



Rosati-Kain High School

Student Handbook
2017-2018

*Through a vibrant Catholic education,
we cultivate the individuality, faith,
talent, and aspirations of young
women who will lead and serve the
world.*

Rosati-Kain High School
4389 Lindell Blvd.
St. Louis, MO 63108

Telephone: 314-533-8513
Fax: 314-533-1618
E-mail: rkattendance@rosati-kain.org
www.rosati-kain.org
CEEB Code: 263025

Sister Joan Andert, SSND
President

Dr. Elizabeth Ann Goodwin
Principal

Mr. Terence McNamee
Assistant Principal

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All italicized text contained in this handbook has been taken from the St. Louis Archdiocesan Administrative Manual for Catholic Education.

PURPOSE AND ACKNOWLEDGEMENT OF THE HANDBOOK

This Student/Parent Handbook contains established policies and procedures for the 2017-2018 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

This handbook is a contract with Rosati-Kain. **BY RETURNING THE SIGNED FORM, STUDENTS AND PARENTS ARE AGREEING TO ABIDE BY AND SUPPORT THE MISSION AND POLICIES CONTAINED IN THIS HANDBOOK.**

These policies and procedures most frequently address expectations of students. Obligations of the adults in the R-K community are implied. Adults are to assist students in acting with integrity, honesty, and respect. If there is clear indication of dishonesty on the part of students or adults, the school has the responsibility to apply appropriate sanctions. It is possible that parental dishonesty or efforts to undermine school policy could breach both trust and contract seriously enough to result in the termination of the relationship between the school and the family.

While school authorities are not able to fulfill every request, we commit ourselves and our staff to listen to needs and concerns presented in a timely manner and to develop a plan of action that balances the concerns to the best of our ability. While no handbook is complete or perfect, we have attempted to provide the information you need for productive communication.

The planning tools of the agenda are designed to help you take an active part in creating academic success. Successful students attend school regularly and are prepared for all classroom activities. Every student must keep an agenda throughout the year. Limited replacements are available for \$10.00.

This handbook is available to parents through the R-K Community tab of the Rosati-Kain website. Parents may also request a hard copy of this handbook.

Carefully review this handbook, sign the documentation form and return it to school by Friday, August 25, 2017.

HISTORY OF ROSATI-KAIN HIGH SCHOOL

Rosati-Kain High School began in September, 1911. The Rosati Center staffed by the School Sisters of Notre Dame and located in south St. Louis at St. Francis de Sales, and the Kain Center staffed by the Sisters of St. Joseph of Carondelet and situated at St. Teresa of Avila in north St. Louis were founded. The Southside center received its name from the first bishop of St. Louis, Joseph Rosati, C.M., who served the diocese from 1827 to 1843. The Kain Center was named in memory of John Joseph Kain who from 1895 to 1903 guided the archdiocese as its second archbishop.

In 1912 the Rosati and Kain Centers were joined to form the present Rosati-Kain High School which was located at that time at Grand and Lucas Avenues. The girls' high school remained at the site until 1919 when the Archdiocese purchased the Hayes mansion on the northeast corner of Lindell and Newstead. On the occasion of his silver Episcopal jubilee in 1921, Archbishop John Joseph Glennon authorized a drive in the diocese for a quarter of a million dollars. This gift brought to reality the present Rosati-Kain High School.

Rosati-Kain continues its philosophy of developing creative thinking and responsible freedom in its students. More than 12,000 members of the alumnae witness to the success of Rosati-Kain. The Rosati-Kain students of today are developing the possibilities of tomorrow.

PHILOSOPHY

Rosati-Kain places emphasis on creative thinking and responsible freedom lived in the context of the Gospel of Jesus Christ, which calls each of us to actualize the potential that lies within. To think creatively is to search out, discover, analyze, and test one's thoughts, feelings, and actions in relation to the ideas and wisdom that comprise our religious, academic, and aesthetic heritage. To be responsibly free is to make informed personal decisions, to be accountable for one's actions, and to respect the rights of others. The value we place on creative thinking and responsible freedom, thus defined, is the core that animates Rosati-Kain and gives direction to the education the school offers.

It follows that we value the individual highly, and encourage her to explore alternatives and develop personal values and resources to deal with life in a way fulfilling to her and beneficial to society. Within the context of a community of unique persons, we seek to foster the faith and compassion characteristic of a Christian.

It follows further that we value a climate that seeks to provide for a variety of styles of learning in which each person gradually comes to a self-direction and a self-discipline which allows her to deal creatively with a constantly changing world.

School Song

We stand as women of Rosati-Kain
Joined in mission, faith and love,
Living lives of integrity, justice and peace
Seeking the guidance of our God above.
We stand as sisters with a common bond:
Joy, hope and strength from friendship we gain.
Eyes on the future, honoring our past,
Grateful to you, Rosati-Kain! (2x)

SCHOOL WIDE CURRICULUM GOALS

Rosati-Kain High School students will

- Make effective choices based on Catholic faith, morality, Gospel values and personal spirituality.
- Understand the aspects of healthy living and use them to increase their spiritual, social, emotional, and physical health.
- Understand and appreciate the benefits of lifelong learning.
- Demonstrate a continuing commitment to community through service.
- Appreciate diversity.
- Communicate effectively and appropriately.
- Use high level thinking skills to conduct research, find sources, evaluate information, solve problems and determine validity of results.
- Be strong, independent, responsible, caring and self-disciplined women.

ACADEMIC POLICIES

I. Curriculum

All courses offered at Rosati-Kain High School are college preparatory; credit is issued on a quarter, semester, or yearly basis. Most of the academic courses require two semesters of instruction.

- A. Revised course descriptions are published annually, along with prerequisites, and registration requirements.

- B. The requirements for graduation:
- | | |
|--------------------|--------------------------------|
| English | 4 credits |
| Fine Arts | 1 credit |
| Health | 0.5 credits |
| Mathematics | 4 credits |
| Physical Education | 1 credit |
| Practical Arts | 1 credit |
| Science | 3 credits |
| Social Studies | 3 credits |
| Theology | 4 credits |
| World Languages | 2 credits in the same language |
| Electives | 4.5 credits |

II. Grading

- A. Academic progress is indicated by letter grades A through F; a letter grade of D or higher is required for credit. The following chart indicates the percentages, weighting and transcript symbols.

Grade (Percent)	GPA	Weighting: Points per grade	
		Regular	ACC/AP
A (93 - 100%)	3.6 - 4.0	4.0	5.0
B (85 - 92%)	2.7 - 3.59	3.0	4.0
C (78 - 84%)	1.7 - 2.69	2.0	3.0
D (70 - 77%)	0.7 - 1.69	1.0	2.0
F (Failure)		0	0

- B. There are times when a student may receive a quarter grade of "I" (incomplete). The administration, in consultation with the teacher involved, determines the conditions under which work will be completed. Ordinarily, incomplete work is to be resolved within one calendar week after the end of the quarter. Incompletes not resolved in this manner may result in a failure.

III. Honor Roll

Honor roll is determined by the current grade point average and citizenship each quarter.

- A. First Honors: GPA of 3.6 and above, no grade below a B.
- B. Second Honors: GPA from 3.2 through 3.599, no grade below a C.

IV. Student Conduct

- A. Conduct policies are determined by the teachers according to their published expectations of behavior.
- B. Students should always:
 1. Respect teachers and peers.
 2. Act with honesty and integrity.
 3. Be punctual and prepared for class.

