational Success Consultation and meeting with the Head Teacher/Principal. Payment of a non-refundable Registration Fee secures the student's application. This fee is set annually by the Roanoke Adventist Christian School Board. Final acceptance is subject to the approval of the Executive Committee of the Roanoke Adventist Christian School Board. The Executive Committee will make recommendations for the approval to the Roanoke Adventist Christian School Board at its next regularly scheduled meeting. The policy regarding payment of fees and tuition is described on the following page.

Non-Discrimination Policy

It is the policy of Roanoke Adventist Christian School to admit students of any race or gender to all the rights, privileges, programs, and activities generally accorded or made available to students of the school, and to make no discrimination based on race or gender in the administration of education, policies, application for admission, scholarship and athletic or extra-curricular programs.

Age of School Entrance

Children entering Kindergarten must be five years old by September 30th of the current school year. A birth certificate is required as proof of age.

Transferring Students

Prior to acceptance at Roanoke Adventist Christian School, students transferring from any school system will need to complete the application process including payment of appropriate fees, an up-to-date physical (within the past 12 months), and signatures on necessary releases allowing previous records to be transferred to Roanoke Adventist Christian School. Transferring students will be allowed to begin attending classes when transcripts of records have been received by Roanoke Adventist Christian School. Any child who has special needs requirements or an in-place IEP should provide that information prior to enrollment.

Withdrawals

Any parent, who chooses to withdraw his/her student prior to the end of the school year, must fill out and submit a Formal Withdrawal Request form. These forms may be obtained from the Head Teacher/Principal. Records will be held until any outstanding balance is cleared. **Any unpaid balance on the annual tuition must be paid prior to full release of any school records. If this creates financial hardship, the Roanoke Adventist Christian School board may work with the family to set up a payment plan.**

Probationary Period

All new students, transferring students and students suspended during the previous year will be accepted for the current school year on a probationary status for the first nine weeks of enrollment.

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Financial Information

Roanoke Adventist Christian School offers one of the Roanoke Valley's best values in private education. We provide quality Christian education at an affordable price because of our affiliation with the Seventh-day Adventist consortium of schools. **The tuition at Roanoke Adventist Christian School covers only about one-third of the cost of educating each student.** The remaining two-thirds of the cost is covered by the Seventh-day Adventist Church and by special gifts, trusts and endowments. In addition to tuition, every student must pay the annual registration fee and other applicable fees.

Annual tuition for Roanoke Adventist Christian School for the 2019-2020 school year is \$3,700. Early withdrawal of a student does not relieve parents of this payment. A Financial Agreement must be signed by the family prior to enrollment with the specific tuition delineated. This will identify if any discounts or scholarships have been applied. Payments may be made in 10 monthly increments at no interest charge. Details will be provided during the financial counseling session with the school treasurer.

Tuition payments are due on the first day of each month but no later than the ninth of the month September through June, if the 10 month plan is agreed upon. This payment plan is interest free as long as the payments remain current. If a student's account is in default on the 10th day of the month, the Roanoke Adventist Christian School Treasurer will send a notice to the party responsible for the account and a 5% penalty fee will be assessed on the total balance due. If the account remains in default through the 30th day of the month, the family must make arrangements to meet in person with the school treasurer to establish an acceptable payment plan. No tuition may exceed 45 days late without a special meeting with the Treasurer and another member of the School Board's Executive Committee. It is essential that the family maintain regular contact with the Treasurer if circumstances change which might require an adjustment in the child's tuition. Roanoke Adventist Christian School is willing to work with families if necessary, but once a financial agreement is signed, it is a binding document. Should early withdrawal be necessary, special circumstances will be reviewed on an individual family basis.

Returning students must have no outstanding balances at the beginning of the school year. Tuition payments may be mailed to the school address or delivered to the school office.

Scholarship funding may be available upon completion of an on-line application available through FACTS. The website is www.factsmgt.com. Please note that the cost for this assessment is \$30 per family. Early submission of applications is encouraged; applications will be reviewed monthly beginning in July. As stated above, once financial aid information has been reviewed a specific financial agreement will be signed by both the family and the school Treasurer.

