

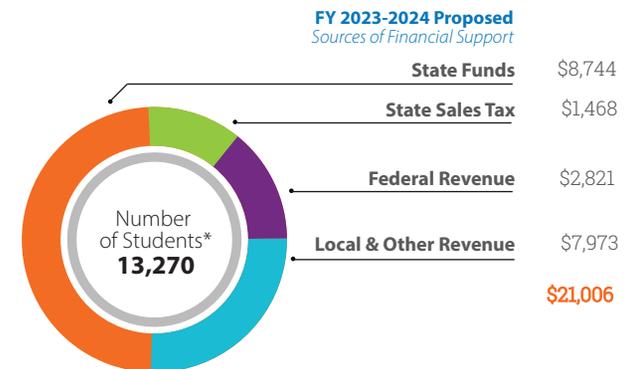
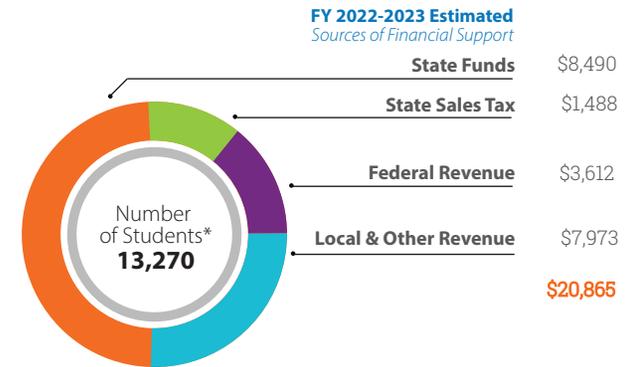
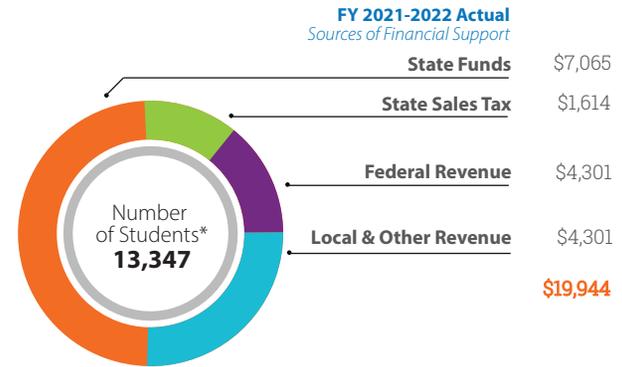
**17** ELEMENTARY SCHOOLS

**5** MIDDLE SCHOOLS

**2** HIGH SCHOOLS

**5** PROGRAM LOCATIONS

## AVERAGE PER-PUPIL EXPENDITURES



\*Number of students is the actual or projected March 31 Kindergarten through Grade 12 Average Daily Membership (ADM), plus early childhood enrollment included.



## COMPLAINT PROCEDURE HARASSMENT/DISCRIMINATION

In accordance with law, the School Board prohibits harassment/discrimination against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, military status, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, genetic information or any characteristic protected by law or based on a belief that such characteristic exists at school or any school-sponsored activity; equal access is provided to the Boy Scouts and other designated youth groups. The Complaint Procedure is established to meet the requirements of Title IX, the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint alleging discrimination/harassment in the provision of services, activities, programs, or benefits by the School Board of the City of Roanoke (also referred to in this grievance procedure as the "School Board" or "Roanoke City Public Schools.") School Board's Policy GBA governs employment-related complaints of discrimination/harassment.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, and phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or their designee as soon as possible and should be made within fifteen (15) days of the alleged violation.

Questions or concerns regarding compliance with the School Division's nondiscrimination policy JB (including protection under IDEA, ADA, Section 504 and Title IX) should be directed to:



### Hayley Poland, Compliance Officer

*Assistant Superintendent of Student Services*  
Roanoke City Public Schools  
40 Douglass Avenue, NW • Roanoke, VA 24012  
(540) 853-1306