C. Conduct grades are given each quarter:

1. "U" – unsatisfactory
2. "N" – needs improvement
3. "S" – satisfactory

V. Academic Policy

- A. Students must pass every course attempted.
- B. The Administration will track students' missing assignments. Once a cycle, the Administration will check Skyward and identify students with missing assignments, a grade of "F" or more than one "D". These students will be assigned to the Study Center for a cycle.
- C. Failed courses must be retaken regardless of the number of credits that have been earned.
- D. Semester grades are calculated as follows: Quarter 1 or 3 is 40% of the semester grade; quarter 2 or 4 is 40% of the semester grade, and the semester exam is 20% of the semester grade.
- E. Classes without a semester exam have grades calculated at Quarter 1 or 3 as 50% of the semester grade and quarter 2 or 4 as 50% of the semester grade.
- F. First semester failures in mathematics, science and world language may be made up by a passing grade for the second semester.
- G. Failed courses must be retaken in summer school with an accredited school or learning center at the approval of Rosati-Kain.
- H. All make-up courses must be pre-approved by the administration.
- I. Grades received for successful credit recovery will be received as a "D" on a student's transcript.
- J. Students needing to make up more than two credits while at Rosati-Kain may not be able to return for the next school year.

VI. Exam Card Policy

- A. All students must have an exam card in order to sit for semester exams.
- B. Student exam cards may be held for the following, but not limited to: outstanding fines, library books, athletic uniforms, absentee notes, technology charges, guidance assignments, or outstanding tuition.

VII. Academic Integrity

- A. *All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet websites and resources.*

- B. *No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose with the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.*
- C. Any student publications representing Rosati-Kain must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.
- D. Students will demonstrate academic integrity by completing their own work on all homework assignments, tests, quizzes, and projects.
- E. As a community, Rosati-Kain values hard work and honesty; therefore, cheating, dishonesty, negative behavior, or a lack of academic integrity will not be tolerated and will result in disciplinary action at the discretion of the administration.
- F. Teachers will instruct students and inform them when collaboration with classmates is expected and accepted. If students are unsure if they may collaborate with classmates, they should clarify the issue with their teacher. Examples of a lack of academic integrity are not limited to, but might include: plagiarizing, copying another classmate's assignment, or asking others about specific contents of a quiz or test.

VIII. Grade Reports

- A. Grade reports are issued at the end of each grading period (quarter) to inform students and parents/guardians of progress. At mid-quarter, parents/guardians of students who have a grade of 78% or below will be contacted via phone by the course teacher or an administrator.
- B. Students and parents/guardians who are current in their financial obligations have access to Skyward to check student progress online.

IX. Academic Probation

- A. Students with a cumulative GPA below 2.0 will be placed on academic probation for a minimum of one semester.
- B. A student who is on academic probation for more than one year may not be able to return to Rosati-Kain.

X. Graduation

- A. Students must earn a minimum of 28 credits for graduation.

- B. Seniors who fail a course, regardless of the number of credits earned, will not be eligible to receive a diploma.
- C. Only students eligible to receive a diploma will be able to participate in the graduation ceremony.
- D. Graduation requirements also include retreat days or retreat experiences each year and completion of their service requirement.

XI. Graduation Honors

All graduation honors are calculated at the end of the third quarter of senior year.

- Valedictorian is awarded to the student with the highest GPA and has attended Rosati-Kain for her last six semesters.
- Salutatorian is awarded to the student with the second highest GPA and has attended Rosati-Kain for her last six semesters.
- Summa cum laude, awarded for GPA of at least 3.8.
- Magna cum laude, awarded for GPA from 3.6 – 3.799.
- Cum laude, awarded for GPA from 3.2 – 3.599.

XII. Schedule

- A. Rosati-Kain High School follows a flexible six-day cycle that offers students a combination of scheduled and unscheduled time.
- B. It is each student's responsibility to plan her day and use her time well.
 1. Unscheduled time may be used for silent study, group work, research, and conferences with teachers, counselors, and advisors.
 2. Students may spend their unscheduled time in the learning commons, study center, computer lab, Coughlin courtyard or any available classroom. The cafeteria is open each day until the lunch mods are completed.
 3. The main lobby, stage, gym, locker rooms, music room, guidance center, art room, yearbook room, west-wing third floor, campus ministry office and athletic director's office are not open for student use without direct teacher supervision.
 4. Sleeping is not permitted in school.
 5. Students who need to be reminded of correct behavior during unscheduled time may be required to spend their unscheduled time in the study center.
 6. Students are not to be in the halls except during the last three minutes of each class.
 7. Students are not permitted in the halls between the start of the last class and dismissal.

CO-CURRICULAR PROGRAM

Representing Rosati-Kain as a leader within school or in the broader community is a privilege and a responsibility. Students who exhibit poor judgment or behavior that brings dishonor to the school or themselves may forfeit the privilege of representing Rosati-Kain High School.

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have evident educational purposes. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity. Parent's/guardian's permission must also be obtained for a student to participate in extracurricular activities.

I. Academic eligibility standards

Any student representing Rosati-Kain High School in a Missouri State High School Activities Association (MSHSAA) event must conform to all standards established by the organization. Academic requirements and eligibility rules are found under MSHSAA By-Law 213.0 (See handbook at mshsaa.org)

- A. The following eligibility standards have been established to emphasize the importance of and safeguard the attainment of academic success.
- B. These eligibility standards apply to athletics and plays. All coaches and moderators have the right to set additional standards for membership, participation and leadership. The administration may apply these standards to students participating in co-curricular activities.
- C. Any student receiving a failing mid-quarter or quarter grade in a continuing class will be ineligible for at least one cycle (six school days). Rosati-Kain's Administration and Athletic Director reserve the right to monitor student grades.
 1. A student who is ineligible may not try out, practice, or participate in any way on teams, plays, or co-curriculars.
 2. The student may regain eligibility when the coach or moderator receives written verification, of a passing grade, from the Administration or Athletic Director.
- D. Students must maintain a cumulative minimal GPA of 2.0 (C) and be current with credits at the quarter or semester to be eligible to participate in athletics, plays and musicals.
 1. Any student who loses credit due to a failure in a quarter or semester class, will be ineligible to

participate for at least one cycle or until the deficiency is corrected.

2. A student who is ineligible may not try out, practice, or participate in any way on teams, plays, or co-curriculars.
- E. Students must have passed 6 of 7 classes during the spring semester of the 2016-2017 academic year in order to be eligible to participate in athletics and plays in the first semester of the 2017-2018 school year. The missing credit must be completed prior to the start of the 2017-2018 school year.
 - F. Students missing any part of a school day (including Advisory) must have written permission from the Administration or Athletic Director to participate in athletic, theatre, or club activity that day.

II. Opportunities to participate

Students are encouraged to participate in at least one of these activities. Moderators and coaches will supervise all meetings and practices, including waiting with students for rides.