Report cards may not be issued to those students whose school account is delinquent. Transcripts of academic credits will not be released until the student's account is paid or until satisfactory arrangements have been made.

Registration Fee

A one-time registration fee is required at the time of registration. This fee ensures the enrollment of the student and facilitates the ordering of initial textbooks and other materials. For this academic year, the fee is \$430.

Activity Fees

An activity fee may be charged in addition to the tuition to cover the costs related to field trips, special art activities, yearbooks and other activities. Parents will be notified in advance of such fees and payment will be required prior to participation in the activity.

Roanoke Adventist Christian School

Parent Responsibilities

Our school will be better able to assist you in helping your child reach his/her educational goals if you will do the following:

Be Prepared

- Make sure your child has the necessary school supplies.
- Provide your child with clothing that meets the school uniform dress code.
- Help your child develop good study habits.
- Help your child develop good health habits.
- Encourage your child to do his/her best work.
- Make sure your child arrives at school on time every day.

Be Informed

- Communicate with your child's teacher on a regular basis.
- Ask many questions of your child and your child's teacher.
- Make sure to attend parent-teacher conferences.
- Read all school communications thoroughly.
- Attend Home and School functions.
- Visit your child's classroom.
- Volunteer to help your child's teacher when possible.

Be a Good Citizen

- Speak positively of the school and its staff.
- Get involved in school activities.
- Support fund-raising efforts.

Be a Problem Solver

- Discuss the problem with the teacher.
- Discuss the problem with the principal/head teacher.
- Complete a *Concern Form*.
- Discuss the problem with the Roanoke Adventist Christian School Board chairperson.
- Discuss the problem with the Roanoke Adventist Christian School Board.
- Discuss the problem with the Potomac Conference Department of Education Associate Superintendent.

Be Involved in PIP (see page 24 for details)

Roanoke Adventist Christian School

Student Responsibilities

Be Prepared

- Meet all your school appointments on time.
- Make sure you have the necessary supplies.
- Wear clothes that meet uniform dress code standards.
- Complete and turn in all assignments on time.

Be Informed

- Listen to the teacher and follow instructions.
- Know and understand school and classroom procedures.
- Read or have read to you all school communications.

Be a Good Citizen

- Follow all classroom and school rules and instructions.
- Take pride in your school.
- Participate in extracurricular activities.
- Support fund-raising efforts.
- Participate in community service activities.

Attendance Policy

School Hours:

The school hours are as follows:

8:00 a.m. to 3:15 p.m. Monday through Thursday

8:00 a.m. to 12:15 p.m. Friday

The school is “open” as follows:

7:15 a.m. to 3:45 p.m. Monday through Thursday

7:15 a.m. to 12:45 p.m. Friday



Tardiness and Absences

The school is bound by state law to maintain regular attendance and punctuality records. Excused absences and tardiness include sickness, doctor’s appointment or the death of a close relative. A written excuse must be provided, signed by the parents or guardian, stating the date and providing a reason for the absence.

Failure to bring a note within three days of returning to school will result in an unexcused absence.

Students are expected to be in school on a consistent daily basis. Missing school, whether by absence or tardiness, significantly impacts educational progress. Therefore, Roanoke Adventist Christian School considers 3 unexcused absences or 5 unexcused tardies to be excessive within a semester. Absences or tardies that exceed these limits may require placing a student on probation and/or a work-plan for improvement will be agreed upon between the head teacher/principal and the family.

When a pupil is absent, he/she has as many days to make up missed work as the days absent. It is the student’s responsibility to obtain the assignments and make up the work. Unless the class work missed is satisfactorily completed, a student who is absent more than 20% of the school days in any grading period may forfeit his/her grade(s) for that period. Excessive tardiness or absences will be referred to the Roanoke Adventist Christian School Board who may notify the appropriate state authorities.

Attendance is taken in the classroom promptly at 8:00 a.m. and students arriving thereafter will be counted tardy. Work for unexcused absences may be made up at the teacher’s discretion. However, it is at the head teacher/principal’s discretion to refuse late or make up work. Work must be completed in all cases but it is possible that no grade will be given. Promptness is expected. Punctuality and attendance are critical to the learning process. Valuable learning time is missed when a student is late or absent from school.