### ALTERNATE COMPLIANCE OFFICER

#### Dr. Benjamin Lewis

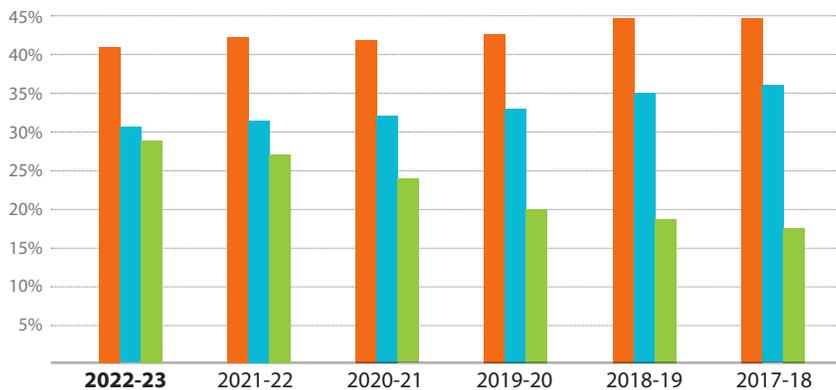
*Executive Director of Special Education*  
Roanoke City Public Schools  
40 Douglass Avenue, NW • Roanoke, VA 24012  
(540) 853-2468

Within 15 calendar days after receipt of the complaint, the Compliance Officer or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Compliance Officer or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Roanoke City Public Schools and offer options for substantive resolution of the complaint.

If the response by the Compliance Officer or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within five (5) school days after receipt of the response to the School Board. Notice of the appeal must be filed with the Superintendent, who shall forward the record to the School Board.

Within thirty (30) calendar days after receipt of the record, the School Board shall make a decision, and written notice of the School Board's decision will be given to the complainant and alleged violator.

## STUDENT ETHNIC DISTRIBUTION



**40.1%**  
Black/African American

**30.7%**  
White/Caucasian

**29.2%**  
Hispanic/Asian/+Other



All written complaints received by the Compliance Officer or their designee, appeals to the Superintendent, and responses from these two offices will be retained by Roanoke City Public Schools for at least three years.

The full version of policies for harassment/discrimination can be found in the following documents, available on the Roanoke City Public Schools' website at [www.rcps.info](http://www.rcps.info):

- School Board Policy GBA/JFHA Student Code of Conduct, Reporting Harassment Procedures
- RCPS Employee Handbook Complaint Forms can be found in the School Board Policy Manual:  
School Board Policy JFHA-F (for students)  
School Board Policy GBA-F (for employees)

## ANNUAL PUBLIC NOTICE OF CAREER AND TECHNICAL EDUCATION

The Roanoke City School Division's Department of Career and Technical Education offers a variety of career and technical programs to all students at the middle and high school levels. The program areas include the following:

- Agriculture Education
- Business and Information Technology
- Career Connections
- Family and Consumer Sciences
- Health and Medical Sciences
- Marketing
- Technology Education
- Trade and Industrial Education

Tech Prep opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with Virginia Western Community College. For more information about Career and Technical Education, call **(540) 853-2803** or **(540) 853-6307**.

Roanoke City Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies. Students (including protection under IDEA, ADA, Section 504 and Title IX) should contact:

### Hayley Poland, Compliance Officer

*Assistant Superintendent of Student Services*  
Roanoke City Public Schools  
40 Douglass Avenue, NW • Roanoke, VA 24012  
(540) 853-1306

ALTERNATE COMPLIANCE OFFICER

### Dr. Benjamin Lewis

*Executive Director of Special Education*  
Roanoke City Public Schools  
40 Douglass Avenue, NW • Roanoke, VA 24012  
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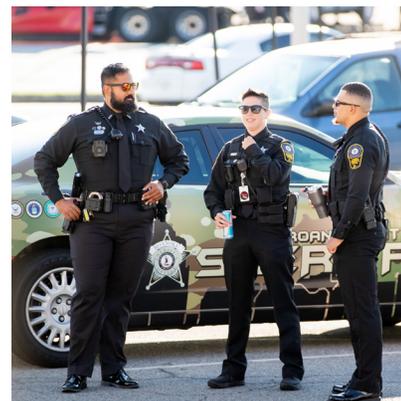


## BULLYING HOTLINE

Roanoke City Public Schools takes bullying seriously, and we want to make sure every child feels safe at school. For

that reason, we have a Bullying Hotline. The Hotline is open to anyone who experiences or observes bullying that is school related. Bullying is defined 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.

**Call (540) 853-1700** to report bullying. You can remain anonymous.



## SCHOOL SECURITY

Roanoke City Public Schools takes the safety of students and staff seriously. There is no one thing that can be done to create a safe learning and working environment; school safety is made up of many layers and is a never-ending process. The division has engaged in active awareness and partnered with public safety experts to determine the possible hazards facing our schools. Based on this hazard analysis, we have implemented layers for prevention,

preparedness, response, and recovery through emergency management plans, training, exercises, hardware and software improvements, and a positive school culture. The most important layer is a positive school culture, which is set by the administration and promoted by all employees of Roanoke City Public Schools, along with our students, parents, and guardians. This involves high structure and high support mechanisms designed for students to thrive by knowing there are caring adults. Parents and guardians can promote safe and secure schools through a positive school culture by encouraging students to report things that make them feel uncomfortable or concerned to an adult immediately. For more information, please contact your Principal, the Chief Operations Officer at **(540) 853-6230**, or the Superintendent.