A. Clubs and organizations:

- Adventurers Club
- Ambassadors
- Asian Culture Club
- Astronomy Club
- Bocce Club
- Book Club
- Campus Ministry
- Chess Club
- Computer Coders
- Diversity Club
- French Club
- Harry Potter Club
- Kougar Outreach
- Library Guild
- MakerSpaces
- Mu Alpha Theta
- Music Ministry
- National Honor Society
- OSM (Overseas missions)
- Pro-life Club
- RK-pellas
- Robotics
- Science and Environmental Club
- Scholar Bowl Club
- Science Honor Society
- Service Club
- Spanish Club
- Spanish Honor Society
- Spirit Club
- Student Council
- Ultimate Frisbee
- Youth in Government

B. Athletic Teams:

- Basketball
- Cheerleading
- Cross Country
- Field Hockey
- Lacrosse
- Soccer
- Softball
- Swimming and Diving
- Tennis
- Track and Field
- Volleyball

III. Athletic policies

- A. All athletes must abide by all the state (MSHSAA) regulations and the specific rules of Rosati-Kain as presented in the *Athletic Policies Handbook*.
- B. Any violation of the state rules or school policies shall terminate a student's participation on any school team.
- C. Policies including, but not limited to, athletic eligibility, uniforms, fees, forms, awards, and sportsmanship are contained in the *Rosati-Kain High School Athletic Policy Handbook*.

IV. National Honor Society policies

- A. The National Honor Society sets forth policies that must be followed by all local chapters to ensure that members exemplify the highest standards of scholarship, leadership, character and service.
- B. The Cardinal Glennon Chapter at Rosati-Kain, in accordance with the Constitution and By-Laws of the NHS, has established the following procedures for selection of new members:
 - 1. Juniors and seniors who have a cumulative GPA of at least 3.6 are eligible to be considered for membership during the first quarter of each year.
 - 2. Eligible students will be invited to submit evidence of their qualifications for membership.
 - 3. Each applicant will complete an application portfolio covering all co-curricular activities at Rosati as well as outside involvement including volunteer and community service.
 - 4. Portfolios will be submitted to the NHS advisor.
 - 5. Faculty and staff are invited to give input into selection.
 - 6. A faculty committee appointed by the administration selects new members.
 - 7. The NHS moderator is a non-voting member of the selection committee.
 - 8. Students are notified of the decisions in writing.
 - 9. To remain in good standing, members must continue to exemplify the high standards by which they were selected.

V. Academic Honor Societies

- A. Société Honoraire de Français
 - 1. Eligible students are chosen by their scholarship in French.
 - 2. To remain in good standing, members must continue to exemplify the high standards by which they were selected.
- B. Sociedad Honoraria Hispánica
 - 1. Eligible students are chosen by their scholarship in Spanish.

2. To remain in good standing, members must continue to exemplify the high standards by which they were selected.
- C. Science National Honor Society
1. Eligible students are chosen by their scholarship in Science. Students, who have a cumulative GPA of at least 3.0 and a 3.6 in their Science courses and who have completed at least one advanced Science course are eligible to be considered for membership during the first quarter of each year.
 2. To remain in good standing, members must continue to exemplify the high standards by which they were selected.
- D. Mu Alpha Theta
1. Eligible students are chosen by their scholarship in Mathematics. Students who have a cumulative GPA of at least 3.0 and a 3.5 in their Math courses and who have completed four semesters of college preparatory Mathematics courses are eligible to be considered for membership during the first quarter of each year.
 2. To remain in good standing, members must continue to exemplify the high standards by which they were selected, and must attend a minimum of six monthly meetings each year.

ATTENDANCE

The regular school day begins at 8:00 a.m. and ends at 2:45 p.m. All students are expected to be punctual. Student absences are usually due to student illness, emergencies, unavoidable appointments, or a death in the family. Work missed must be made up in a timely manner according to the policy set by each teacher.

I. Hours

- A. The café is open at 6:00 in the morning for students to wait for the rest of the building to open.
- B. The Learning Commons is open from 7:30 a.m. to 3:30 p.m.
- C. The school building closes at 3:15 p.m. At 3:15 p.m. students must report to the Learning Commons. The Learning Commons will remain open until 5:00 p.m.

II. Absence

Students are considered absent whenever they are away from school during school hours except for school-sponsored or school-sanctioned co-curricular activities.

Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reason for absence.

- A. An important component of academic success is a habit of consistent attendance and punctuality. Although a student may be very conscientious about making up assignments that are missed due to absence, there is no way to recreate the experience of any particular classroom presentation or discussion. The personal interaction, which takes place among the students and teachers, is an integral part of education.
- B. A student participating in a school-sponsored event during the school day is not considered absent.
 - 1. She must inform the teachers of classes to be missed in order to arrange for make-up work.
 - 2. The teacher sponsoring the activity will provide the entire faculty with the names of the participating students in a timely manner prior to the activity.
 - 3. Any teacher may recommend that a student not attend a field trip for academic reasons.
- C. If a student is not in class, teachers will notify the main office. When a student arrives after 8:00 a.m. she must sign-in at the main office. She will be issued an admit slip. If a student arrives late or leaves early, an email is sent to teachers with the student's name and time of arrival or departure.
- D. A student is marked one-half day absent if she misses up to three class periods during the day.
- E. A student is marked for a full day of absence if she misses more than three class periods during the day.
- F. Unscheduled time is part of the school day.
- G. Absences exceeding 10 days per semester is considered excessive and may have a negative impact on a student's grades and could possibly result in loss of credit or withdrawal from Rosati-Kain.
 - 1. It is very important that parents communicate with the administration regarding extended absences.
 - 2. In some cases the administration may require a medical report documenting the length of the absence and/or permission to return to school.

III. Planned Absence

- A. Parents are strongly encouraged to coordinate all absences with Rosati-Kain's calendar. Student's work missed as a result of an extended absence may not be accepted for full credit.

- B. If a student plans to be absent, she must present a note to the office **one week prior** to the absence, and follow the planned absence procedure.
- C. If the planned absence will last three or more days, the student must communicate directly with the administration and present the extended absence form to each of her teachers.
- D. Failing to follow this procedure may result in make-up work not being accepted for credit.

IV. **Early dismissal**

- A. Parents are to schedule out-of-school appointments after dismissal, on non-school days, or on weekends whenever possible.
- B. Early excuses from school should be an exception. Unscheduled time is part of the school day.
- C. If it is necessary for a student to miss a portion of the school day, a note from a parent or guardian indicating the time and reason for the early dismissal must be presented to the office by 8:00 a.m. on the day of the early dismissal.
- D. The student is to sign out in the office when she leaves and sign in when she returns.
- E. Leaving any time during the school day will be a minimum of a half day absence.
- F. A student is permitted to leave the school for illness only after the parent/guardian has been contacted by phone in the main office.

V. **Tardiness**

- A. *A student is tardy who arrives after the time fixed by school policy for the start of the school day.*
- B. The first bell rings at 7:55 a.m. The advisory bell rings at 8:00 a.m.
- C. **A student who is not in her advisory at the beginning of the advisory period will be marked tardy.**
- D. Any student arriving at school after advisory has begun must report to the office before going to advisory.
- E. If a student is tardy ten times in one semester, she may be placed on scheduled study for the rest of the semester. Additionally, following the tenth tardy, the student and her parents may be required to conference with the administration to develop a plan to improve promptness.
- F. The individual classroom teachers handle class tardiness. In the case of excessive classroom tardiness students will be referred to the administration and may be scheduled.

VI. **Absence procedures**

- A. On the day of the absence a parent or guardian must inform the school by telephone or e-mail before 8:15 a.m. and give the reason for the absence.
- B. When returning to school following an absence, the student must:

1. Provide written notice signed by a parent giving the dates and reason for absence to the front office. E-mails from parent/guardian accounts registered with the main office are also accepted. E-mails can be sent to rkattendance@rosati-kain.org.
2. Missing homework should be given to the teacher the next school day **even if the class does not meet**. If a student has missed a test, she must make up the test within three school days. **Participation in sports or work at an outside job will not be considered as acceptable excuses for failing to make up class work.**
3. If a student has been absent because of a lengthy illness, special arrangements will be made. Parents should contact the administration or the Registrar.
 - a. The school may require documentation from a physician or counselor prior to the student returning to school.
 - b. Parents are strongly encouraged to support their children to be in school as much as possible.