Vacations are strongly encouraged to be scheduled around the school calendar. In the event a vacation conflicts with the school’s calendar, and a student will be missing school days, written notice of the upcoming vacation needs to be given to the teacher AT LEAST TWO WEEKS before leaving for vacation. Any vacation which requires the student to be out of the classroom more than one week requires a minimum of ONE MONTH ADVANCE NOTICE. All assignments will be due upon the student’s return to school. Additional make-up work may be required upon the student’s return and must be turned in within three days of return. Failure to give two weeks’ notice will result in those days being counted as unexcused absences, and may result in assignments not being available for the student before they depart, and no make-up work will be permitted. *If the absence is unexcused, work must be completed but no grade given.*

Arrival and Dismissal

When students arrive at school at the designated time, they must enter the building through the front drop off area and come immediately into the classroom and remain under the teacher's supervision until dismissal. Students will be dismissed from the front of the building at the drop off and pick up area. Parents or guardians are responsible for picking up their child/children on time. If a child is not picked up within 15 minutes of dismissal, children will need to be picked up from inside the building (which, for security reasons, will be locked) and then sign them out.

Late pick-ups are strongly discouraged. If you must pick up your child late, please notify the school as soon as possible. A late fee of \$20 will be charged for any late pick-ups. This includes 3:30 p.m. Monday – Thursday, 12:30 on Fridays or the designated time on any early dismissal day including those advertised for inclement weather. This payment will be due within 3 school days.

Professional Days

Professional days are designated by the Potomac Conference of Seventh-day Adventist Schools to provide the necessary in-service education for all teachers in the Potomac Conference. On these days there will be no school in session. Please check the school calendar listing all professional days. Half-day dismissal will be at noon.

Visitation

Parents are welcome to visit their child's classroom whenever possible. Please request a day in consultation with the teacher at least one day in advance. Pre-school children or other non-enrolled children will only be permitted to visit the classroom with the permission of the teacher. Adults who need to contact a child should make arrangements with the Head Teacher/Principal first.

Snow Days

School closings or delayed openings will be announced on WSLs Channel 10 and WDBJ Channel 7 on the television or on wsls.com or wdbj7.com websites. Roanoke Adventist Christian School will be listed on the TV or the website under Roanoke Adventist Christian School. Regardless of any media announcements, parents are encouraged to do what they feel is safest for their child(ren) and family.



Before School Care

Roanoke Adventist Christian School provides before school care for its students. A morning drop-off program will be available from 7:15 – 7:45 a.m. The cost for this program is \$3.50 per day for any portion of the time used. Payment for this care is due no later than Friday after the week where child care is used unless other arrangements are made with the Treasurer.

The school board is aware that after school care is a critical need and we are exploring alternatives for this need in the future.

Lunch

Roanoke Adventist Christian School does not provide lunch at this time.

Students are required to bring their lunch from home. Lunches must reflect a balanced meal to provide the students with the appropriate nutrition for learning. This includes fruits, vegetables and protein. Lunches should not contain pork products (bacon, baloney, ham etc, nor shell fish (crab, shrimp, etc.) A list of sample lunches is available on the school website. Students may not bring caffeinated drinks with their lunches. Lunches should not require heating or refrigeration.



If children do not bring a lunch or frequently report to school without an adequate meal, parents will be contacted and, if repeated contact does not address the issue, appropriate authorities may be notified. Lunches must contain sufficient calories to sustain the brain and the body during the school day.

Snacks

Each morning, Roanoke Adventist Christian School also has a designated snack time. Students need nutritious snacks for this time so that we can keep our students' minds and bodies functioning at top levels. This snack is also to be provided by the family.

Allergies and/or Dietary Restrictions

If a child has food allergies or other health issues that require special dietary attention, these must be documented by the child's physician or explained in written form to be kept on file at Roanoke Adventist Christian School.

Birthdays/Holidays



If a student would like to celebrate his/her birthday at school, the parent must contact the Head Teacher/Principal before the event. We ask that you send simple treats due to the limited time available. In consideration of our families, party favors, decorations, and games are not permitted. For holidays and other celebrations, the Head Teacher/Principal and/or Home and School Leader will contact parents if items are needed.