## SPEAKUP FOR SCHOOL SAFETY

SpeakUp for Safety is a 24/7 safety tip line that is available for students, parents, and the community. Roanoke City Public Schools encourages anyone who has a concern about a student's well-being or school safety to utilize the new tip line.

The tip line makes it easy to report:

- Bullying
- Planned fights
- Students in crisis
- Threats of Violence
- Weapons in School
- Other urgent situations

The tip line may be accessed by calling or texting to report your concern to **(540) 200-1999**.

## STANDARDS AND EXPECTATIONS FOR STUDENT BEHAVIOR



### Safe

- RCPS community members must know and understand the **RCPS Standards and Expectations for Student Behavior**
- RCPS is a drug and weapons-free environment
- If you see something—say something
- Everyone is responsible for maintaining school safety and following the Code of Conduct



### Supported

- RCPS is a community that values mutual respect
- RCPS expectations for student behavior are shared with all stakeholders
- Resources are available to assist members of our school community in a judgement-free environment



### Engaged

- RCPS and school social media are followed and shared in a positive manner
- Authentic relationships are created with members of the school community
- All students are prepared to learn and all teachers are prepared to teach engaging lessons every day



### Connected

- Open communication between and among all stakeholders is valued
- Family engagement activities are key to building lasting relationships

## GENERAL SCHOOL INFORMATION

### AGE/ENTRANCE REQUIREMENTS

All children who will be five years old on or before September 30 are eligible for kindergarten. Children who are six years old by September 30 must be enrolled in school. Students who will enter kindergarten and children attending Roanoke City Public Schools for the first time must register.

There are four documents that must be presented to school officials when registering a student: an original certificate of birth, a report of physical examination that took place within 12 months of the date of entry and proof of residency.

Questions should be directed to: Office of Academics, **(540) 853-2300**.

### GRADUATION REQUIREMENTS

Roanoke City Public Schools awards graduation diplomas and certificates of program completion, which meet the regulations of the Virginia Department of Education and comply with Virginia's Standards of Accreditation.

Detailed information regarding diploma types, graduation requirements, and program completion requirements may be found in the high schools' Programs of Studies. These documents are available at high school counseling offices and on the division's website ([www.rcps.info](http://www.rcps.info)) in the PARENTS section on the Annual Required Notices page. Graduation information may be found on the Virginia Department of Education's website, [www.doe.virginia.gov](http://www.doe.virginia.gov), under Graduation Requirements.

The most commonly awarded diplomas are the Standard and Advanced Studies Diplomas.

#### *Standard Diploma Requirements:*

Students entering the 9th grade must earn 22 credits in the required courses and must pass five SOL assessments: two End-of-Course English Tests (Reading and Writing), one test in mathematics, one in history/social science, and one in science. One of the 22 credits must be Economics

and Personal Finance. Students seeking the Standard Diploma must also earn elective credits in at least two sequential elective courses. All students seeking the standard diploma must earn a board-approved career and technical education credential and successfully complete one virtual course, which may be non-credit bearing.

#### *Advanced Studies Diploma Requirements:*

Students entering the 9th grade who are seeking the Advanced Studies Diploma must successfully complete one virtual course (which may be non-credit bearing); at least 26 credits, one of which must be Economics or Personal Finance; and five verified credits from SOL testing: two English (Reading and Writing); one in mathematics; one in science; and one in history and social science. Verified credits are awarded when the student passes a course to earn a standard unit of credit and achieves a passing score on the related End-of-Course SOL test. Students who have an A or B grade average are strongly encouraged to enroll in advanced courses. The student must also either take three years of one foreign language or two years of two languages.

For any high school credit-bearing course taken in middle school, parents may request that the grades be omitted from the student's transcript and the student not earn high school credit for the course in accordance with policies adopted by the local school board. Notice of this provision must be provided to the parents with a deadline and format for making such a request. The student may be required to retake the course in the future.