VII. Skipping scheduled events

Students who skip a class or scheduled activity will be assigned to scheduled study for 20 days.

VIII. Truancy / leaving the building without permission

- A. *A student is truant if she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent /guardian and school officials.*
- B. Truancy and leaving the campus during school hours without permission from the administration are serious violations of school regulations and result in automatic and immediate suspension from school.
- C. Any student who is truant or leaves the building without permission must participate in a conference with her parent(s) and the administration before being readmitted to school. She will be assigned scheduled study for 40 days.
- D. Additional consequences may also be set. Students missing tests or assignments because of truancy or resulting suspension receive no credit for work missed.
- E. A second occurrence may result in a student being withdrawn for cause.

IX. Out of School Activities

- A. In order to leave the school building for field trips or for any other school activity, the student must complete paperwork provided by the sponsoring teacher. (See Attendance II:B:1, page 15)
- B. Students whose paperwork is late or incomplete may not be permitted to leave school.

- C. Students not following prescribed dress code may not be permitted to participate.

X. Assemblies

- A. All students are expected to attend general assemblies whether of a cultural, religious or informational nature.
- B. Each student will show respect and courtesy toward the speakers, guests, and toward one another.

XI. Open Campus

- A. Seniors in good academic and disciplinary standing may be eligible for open campus during the 4th quarter of the year. Parental consent is required for a student to be granted this privilege.

STUDENT SERVICES

I. Advisory

- A. Each student is assigned an advisor each year who will assist her in achieving success.
- B. Advisory meets daily. Students must report to advisory on time.
- C. Special advisory activities and events may be scheduled throughout each semester.
- D. Regular advisory activities include prayer, morning announcements, Student Council reports, attendance, etc.
- E. Purpose of advisory:
 - 1. To encourage each girl to achieve her true potential.
 - 2. To establish mutual respect for individuals that will promote a friendly, courteous atmosphere.
 - 3. To promote more effective communication among the administration, faculty and students.

II. Campus Ministry

- A. The faith formation of our students at Rosati-Kain is a priority for all members of our community. Campus Ministry facilitates the spiritual growth of our community through prayer, liturgy, retreats, and Christian service.
- B. The campus minister provides leadership for coordinating liturgies, retreats, and service work. Students are invited and encouraged to be involved in the planning of these events.
- C. Prayer and Liturgy
 - 1. All-school liturgical celebrations are scheduled on a monthly basis.
 - 2. Individual classes have the opportunity to celebrate Class Mass once a semester.
 - 3. All students, faculty, and parents are invited to attend Mass on Thursday mornings before school at 7:20am.

4. Students are provided the opportunity to participate in the Sacrament of Reconciliation during Advent and Lent.

D. Retreats

1. The retreat program is a vital and integral part of the total school program. Students participate in a retreat experience each year. Participation is a graduation requirement.
2. Freshmen, Sophomores, and Seniors participate in off-campus Prayer Days.
3. Juniors participate in an overnight Kairos retreat (3 days, 2 nights).
4. Students who are absent from these days must make arrangements with the campus minister to fulfill the graduation requirement of a yearly retreat experience.

E. Service project

1. Service is an expression of the love of Jesus Christ and the relationships he calls us to with others. It is hoped that students will feel called to continue a life of service beyond their years at Rosati-Kain. Over the course of their 4 years, students will engage in a minimum of 100 hours of service.
2. Freshmen complete 10 hours of service in their communities, neighborhoods, parishes, families, etc.
3. Sophomores complete 15 hours of service.
4. Juniors complete 75 hours of service, the majority of which are completed as a part of the Junior Service Immersion Experience.
5. Students in their Junior year engage in the Junior Service Immersion Experience. The service immersion experience is approved by and completed under the direction of the campus minister. Juniors select their own sites in which they will serve daily for two weeks. Service projects will be completed with an agency whose sole purpose is to serve other people in some capacity.

III. Guidance Services

A. The guidance office consists of two full-time counselors.

B. Services include:

1. Transition issues, into and out of high school;
2. Academic testing and interpretation;
3. College and career counseling;
4. Assisting students with personal and social development via a planned advisory program, and individually as needed;
5. Coordinating the school's response to students with special learning needs. Individual conferences may be initiated by the student, parent, or the counselor.

- C. Counselors meet individually with students of all grade levels annually for school, career, and college planning.
- D. As directors of the testing program, the counseling staff supervises the administration of standardized testing.
- E. Each grade level takes appropriate college-preparation academic testing, and students receive interpretation of the results.
- F. The guidance department has implemented a four-year program for college planning:
 - 1. Freshmen meet in small groups with their counselor to focus on adjustment to high school, and collaborate with the practical arts department producing a resume.
 - 2. Sophomores and their parents are strongly encouraged to attend an informational evening early in the second semester. Sophomores also meet individually with their counselor for their junior-senior academic planning.
 - 3. Juniors meet individually with their counselor to go over PSAT results and begin the college search process in January. They receive a comprehensive handbook at a required evening meeting with parents during second semester, detailing the college application process. This is updated in the fall of senior year.
 - 4. Seniors and their parents attend an evening meeting during the first week of school to receive an overview of application procedures. Shortly thereafter, the seniors attend small group meetings with their counselor to go through the process in more detail.
 - 5. The Guidance Department processes college applications and maintains correspondence and relationships with colleges and universities, and with other counselors in the area.
 - 6. Rosati-Kain utilizes *Naviance*, an on-line college and career readiness program. This web-based tool is designed to facilitate communication between student and counselor, and to organize and track the entire college search and application process. This includes electronic transmissions of transcripts and recommendations. Students are asked to submit all earned scholarships, via *Naviance*, for proper recognition.
- G. The guidance department, with an outside consultant, administration, and other faculty, maintains a school Care Team, which meets regularly to formulate possible interventions for individual student success.

- H. The guidance department coordinates with the community and faculty to provide developmentally appropriate programs. Topics include such issues as self-esteem, communication skills, wellness issues, identifying and reducing at-risk behaviors, etc.
- I. The guidance office will work with students, parents, and faculty to identify and develop learning profiles for students with special learning needs. Parents are encouraged to communicate these needs to our office.

IV. Health services

- A. All students must be in compliance with Missouri state immunization requirements before the start of the school year.
- B. Questions regarding health records should be directed to the health department of the city of St. Louis at 314.612.5000.
- C. If a student becomes ill while at school, she is to report her illness to a teacher who will see that she is escorted to the office.
 - 1. The office staff will contact a parent/guardian or other person designated on the emergency form to determine a course of action. Parents are required to keep emergency contact information current.
 - 2. Rosati-Kain does not have sick room facilities to accommodate students who are ill.
 - 3. Parents are to arrange transportation in a timely manner.
 - a. If appropriate, arrangements will be made for the student to be sent home.
 - b. One option is for the parent to arrange transportation by cab.
 - 4. **No student will be permitted to drive another student home during the school day.**
- D. In the case of trauma or other serious medical emergency, the school will call 911 and procedures described on the signed emergency form will be followed.
 - 1. In order that students can be cared for, it is necessary that emergency forms are complete and kept current.
 - 2. Any changes to the emergency form must be reported to the office immediately.