Insurance

The school purchases insurance to cover all students in cases where accidents may take place on campus. Insurance information is sent home in the opening days of school.

Roanoke Adventist Christian School

School Rules

1. Staff members and school volunteers are to be treated with respect. Spoken instructions, as well as posted classroom rules, are to be followed.
2. All crude, impure, abusive, disrespectful and profane language is prohibited.
3. Stealing, deceiving, lying, fraud, and all acts of dishonesty are prohibited.
4. School property and property of others must be respected at all times.
5. Chewing gum is prohibited
6. Students are to remain in designated areas for supervision at all times.
7. Inappropriate items should not be brought to school, including but not limited to the following:
 - Inappropriate reading material, books or magazines.
 - TVs, radios, tape players, CD players, iPods, and tablets.
 - Cellular phones and pagers.
 - CDs, cassette and video tapes.
 - Computer games or electronic games.
8. No student shall leave school premises during school hours without permission.
9. Physical violence is prohibited.
10. Possession or use of illegal drugs, alcohol, tobacco and caffeine in any form is prohibited on school premises.
11. Possession of firearms, knives and other weapons is prohibited on school premises.

Roanoke Adventist Christian School

Anti-Bullying Policy

Roanoke Adventist Christian School is committed to making our school a safe and caring place for all students. We treat each other with respect and refuse to tolerate bullying behavior. Bullying behavior is unfair and one-sided. When someone continually, purposefully and intentionally hurts, frightens, threatens or excludes another student from an activity, he/she is bullying that individual.

Bullying behavior includes, but is not limited to, the following:

- Hurting someone physically by hitting, kicking, tripping or pushing
- Stealing or damaging another person's property
- Ganging up on another student
- Teasing someone in a hurtful way
- Using put-downs regarding a student's race, gender, disability, etc.
- Touching or showing private body parts
- Spreading rumors or untruths about someone
- Intentionally leaving someone out or encouraging other students to not play with someone

Students at Roanoke Adventist Christian School will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play and other activities
- Report bullying to a teacher or other adult

The consequences for bullying behavior will be addressed using the appropriate action from the Roanoke Adventist Christian School discipline plan/classroom management plan. Severe bullying behavior (i.e., hitting, kicking, stealing, etc.) will result in an immediate phone call to parents. Other behaviors (i.e., teasing) engaged persistently during a day may also result in discipline action that may include notification to parents.

Roanoke Adventist Christian School will enforce immediate consequences for retaliation against any student or students who report bullying.

Roanoke Adventist Christian School

Classroom Management Plan

Classroom management plans are to be determined by the staff and should be in agreement with the School-Wide Behavior Management Policy as outlined below. An outline of the classroom management policy and contract will be given to parents at the time of registration.

Grievance Policy

The Potomac Conference of Seventh-day Adventist Corporation of Adventist Schools outlines our grievance process.

1. It is our expectation that not only the staff, but also the parents and the students share their concerns with the person for whom they have the concern. This models Christian values for our children and assists us in maintaining trust for the benefit of our children. Any grievance can be stated in written form by filling out the Concern Form.
2. If a concern is not resolved, the Head Teacher/Principal will communicate with the parties involved to bring resolution.
3. If the matter is still not resolved to the mutual satisfaction of all involved, the School Board Chair will be brought in with the Head Teacher/Principal.
4. The local school board is the final step in this process.

Homework

Homework is an integral part of the learning experience. Homework assigned will be appropriate to the grade level of the student. Homework assignments will be written in the students' folders. Parents will need to sign their student's planner every night or as requested by the head teacher/principal. Students are expected to come to class with their homework completed. Homework is due the next day of class unless otherwise specified. Please remember that homework has a direct impact on students' grades. Students are encouraged to seek the assistance of their teacher when they need help with their homework. Parental involvement is critical to the home-school partnership.

Roanoke Adventist Christian School

School-Wide Behavior Management Policy

Behavior management is much more than rules, obedience and consequences. It is a way to help children learn life skills including self-control and respect for themselves and others. This enables them to become good citizens of the world they live in and the eternal world to come. The school staff is professionally trained to give guidance, encouragement, and support in methods that will help children grow and learn in positive ways.