### THE RCPS GRADING SCALE

100	–	90	=	A
89	–	80	=	B
79	–	70	=	C
69	–	60	=	D
59	–	0	=	F

## STUDENT TRANSFERS

Students shall attend the school in the zone where they legally reside. A transfer may be approved for a student if the reason for the request meets one of the criteria established by the school board for a transfer. Requests for transfers will be accepted only from March 15, 2023 through April 15, 2023.

Every effort will be made to notify parents and guardians no later than June 15, 2023. After March 1, 2023, transfer request forms will be posted at [www.rcps.info](http://www.rcps.info) or can be obtained from any school office. For additional information, call the Department of Student Services at **(540) 853-1393**.

Students residing in other school divisions may apply to attend school in Roanoke City. These students will be admitted on a space-available basis and must meet academic, attendance, and behavioral conduct criteria.

## DISTRICT REPORT CARDS

The Every Student Succeeds Act (ESSA) requires divisions that receive Title I funds to make an annual district report card showing specified information available to parents. The Virginia Department of Education posts the information required by ESSA on its website and has stated this posting satisfies the requirements of ESSA. This information may be found at [www.doe.virginia.gov](http://www.doe.virginia.gov).

## DIVISION-WIDE COMMUNITY ELIGIBILITY PROGRAM:

All schools in the division will be participating in the Community Eligibility Provision (CEP) as implemented under the Healthy, Hunger-Free Kids Act of 2010. Enrolled students will be provided a nutritious meal for breakfast and lunch each day at no charge to the household. Households will not be required to submit

a meal application form to receive meals at no charge. Any questions can be directed to:

### Ellen Craddock

*Director of Food and Nutrition*

Roanoke City Public Schools  
P.O. Box 13145, NW • Roanoke, VA 24012

(540) 853-2863 • [ecraddock@rcps.info](mailto:ecraddock@rcps.info)

All meals served must meet standards established by the US Department of Agriculture (USDA). However, if a student has been determined by a doctor to have a disability that prevents the student from eating the regular school meal, the school will make reasonable substitutions prescribed by the doctor. If a substitution is prescribed, there will be no extra charge for the meal. If your student needs substitutions because of a disability, please call **(540) 853-2863**.

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

## FEES AND FORMS

Visit us at [www.rcps.info](http://www.rcps.info) for important medical forms, transfer forms, student privacy forms, etc. Forms are also available at the main office of your child's school.

### TEXTBOOK FEES

Textbooks will be provided at no charge. At the end of the school year, a fee will be charged for any damaged or lost textbooks.

### SCHOOL FEES

Additional fees may apply depending on the grade level and course requirements. A list of fees for physical education, lockers, and any other necessary school activities will be provided for parents/guardians at the beginning of the school year by the individual school.

## CELL PHONE PROMISE AND GUIDELINES

RCPS understands that we are living in a society where cell phones and digital devices have become a part of our everyday lives. We also understand that above all, the education of our students is a primary goal. Staff, parents/guardians, school staff, and students recognize and accept that there is a time and place for the use of electronic devices.

It is also believed that the use of cell phones in school is a privilege and not a right. RCPS staff reserve the right to limit or control the use of cell phones and digital devices during the school day. RCPS staff and administration reserve the right to confiscate or ask for any cell phone/device being used in violation of the student conduct rules.

### STUDENT PROMISE

I understand and will follow these rules and procedures:

- Students are allowed to keep their cell phones/devices once they enter the building
- Students must keep cell phones/devices inoperable and face down or out of sight in the classroom, except when permission is granted by the teacher or staff
- Students must honor that the rules of the school, the permission of individual classroom teachers, and the authority of adults will always supersede any need the student may have for their cell phone/device
- Students may only use their cell phone/device in the classroom for educational purposes only as permitted by the teacher
- Students may listen to music with the use of ear buds on their cell phone/device as allowed by school staff

I will not engage in the highly inappropriate activities on cellular phone or other digital media devices. These activities include, but are not limited to:

- Electronic communication that contains inappropriate content, profanity, intimidation or threats to others;

- Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;
- Academic dishonesty or cheating
- The use of camera or recording features of cellular phones and portable digital media devices in restrooms, locker rooms or for any use constituting an invasion of any person's reasonable expectation of privacy;
- Communicating, in any way with outside groups or individuals to participate in violent acts, or other inappropriate or unlawful activities on school property or at school-sponsored activities
- Refusal to relinquish phone to persons of authority upon request

Students found in violation of these guidelines will receive appropriate disciplinary action in accordance with the RCPS Code of Conduct.

I have read and understand the Cell Phone Promise and Guidelines above and will do my part to respect and improve the learning environment.

\_\_\_\_\_

Student Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date