V. Administration of medication

- A. *Ideally, all medication, prescribed and over-the-counter should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illness or disabilities. If a student requires medication during the school day, the following must be in place:*

1. *The direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner, signed and properly filed with the school.*
 - a. *The current prescription label on the container may serve as a physician's order.*
 - b. *Physician's orders may be faxed to the school.*
 2. *Written consent of the parent/guardian for school personnel to administer the medication.*
 3. *The medication in the original container.*
 4. *Proper training of personnel on medication administration.*
- B. *Students may not carry medication on their person, with certain exceptions.*
- C. *The transfer of medication is prohibited. Under no circumstances should students share medication.*

VI. Students with Special Needs

- A. *Significant Medical Conditions*
1. *A student enrolled who has a significant or potentially life-threatening medical condition may require special consideration.*
 2. *Steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.*
- B. *Special Needs*
1. *Current diagnostic evaluation and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and provide for them the appropriate adjustments during their term of enrollment are required.*
 2. *The effort to address special learning needs will be attempted within the parameters of the school's financial and human resources.*
 3. *In the occurrence that the school cannot meet the student's particular special needs, assistance will be given to find appropriate alternatives.*

VII. Cafeteria

- A. *Lunch is served during three designated periods. All students must either purchase an R-K lunch or bring one from home. Deliveries from restaurants are not permitted.*
- B. *Students are expected to bus tables before leaving the cafeteria. Students are reminded to model respect for other students and staff, especially our custodians.*
- C. *The cafeteria is open to students at 6 a.m. Breakfast foods are available.*
- D. *The cafeteria is closed daily following lunch.*

- E. Consumption of food and beverages should take place in the cafeteria. On occasion, food and water bottles may be allowed in classrooms at the discretion of the teacher present.

VIII. Books, laptops, and learning resources

- A. Each student is responsible for the care of her laptop, textbooks, and other learning materials and is required to reimburse the school for damage or loss of any resources she is given to use.
- B. Refer to the *Rules and Code of Ethics for Rosati-Kain Technology Users* for details regarding care of laptops.
- C. All textbooks are to be covered in order to preserve their usefulness. Book covers are available in the Learning Commons.
- D. Each year students may be able to use laptops and other technological tools only after agreeing with the technology policies and signing the *Rosati-Kain Technology Agreement*.

IX. Lockers

- A. Assigned lockers and locks are to be used for student belongings.
- B. Backpacks and bulky bags are not permitted in class. Any purse or bag carried during the school day must be small enough to fit under a student's desk.
- C. Students are to take proper care when storing the laptop in their lockers. Foam covers are to be used at all times.
- D. Student lockers are to remain locked throughout the day.
- E. For safety reasons, student belongings left in public areas may be confiscated and a fine assessed.

X. Lost and Found

- A. Lost and found is located in the main office.
- B. Unclaimed articles are disposed of on a regular basis.

XI. Messages

- A. Parent communication with students during the school day must be directed through the main office. Parents are asked to refrain from texting or phoning students during the school day.
- B. Students will be notified immediately in case of emergency.

SCHOOL POLICIES

I. Admissions

- A. Rosati-Kain High School does not discriminate with respect to race, color, national origin, or handicap that can be reasonably accommodated.
- B. All students regardless of religious background and affiliation participate in the religious components of the curriculum and school life.

- C. All members of the Rosati-Kain community are expected to value and respect the religious and spiritual dimensions of Rosati-Kain High School.
- D. Ordinarily, students apply for admission in November of their eighth grade year, following the application process coordinated by the Archdiocesan Catholic Education Office.
- E. The criteria for acceptance to Rosati-Kain are based on performance in the upper grades and include:
 - 1. Nationally-normed standardized test scores at the seventieth percentile or above;
 - 2. Above average academic performance in sixth, seventh and eighth grade;
 - 3. A record of good attendance and conduct.
- F. Students wishing to transfer must submit an application including previous elementary and secondary work.
 - 1. Acceptance is based on the criteria above and above average performance in a course of studies consistent with the normal Rosati-Kain curriculum.
 - 2. Recommendation from previous high school will be sought.
- G. Acceptable transfer credits will be determined by the administration prior to registration.
 - 1. The transfer student's GPA will be recalculated using Rosati-Kain's point system.
 - 2. When typical school records are not available, credit may be awarded based on satisfactory performance on assessments developed or approved by the administration.
- H. Ordinarily, local transfer students are not accepted at the junior or senior level.
- I. *Current diagnostic evaluation and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and provide for them the appropriate adjustments during their term of enrollment are required.*
- J. Final decision on all admissions and acceptable credits rests with the administration of Rosati-Kain High School.

II. Registration

- A. *The registration process includes:*
 - 1. *Completion of the registration form.*
 - 2. *A completed emergency form.*
 - 3. *A registration form indicating special needs.*
 - 4. *Verification of the date of birth by a review of the birth certificate or baptismal certificate.*
 - 5. *Verification of custody arrangements in cases which the parents of the student are divorced (a copy of the divorce decree, which verifies custody arrangements, must be provided).*

III. Physical Exams

- A. *Students should have a complete physical examination upon entrance to ninth grade.*
- B. *All new entrants at any grade level should have a physical examination if they have not had a physical in the last twelve months.*

IV. Student records

- A. *Access to records*
 - 1. *Parents/guardians have the right to inspect and review the official active file of their children.*
 - 2. *A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's information.*
- B. *Transfer of records*
 - 1. *There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian and/or the student if the age eighteen years or older. If the student is 18 years old or older and still enrolled in the school, the authorization of both the student and parent/guardian is required. If a student is 18 years old or older and is no longer enrolled in the school, then the student has the sole right to authorized release of records. Records are not released to parents or students but transferred directly from the school to the institution designated to receive them.*
 - 2. *Students' records may be released without prior consent when the court has them subpoenaed.*
- C. *Release of Student Discipline Information*
 - 1. *Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in school. This applies to both written and/or oral information.*

V. Student residency

- A. *Ordinarily, students reside with a parent or legal guardian.*
- B. *Catholic schools recognize and value their partnership with parents as the primary educators of their children. However, situations may arise in which living arrangements other than with a parent/guardian are in the best interest of a student.*

- C. Each situation must be evaluated on an individual basis. Care must be taken that the living arrangements address the student's needs in a way that does not reflect negatively upon the school.
- D. The school must have documentation regarding who bears responsibility for the student's academic, medical and financial welfare.

VI. Communication

- A. The school communicates with the parents through a monthly newsletter, a weekly email blast, SchoolMessenger, and the Rosati-Kain website www.rosati-kain.org.
 - 1. The newsletter is published ten times a year. There is no newsletter in July or December.
 - 2. The newsletter and email blast include calendar updates, announcements of report card dates, notice of parent meetings, events sponsored by the parents' club and news of student awards and accomplishments, as well as policy clarifications and/or revisions.
- B. Student progress is communicated through quarterly report cards.
- C. Parents and students have the opportunity to access grade information through the online grading program, Skyward.
- D. Parents/Guardians will be contacted regarding mid-quarter academic progress for any student on academic probation or with grades of 78% or below.
- E. The administration or faculty may make additional reports, or contact parents and/or students via e-mail, on an as-needed basis.
- F. Formal parent-faculty conferences are held at least once a year.
 - 1. Individual conferences can be requested at any time by parents, faculty members, counselors, advisors or administrators.
 - 2. Parents are encouraged to make appointments with any members of the faculty as they see necessary.
- G. The guidance counselors, teachers, the campus minister, and administration are committed to being available to any student or parent for consultation. It is preferable that these meetings be scheduled in advance when it is possible.
- H. Parents and guardians assume the responsibility for providing pertinent information to the school office, including complete emergency information, student health issues and current custody agreements. This information must be kept up to date.