If a child's behavior is deemed inappropriate or counterproductive by a staff member at the school, the staff member may employ a method of discipline in order to encourage the child to change his/her behavior.

These methods may include, but are not limited to the following:

- Verbal warning
- Redirecting attention
- Short period of separation from the group
- Loss of privileges

The following forms of discipline will never be used in disciplining students:

- Yelling or screaming at the child
- Hitting, slapping, shaking, spanking or striking the child in any way
- Restraining the child's movement through binding or tying

The relationship between the parent and school is essential to the success of the child in all aspects of the school experience. The school recognizes that failure to maintain a positive working relationship between the parent and the school will have a negative effect on the child. Therefore, if the Roanoke Adventist Christian School Board determines that the parent/school relationship is counter-productive to the student's success, the parent/s may be required to withdraw his/her student from the school program.

In-School Suspension

Students will not be permitted to participate in any school-related activity.

Short -Term Out-of-School Suspension

Students will not be permitted to remain in school or participate in any school-related activities. Parent/guardian is expected to meet with the Head Teacher/Principal or designee upon return to school and possibly for intermittent updates. This action is considered extremely severe and will only be taken after other alternatives have been exhausted.

Expulsion

Removal from the school will be recommended in extreme cases. In accordance with school policy and code, the Head Teacher/Principal is required to make this request to the school board and the Education Superintendent's Office at the Potomac Conference.

Sexting Policy

The use of any digital technology, or other device to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery of another person, whether or not that person is enrolled at the school; or the distribution by such means of any indecent language or material, is strictly forbidden and shall be punishable by expulsion.

Roanoke Adventist Christian School

Uniform Dress Code

All students must adhere to the prescribed uniform dress code which has been adopted by the Roanoke Adventist Christian School Board in an effort to provide unity, neutrality, identity, organization, responsibility and improved student performance.

General Appearance Guidelines

All clothes should be appropriate to the physique of the student. Clothing should be of an appropriate length and girth to produce a modest, practical fit and pants, shorts, skirts, etc., should be worn at the student's natural waist to provide a neat, well-groomed appearance.

School Shirts will be available for purchase at the beginning of the year. There are two types of shirts, a polo shirt (with collar) and a T-shirt. Students may also wear a school long-sleeved hoodie. Parents are encouraged to purchase enough to ensure that their child can wear an appropriate/clean shirt daily.

Pants are to be the standard school uniform style that is available from Burlington Coat Factory, J. C. Penney's, Lands End, etc. Pants should be navy color.

Shorts of similar standard school uniform style may be worn and should be navy color. Shorts should be Bermuda length (just above the knee).

Skirts or skorts for girls: Students must wear the standard school uniform style that is available from the above-listed locations, among others and must be navy color. Skirts or skorts must be long enough to reach the student's fully extended fingertips when the student stands with arms at side. If a girl chooses to wear a skirt, she must wear shorts, leggings or tights under the skirt.

Special occasion outfits are required for each student to be worn for special performances. The appropriate attire will be designated in ample time for compliance. In most cases, the students will wear their designated performance dress attire which will be provided through the school.

Shoes must be have closed toes and should be of a "tennis shoe" style on a daily basis due to regular outdoor playtime and physical education opportunities.

Any student not in compliance with the uniform of the day will be put in proper uniform attire as designated above. Alternatively, parent may be called to either bring appropriate attire or to pick up student.

Field Trips

Red collared shirts will be worn on all field trips.

Faculty/Staff Attire

No stretch pants or tight-fitting pants or shirts.

Other Guidelines

- Hats may not be worn in the building.
- Clothing must be clean and dirt free.
- Socks and/or tights must be worn.
- No jewelry of any kind is to be worn.
- Hair should be clean, neat and without faddish style.
- Make-up or nail polish that produces an “artificial” appearance is not to be worn.

Hygiene

Students must come to school clean. As a child matures body chemistry changes this occurs at different ages for each child. The use of deodorant will become necessary. A child should bath daily. This includes washing hair and combing or brushing hair daily. Students must come to school well-groomed to help them to learn and function within the classroom setting.

Alternate Dress

Occasional alternate dress days, often called “free dress days” will be announced by the teachers. On these days, students will be expected to dress according to the instructions given for the day. Principles of cleanliness, modesty, and appropriateness should guide the selection of clothing.

Clothes associated with gangs may not be worn at any time. Clothing with words or designs associated with drugs, alcohol, tobacco, or anything considered inconsistent with Christian standards may not be worn at any time.

Cold Weather

When weather permits, we have recesses outdoors. During the winter months, we limit these days. When temperatures are below freezing, or there is a strong cold wind, we remain indoors. When temperatures are between freezing and 40 degrees, it will depend greatly on wind chill. Anything above 40 degrees, we try to be outdoors if at all possible. Please be sure your student’s coat is warm enough. You may also want to include a scarf and mittens or gloves for your student to wear.



Administrative Issues

Telephone and E-mail contact

Incoming and outgoing phone calls will be permitted only in case of real need. Parents and students are encouraged to limit their phone use during the school day. Contact can be made by e-mail at RoanokeAdventistPrep@gmail.com or at the cell phone (540) 798-6061.

All calls to the school and to teachers will be returned as quickly as possible or by the end of the next school day. Appointment requests must allow 48 hours confirmation, unless an emergency, to allow for the teacher to arrange for her schedule. Please be specific when describing your needs or concerns in your message. This will assist the teacher in allotting the appropriate time preparing with appropriate materials.

Report Cards and Meetings

Report cards are issued after the close of each nine-week period. Parent/teacher conferences will be scheduled after the first and third grading periods. Parent/teacher conferences will be planned a week in advance.



Parent/Teacher Conferences

Either parents or teachers may request a meeting to discuss a student's progress. Convenient times for parents and teachers will be scheduled as timing permits. A member of the Roanoke Adventist Christian School Executive Committee may be present during a parent/teacher conference. No meeting shall exceed 30 minutes out of respect for both teacher and parent's time.

Field Trips

Teachers will notify parents of upcoming field trips and any associated transportation or admission charges in advance of the day of the trip. Field trips are considered a normal school activity. Non-participation will be considered an unexcused absence.

Lost and Found

The school is not responsible for any personal belongings that students bring to school. Any unmarked items found on school grounds will be kept in the principal's office. Any item unclaimed after 30 days will be donated to missions.

School Policy Interpretation

The interpretation and application of the policies set forth in this Handbook rest with the Roanoke Adventist Christian School Board and staff. The staff and school board reserve the right to make changes to the Handbook as necessary. Parents will be notified of changes.

Home and School Association and Parent Involvement Program (PIP)

Roanoke Adventist Christian School Home and School has been established to support the home, school, church, and community. The Home and School exists to strengthen relations between the home, church and school. All parents of school students and members of the Roanoke Seventh-day Adventist church are members of the organization and are urged to assist and participate in activities as often as possible. This is called the PIP (Parent Involvement Program). This establishes a strong home and school relationship and builds a strong school community.

Families are expected to provide a minimum of 20 hours of service annually per family. This equates to approximately two hours monthly during the school year. This service can be done by assisting with special programs, community service efforts, counting Box Tops or Labels for Education, helping with fund-raising efforts or a myriad of other ways. All work should be coordinated with and approved by the Home-School Leader.

A report of all PIP hours is presented to the Roanoke Adventist Christian School board on a regular basis. Failure to complete required PIP hours will result in an additional financial cost.

Visitors and Volunteers

Parents, volunteers and visitors must report to the Head Teacher/Principal upon entering the building and must sign in. During school hours, all visitors to the building are to use the school door. This procedure will help provide a safe and well-ordered atmosphere for your child's education. No adults may enter a classroom during instructional time without the specific authorization of the teacher or staff member. School doors will remain locked at all times.

Volunteer Training and Screening: Any volunteer who desires to work with the students in any capacity is required to complete a criminal background check and complete the *Protect the Child* training program. For more information on this program, please speak to the Head Teacher/Principal or Susan Timmons.

Health and Safety

Medications

No drug or medicinal preparation, either over-the-counter or prescription drug, will be administered to a student on any school premises by school personnel. For further information, please request a copy of "Procedure for Administering Medications at School" from one of the teachers. Students may not take medication by themselves or carry it in their lunch boxes or book bags.