- I. SchoolMessenger, a telephone broadcast system, can be activated that enables school personnel to notify all parents by phone if an emergency or unplanned event causes a change in the expected schedule on any given day. This system may also be used to communicate general announcements or reminders.
- J. *Names, addresses, and e-mail addresses of students and their parents/guardians are not released to any unauthorized person or agency.*

VII. Discipline

- A. The goal of discipline policies and procedures at Rosati-Kain is to educate and remediate rather than to merely punish.
- B. Each Rosati-Kain student is expected at all times to abide by the norms of behavior described in this handbook. In particular, it is always the expectation to treat everyone with respect and dignity.
- C. Minor infractions of school policies will usually be addressed with reminders and an expectation of improvement.
- D. Failure to remediate or frequent repetition of minor infractions may require more drastic action. In these cases, loss of additional privileges may be in order.
- E. Suspension is the removal of a student from all classes for a specified period of time.
 - 1. In the event of suspension, the parents are notified as quickly as possible.
 - 2. While suspended, the student may not participate in any activities related to Rosati-Kain or represent Rosati-Kain High School in any way.
 - 3. Conditions required for readmission will be determined by the administration. Professional alcohol/drug dependence evaluation may be required in the case of possession of a controlled substance.
- F. Probation is the continued enrollment of a student, but with specified conditions.
- G. Withdrawal for cause is the permanent end of enrollment of a student from school. *Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.*
- H. Any student behavior in or out of school that brings negative attention or dishonor to Rosati-Kain High School will be addressed by the administration.

Personal misconduct or media messaging may result in disciplinary sanctions as severe as withdrawal for cause.

- I. Rosati-Kain students bringing guests to school functions assume responsibility for the conduct of their guests. Consequences incurred by guests apply equally to the Rosati-Kain host.
- J. The president makes the final decision in all serious discipline matters.

VIII. Dress code

- A. *Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.*
- B. With respect for the educational setting and as an expression of her own positive self-regard, each student accepts the responsibility to look **neat and clean**.
- C. All clothes must be in good repair, appropriate to each student's body type and not form fitting.
 - 1. Frayed hems are not acceptable.
 - 2. All clothing must be worn as it was meant; right side out, not rolled up, and not dragging on the floor.
- D. It is each student's responsibility to know and follow the dress code.
 - 1. **Students are expected to remain in correct dress code throughout the entire school day, which includes lunch and unscheduled time.**
 - 2. Advisors will check for dress code compliance every morning during the advisory period.
 - 3. Students are expected to correct any dress code problem immediately. Students will not be permitted to attend class if they are not in compliance.
 - 4. Uniform skirts or polos borrowed to correct violations must be returned by advisory the following day. Unreturned items will result in scheduled study and incurred replacement costs.
- E. The administration can make discretionary decisions regarding student appearance.
- F. Dress Code regulations:
 - 1. Shirts:
 - a. An R-K polo or R-K mock turtle spirit shirt must be worn at all times.
 - b. Uniform R-K polo shirts are purchased through the Kougat Kloset or Just Me Apparel.
 - c. Mock turtle spirit shirt may be worn as an outer shirt, not covered by a sweater or sweatshirt.

- d. T-shirts worn under the polo shirt must not be visible at the sleeves or bottom hem. Any graphics on t-shirt must not be visible through the polo shirt.
 - e. Dress code shirts may be left untucked only if they are not longer than any sweater or sweatshirt.
2. Slacks and shorts:
- a. Slacks and shorts must be solid khaki.
 - b. Pants must be made of cotton twill material. Knits are not permitted.
 - c. Decorative ties, zippers, oversized outer pockets and color trims are not permitted.
 - d. Shorts should not be more than two inches above the knee.
 - e. Capri pants are permitted.
 - f. Khaki jeans are not acceptable as appropriate school attire (i.e. no double stitching, rivets or sewn on outer pockets).
3. Skirts:
- a. Plain khaki or the plaid uniform skirts are permitted.
 - b. Skirts should not be more than two inches above the knee.
 - c. If there is a slit in the skirt, it must not be more than two inches above the knee.
 - d. Skirts must be zipped and buttoned at the waist.
 - e. Any other clothing worn under a skirt must not be visible.
4. Sweatshirts and sweaters:
- a. Any R-K sweatshirt, sweater, pullover, jacket, windbreaker or fleece may be worn. Non-R-K jackets, coats, windbreakers may not be worn during school hours.
 - b. Non R-K sweatshirts (crew or hooded) that do not advertise any other high school are allowed.
 - c. Shirrtails must not be visible at the bottom hem of any sweater or sweatshirts.
5. Shoes:
- a. Shoes must be worn and be quiet and safe.
 - b. Athletic shoes and sandals may be worn.
 - c. Platform shoes, athletic slides, and beach-type flip-flops may not be worn.
6. Leg-wear:
- a. Socks of any color may be worn but are not required.
 - b. Tights and leggings must be a solid color.
 - c. No fishnet is allowed.

7. Accessories:
 - a. Caps, hats, bandannas, scarves and sunglasses are not to be worn during the school day.
 - b. Simple jewelry and make-up are permitted.
 - c. Hairstyles should be simple.
 - d. When hair is color-treated, it must be one natural hair color. Hair extensions must be a single natural color of hair.
 - e. Eyebrow, lip, tongue piercings, and nose-rings are not allowed.
 - f. Body art, excessive writing, or drawing on self is not permitted.
 - g. Visible tattoos are not permitted.

IX. Policies for Rosati-Kain dances and other events

- A. Students are required to have their parents complete dance information forms for themselves and their guests to be used in case of emergency. These forms must be turned in to the faculty moderator by the stated deadline before the day of the dance.
- B. Students and guests are to be at the dance no later than ½ hour after the dance begins; there is no admittance after this deadline unless previously arranged with the administration or faculty moderator.
 1. Parents will be notified of their student's absence approximately ½ hour after the dance begins.
- C. Students and guests are to remain at the dance until it ends.
- D. Students and guests are to be properly attired and display appropriate behavior/dancing.
 1. Dress for all in attendance must be modest and appropriate for the occasion. All school rules regarding appropriate self-portrayal apply; bare midriffs and extreme cleavage are not permitted; body piercings and tattoos should not be visible.
 2. Students displaying inappropriate behavior may be dismissed from the dance. Parents will be notified by the administration or the faculty moderator.
- E. Drugs and alcohol are not allowed. The school's policy on drugs and alcohol will be strictly enforced.
- F. Parents will be notified by phone if their daughter and guest are refused admittance because of late arrival or asked to leave because of noncompliance with school guidelines. If a student or guest becomes ill, parents will be notified and the student and guest will be sent home.
- G. Rosati-Kain reserves the right to refuse admittance to any visitor at a dance. Students and their guests are also subject to a random breathalyzer test.
- H. The Rosati-Kain student is responsible for the behavior of all their guests.

X. Drug, Tobacco, Alcohol & Substance Use and Abuse

- A. *The use and abuse of alcohol and other drugs possess a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.*
- B. *The possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from Rosati-Kain High School. In addition, civil authorities may become involved.*
- C. *Rosati-Kain's campus is a smoke-free environment. Students and adults are not permitted to smoke at any school-related activity, on or off campus.*
 - 1. *Students violating this policy will be responsible for a **\$25.00** fine.*
 - 2. *Excessive abuse may necessitate more stringent measures, including, but not limited to, probation or suspension.*
- D. *These policies apply to all school-sponsored events, on and off campus. Guests of Rosati-Kain students must agree to observe all policies regardless of age.*

XI. Search and Seizure

- A. ***School officials with sufficient reason to do so may search a student's locker or desk.*** *Lockers, desks, etc., are school property provided to students for their use and are subject to search.*
- B. *With good reason, school officials could request that a student empty the contents of pockets, purse, or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.*
- C. *Except at the direction of a caseworker from the Division of Family Services, no student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present.*

XII. Student Safety and Violence

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

- A. Rosati-Kain High School seeks to provide an environment that is safe. Any student concerned for her own safety or the safety of the school or the safety of another student is to report the concern to the school staff immediately.
- B. Rosati-Kain students are required to wear their official school identification on campus at all times. Students violating this policy will be fined \$10.
- C. *Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.*
- D. *Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon, and theft or vandalism of property.*
- E. *A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.*
- F. *All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending upon the severity of the incident.*
If a student engages in serious, threatening, or violent behavior the following steps should be taken:
 - 1. *Remove the student from any contact with the school;*
 - 2. *Contact appropriate diocesan officials (staff at the Catholic Education Office);*
 - 3. *Contact the parents and inform them that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to herself or to others. Appropriate forms for the release of information must be signed to allow communication between school officials and the mental health professional.*
 - 4. *Notify the police of the threat. Police should be notified and/or involved in the handling of any possession, threatened use, or use of a firearm or other weapon by the student. Confiscated weapons should be turned over to the police. Parents of the student who made the threat should be informed that the police were notified.*

5. *Communicate with any staff or students (and their parents) who may have been the target of the violent threat. Inform them of the threat and the actions taken to deal with the threat. Counseling or other needed support should be provided to assist these individuals in coping with the threat.*

XIII. Harassment

- A. *Catholic schools will maintain a learning environment that is free from all forms of harassment. No student shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not keeping with the Gospel message of Jesus Christ and the standards of its programs.*
- B. *Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates and intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, visual, or cyber bullying.*
- C. *Rosati-Kain High School will investigate every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.*
- D. *If, after investigation, the school determines that students have engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.*

XIV. Weapons and firearms

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Rosati-Kain High School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

XV. Emergency Evacuation

Procedures for emergency evacuation are posted throughout the school. Safety and evacuation drills are held on a regular basis.

XVI. Main lobby

The lobby at the Lindell entrance provides a place of welcome for guests and visitors. It is off limits to all students except for authorized purposes.

XVII. Outside areas

- A. Senior/East Courtyard
As a special privilege, seniors may use the east courtyard. During periods of pleasant weather, seniors may be in the courtyard during lunch. Seniors are expected to keep this area clean. If the behavior of seniors in the courtyard disturbs nearby classrooms, the privilege may be rescinded.
- B. Coughlin Courtyard
All students are encouraged to utilize this space during unscheduled time. Food and drink are not allowed in this courtyard.

XVIII. Parking

Rosati-Kain offers parking at no cost to the student. For convenience and safety reasons, all students are expected to use the designated lot. In the event of special needs due to injury or illness, alternate arrangements can be made by contacting the school office.

- A. Student parking is only allowed in the Rosati-Kain/ Cathedral Lot on the corner of Lindell Blvd. and Taylor Ave.
- B. Directives for obtaining permits are published in the *Parent Newsletter* and announced to the students at school.
- C. Rosati-Kain High School parking permits are required and need to be visibly displayed at all times.
- D. Vehicles parked on the street, Engineers' Club lot, or Cathedral lot are subject to ticketing and towing according to local parking ordinances.
- E. Rosati-Kain High School and the Archdiocese of St. Louis are not responsible for loss, theft, or damage to moving or parked vehicles on the lot.

XIX. Personal electronic equipment, including cell phones

- A. Students may not use or be seen with any unauthorized electronic equipment from 8:00 a.m. to dismissal.
 - 1. These items may include but are not limited to personal radios, cellphones, smartphones, iPods, or cameras.
 - 2. Special permission may be given in certain circumstances.
- B. These items will be taken from students and given to the administration. A **\$15.00** fine will be assessed.
- C. Student phone calls during the school day must be made from the front office.

XX. Snow/Cancellation days

- A. In the event of bad weather or hazardous road conditions, parents will be notified by phone call or text message via SchoolMessenger, a robocall provider. Parents may also consult KTVI or KSDK television stations for changes in the school schedule.

- B. Notice will also be posted to the school website as soon as possible.
- C. Parents are to make decisions regarding their daughters' attendance based on unique factors related to their own transportation and safety needs.

XXI. Media

- A. *Members of the media are only on school property as invited guests and are not allowed to interview students in matters unrelated to the purpose for which they were invited.*
- B. *Interviewing or photographing a student requires parent permission.*

XXII. Transportation of students

- A. *Whenever possible, bus transportation by an insured carrier will be used to carry students for off campus events.*
- B. *In circumstances of private transportation in private vehicles, the following criteria are recommended:*
 - 1. *Drivers have a valid, non-probationary driver's license and no physical disability that could impair the ability to drive safely.*
 - 2. *The vehicle should have valid registration and meet safety requirements.*
 - 3. *The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.*
 - 4. *Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.*
 - 5. *Every person in the private vehicle must wear a seat belt.*

XXIII. Students who become parents

- A. Rosati-Kain respects and promotes the sanctity of all human life, especially the life of an unborn child.
- B. As an Archdiocesan high school, Rosati-Kain High School follows the Archdiocesan directives regarding student pregnancy and seeks to offer the support needed for the student to carry the pregnancy to term. The student is expected to assume responsibilities related to bringing human life into the world. This may require dropping out of some extra-curricular activities.
Arrangements to plan for the student's health and educational needs are to be made with the administration as early as possible.

XXIV. Visitors

- A. Doors are secured during the school day. Visitors must enter at the main entrance on Lindell Blvd. All visitors must sign in and receive a visitor's pass.

- B. If a student wishes to bring a guest to school, she must obtain permission from the administration before the day of the visit. Guests will ordinarily be limited to parents of current students and seventh or eighth grade students interested in attending Rosati-Kain.
- C. A student must meet her guest in the main lobby, obtain a visitor badge, and introduce the visitor to her advisor and each teacher before the start of class. When possible visitors should be introduced to the administration.

XXV. Waiting for rides

- A. The school building is officially closed at 3:15 p.m. on normal school days. Students waiting for rides after 3:15 p.m. must wait in the Learning Commons, unless accompanied by a member of the Rosati-Kain staff.
- B. Under no circumstances may a student stay alone in the building. Parents must arrange for students to be picked up from school no later than 5:00 p.m. unless the student is part of a supervised after school activity.
- C. Families violating this policy will be subject to disciplinary action.

FINANCIAL RESPONSIBILITIES

I. Registration Fee

- A. A non-refundable registration fee is due upon registration in February.
- B. This payment must be made for registration to be finalized and a schedule prepared for the student.
- C. No tuition or tuition assistance information will be released without payment plan in place.