First Aid

Due to our size and facility restrictions, we do not have a health room. All health assistance forms and records are maintained in the school office. To maintain a safe environment, all Roanoke Adventist Christian School employees are trained and certified in CPR and First Aid.



Parents will be notified of any head or eye injury. Parents will also be called to promptly take a sick student home for the following reasons:

- Temperature of at least 100 degrees
- Vomiting
- Pink eye
- Broken bones
- Head lice
- Chicken pox
- Skin eruptions of any type
- Other medical instances as necessary

In case of minor accident or illness, minimal first aid will be given. In case of an accident or illness requiring professional medical attention, a parent will be called immediately. When conditions warrant, the student will be transported to the hospital emergency room by ambulance.

Illness

Students having any communicable illness or running a high fever are to be kept at home. If symptoms develop at school, the student will be removed from the classroom, and the parents will be contacted. Students must be kept at home until they are fever-free for 24 hours.



Emergency Information



It is very important that the school has the correct phone numbers and addresses on file at all times for emergencies as outlined under the First Aid section. Any change in address, or home or work phone numbers, is to be reported immediately to the school office. RAPS should also have on record any physical problems or food allergies that your student may have so that we will know the proper way to handle a situation. Should a medical condition develop during the school year, please immediately advise the school and update the records.

Medical Records

A medical examination form is required for all new students to Roanoke Adventist Christian School. Forms are available at the school office. State law requires immunization records to be on file at the school. Parents who choose not to vaccinate/immunize their child must complete the *Commonwealth of Virginia Certificate of Religious Exemption Form*. All of these forms must be on file in the office within the first 15 days of school in order for the student to continue attending classes.

Child Abuse and Neglect

Roanoke Adventist Christian School follow state and county child abuse and neglect laws. Section 63.1 – 248.3 of the Code of Virginia requires that suspected cases of child abuse and neglect be reported to local agencies. All volunteers and staff have completed background checks and *Protect the Child* program training to know how to identify instances of abuse and neglect. Please also refer to the information regarding lunches and snacks (p. 15)

Child Custody

All custody concerns should be reported to the school office at the beginning of each school year. In cases of restricted visitation rights, the school should be given a copy of the court document stating the condition for visitation.

Sexual Harassment

Sexual harassment is inappropriate verbal, written, or physical conduct of an intended sexual nature, which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. All allegations must be reported to the head teacher/principal who will review and/or take action in the matter in accordance with the Education Code of the North American Division of Seventh-day Adventists.

Fire Drills

Fire drills will be conducted routinely and students will be trained in appropriate safety measures. Tornado and hurricane training will also take place throughout the year.



Non-Published Regulations

Any regulations voted by the Roanoke Adventist Christian School Board or staff, when publicly announced will have the same obligation as those appearing in this handbook.

Appendix
CLASSROOM SUPPLY LIST
Kindergarten through 8th Grade

- _____ 1 box of crayons, no more than 24-- Crayola please 😊
- _____ 48 # 2 pencils (non mechanical; Ticondergoa Pencils are the BEST!!!)
- _____ Glue sticks (10)
- _____ 1 1 $\frac{1}{2}$ 3 Ring notebook
- _____ 1 pack of colored pencils-- Crayola please 😊
- _____ 1 set of washable, primary colored markers-- Crayola please 😊
- _____ 1 package of pencil tip erasers
- _____ 4 boxes of tissues
- _____ Pair of scissors, please purchase a normal pair of scissors not a huge pair
- _____ 2 bottles of liquid glue
- _____ 8 **plain pocket folders in the following colors: red, yellow, blue, green,)** These folders must have pockets on BOTH sides.
- _____ Backpack/lunch box/Reusable water bottle
- _____ 2 yellow colored highlighters
- _____ Boys: 1 box of sandwich size baggies
Girls: 1 box gallon size baggies
- _____ Boys: 1 set of permanent markers all black
Girls: 1 set of colorful permanent markers
- _____ a pair of headphones to use for listening on the computers and tablets (normal headphone adaptor not the USB adaptor)