II. Tuition

- A. Rosati-Kain charges a yearly tuition that covers a portion of the yearly cost of educating each student.
- B. Any parent who anticipates a need for financial assistance of any kind must have an application on file by March 15 of the previous year through FACTS.
- C. The Archdiocese of St. Louis and the Roman Catholic Foundation of Eastern Missouri also have tuition assistance funds which require an additional application. This application is only made available in February.

III. Scholarships

- A. Rosati-Kain offers a limited number of scholarships to each class upon entrance for exceptional scholastic merit and are renewable up to four years.

IV. Tuition Payment Options

- A. Documents regarding tuition payment plans are available in the *Admissions* tab under *Tuition and Assistance* at www.rosati-kain.org. Failure to meet financial responsibilities in a timely manner may result in action by the school including but not limited to withholding schedules, exam cards, report cards or other academic records, suspension from classes, and/or ineligibility for extra-curricular activities.

RULES AND CODE OF ETHICS FOR ROSATI-KAIN TECHNOLOGY USERS

As a computer user I agree to follow the *Rules and Code of Ethics for Technology Users* in all of my work integrating technology while attending ROSATI-KAIN HIGH SCHOOL.

1. I understand that my use of technology at Rosati-Kain is at all times a direct reflection of the Catholic values and morals of Rosati-Kain High School and subsequently the Archdiocese of St. Louis. Failure to comply with the Rules and Code of Ethics for Rosati-Kain Technology Users will result in disciplinary action and may result in disciplinary sanctions as severe as withdrawal for cause.
2. I recognize that all computer users should have equal access to the equipment; therefore, I will not use any computer for non-academic purposes. I will not waste or take printer paper provided by the school. When I am using a computer at school I will work in ways that will not disturb others. I will keep my computer area clean and will not eat or drink while in the area or while using a computer.
3. I recognize that software is purchased by Rosati-Kain to enhance the curriculum; therefore, I understand I will not be allowed to bring software applications or games from home to be used on school equipment. Also, I will not be allowed to download software applications or games via the Internet.
4. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password when one is needed; I will not copy, change, read, or use files from another user; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users.

5. I will honor Rosati-Kain's procedures for the storage of information. I understand I will be provided with file storage on the local Rosati-Kain server and off-site cloud-based storage. Without regard to the location of the files the Rules and Code of Ethics for Rosati-Kain Technology Users applies.
6. I understand that maintaining functional computers at Rosati-Kain is an ongoing process. If I become aware of any computer maintenance needs, I will immediately report them to the teacher or the Director of Technology. I will only attempt to fix the problem myself at the explicit request of the technology coordinator.
7. I understand that each student will be assigned a unique username and will be asked to assign her own confidential password for using networked computers. I will use my username and password to sign onto a networked computer and **will not share** my username and password with any other users. **I will not sign on using another user's identification nor will I allow another user to sign on with my identification.**
8. I understand that each student who receives Internet access through the school account will be instructed in the proper use of the network. The use of the Internet must be in support of education and research and must be consistent with the educational objectives of Rosati-Kain High School.
9. I realize that transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of Rosati-Kain's computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
10. I understand that security on the Internet is a high priority; therefore, **I will not use prohibited social networking sites, chat rooms, bulletin boards, or online shopping at Rosati-Kain.** I will not use proxies to bypass the security measures in place. In addition, I will not reveal my personal information, home address, or personal phone number, or those of other students or staff members. If I can identify a security problem on the Internet, I will notify Rosati-Kain's Director of Technology. I will not demonstrate the problem to other users.

11. I recognize that I may encounter sites on the Internet that may not be considered appropriate (vulgar jokes, statements of belief that might be considered immoral, adult content, etc.). I understand it is my responsibility to exit these sites immediately and not pursue material that could be construed as offensive.
12. I understand I will have an e-mail account for internal Rosati-Kain communications. Additionally, I understand that my Rosati-Kain e-mail account is to be used only for educational and extra-curricular school activities directly related to Rosati-Kain.
13. I understand everyone has a right to privacy. I will not make or transmit audio or video recordings of anyone without their permission
14. Rosati-Kain High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Rosati-Kain High School will not be responsible for any damages suffered by a user. Use of any information obtained via the internet is at the user's risk. Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the internet and/or any computer at Rosati-Kain.
15. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and school disciplinary actions. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The Director of Technology and administration will deem what is inappropriate usage, and their decision is final.

MLA Quick Style Guide
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Kain 1

(1 inch from top)

Rosie T. Kain

Mrs. Kougar

Class Name, Section #

27 September 20xx

Centered Title with Appropriate Capitalization

Beginning with the heading, everything in an MLA paper is double-spaced. Also, at the beginning of each paragraph, a student should indent five spaces (one-half inch). If she has a long, direct quote, which is more than four regular typed lines, it should appear like this:

The quote, since it is indented, does not require quotation marks. It is usually introduced with a colon and should also be double-spaced. The left side of the quote is indented ten spaces or one inch. The right side, however, remains unjustified, the same as the rest of the paper. When a student cites a long quote, the parenthetical citation (complete with the author's last name and page number of the source) follows the final period. (Yann 34)

If a student were to continue her paragraph with an inference or a drawn conclusion, she would start flush left at the one-inch margin (which, by the way, should be formatted all the way around each page). For shorter quotes that are blended into the text or for borrowed material of any kind (no one should ever begin a sentence with a quotation), a student would place the parenthetical citation before the final period (Morris 9).

In addition, transitions are always appropriate when a student moves from idea to idea. Furthermore, a student who uses a blended direct quote should close its quotation marks before the citation, and in doing so, "students should be able to document sources correctly, clearly, and without risk of plagiarism" (Hacker 4). Finally, size 12, Times New Roman font is appropriate for most research papers or essays.

SCHEDULES

Regular		Late Start/Snow/1 Hr AM Act.	
Advisory	8:00-8:15	Advisory	8:00/9:00-9:10
ABCD	8:15-9:15	ABCD	9:10-9:55
EFGH	9:15-10:15	EFGH	9:55-10:40
IJKL	10:15-11:15	IJKL	10:40-11:30
MN	11:15-11:45	MN	11:30-12:00
OP	11:45-12:15	OP	12:00-12:30
QR	12:15-12:45	QR	12:30-1:00
STUV	12:45-1:45	STUV	1:00-1:50
WXYZ	1:45-2:45	WXYZ	1:50-2:40
Pep Rally/PM Activity		90 Minute Morning Activity	
Advisory	8:00-8:15	Advisory	8:00-8:10
ABCD	8:15-9:05	Activity	8:10-9:50
EFGH	9:05-9:55	ABCD	9:50-10:30
IJKL	9:55-10:45	EFGH	10:30-11:10
MN	10:45-11:15	MN	11:10-11:40
OP	11:15-11:45	OP	11:40-12:10
QR	11:45-12:15	QR	12:10-12:40
STUV	12:15-1:05	IJKL	12:40-1:20
WXYZ	1:05-1:55	STUV	1:20-2:00
Activity	1:55-2:40	WXYZ	2:00-2:45
10 AM Liturgy		12:15 Dismissal	
Advisory	8:00-8:15	Advisory	8:00-8:15
ABCD	8:15-9:00	ABCD	8:15-8:55
EFGH	9:00-9:45	EFGH	8:55-9:35
Liturgy	10:00-11:00	IJKL	9:35-10:15
IJKL	11:00-11:45	MNOP	10:15-10:55
MN	11:45-12:15	STUV	10:55-11:35
OP	12:15-12:45	WXYZ	11:35-12:15
QR	12:45-1:15		
STUV	1:15-2:00		
WXYZ	2:00-2:45		