

Rosati-Kain High School

Student Handbook

2022-2023

THROUGH A VIBRANT CATHOLIC EDUCATION, WE CULTIVATE THE INDIVIDUALITY, FAITH, TALENT, AND ASPIRATIONS OF YOUNG WOMEN WHO WILL LEAD AND SERVE THE WORLD.

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The information in this book was the best available at press time. Watch for additional information and changes.



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PURPOSE AND ACKNOWLEDGEMENT OF THE HANDBOOK

This Student/Parent Handbook contains established policies and procedures for the 2022-2023 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 is encouraged to 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 26, 2022.

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 13,000 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 and no conduct grade lower than "S".

B. Second Honors: GPA from 3.2 through 3.599, no grade below a C and no conduct grade lower than "S".

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. Failed courses must be retaken regardless of the number of credits that have been earned.
- 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 complete six day cycle.
- C. 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.
- D. 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.
- E. First semester failures in mathematics, science and world language may be made up by a passing grade for the second semester.
- F. Failed courses must be retaken in summer school with an accredited school or learning center at the approval of Rosati-Kain.
- G. All credit recovery courses must be pre-approved by the administration.
- H. Grades received for successful credit recovery will be received as a "D" on a student's transcript on August 30th at the beginning of her senior year.
- I. Students needing to make up more than one-half 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: unserved detentions, incomplete service requirements, outstanding fines, library books, athletic uniforms, absentee notes, technology charges, school counseling assignments, or outstanding tuition.

VII.ACADEMIC INTEGRITY

- A. Students will demonstrate academic integrity by completing their own work on all homework assignments, tests, quizzes, and projects.
- B. 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.
- C. 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, allowing another student to use your work, asking others about specific contents of a quiz or test, or copying information from online sources without proper citation.
- D. 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.
- E. 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.
- F. 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.

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 below 78% will be contacted via phone or email by the course teacher or an administrator.

IX. 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 required service.

X. 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 salutatorian is awarded to the student with the second highest GPA.
- Valedictorian and Salutatorian must have attended Rosati-Kain for their 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.

XI. 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. Benches and seating areas at the ends of hallways are for quiet study only; no more than two students may be at any area.
 - 3. The main lobby, stage, gym, locker rooms, music room, Office of Student Support Services, art room, yearbook room, 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, or receive a demerit.
 - 6. Students are not to be in the halls except during the passing periods.
 - 7. Students are not permitted in the halls between the start of the last class and dismissal.

EXTRA- AND CO-CURRICULAR PROGRAMS

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 theater productions. 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. 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 or theater productions.
 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 and theater productions.
 1. Any student who receives a failing grade in a quarter class will be ineligible to participate for at least six school days.
 2. Any student who loses credit due to a failure at semester may be ineligible for the remainder of the season. Any student who had to recover failed credit over the summer is ineligible to play a fall sport.
 3. A student who is ineligible may not try out, practice, or participate in any way on teams and theater productions.
- E. Students must have passed 6 of 7 classes during the spring semester of the 2021-2022 academic year in order to be eligible to participate in athletics and theater productions in the first semester of the 2022-2023 school year. The missing credit must be completed prior to the start of the 2022-2023 school year.
- F. Students missing any part of a school day must have written permission from the Administration or Athletic Director to participate in any athletic events and theater productions 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:

- Adventure Club
- Ambassadors
- Book Club
- Campus Ministry
- Diversity Club
- French Club
- Harry Potter Club
- Home Economics Club
- Kougat Outreach
- Library Guild
- Mario Kart
- Mu Alpha Theta
- National Honor Society
- Pro-life Club
- Robotics
- Scholar Bowl Team
- Spanish Club
- Spanish Honor Society
- STEM Club
- Student Council
- *The Occasional* Student Magazine
- 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

- All athletes must abide by all the state (MSHSAA) regulations and the specific rules of Rosati-Kain as presented in the *Athletic Policies Handbook*.
- Any violation of the state rules or school policies shall terminate a student's participation on any school team.
- 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 3.60 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 extra- and 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. 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 7:45 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 after school supervision. The after school supervision 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, teachers are notified 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 are 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.
 3. Following the fifth absence in a semester, parents may be required to meet with the school administration.
 4. Student participation in sports, theater, clubs, and honor societies may be jeopardized by excessive absences.

III. PLANNED ABSENCE

- A. Parents are strongly encouraged to coordinate all absences with Rosati-Kain's calendar, the most up to date of which can be found on Rosati-Kain's website. 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 a rare 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 when the advisory bell rings will be marked tardy.**
- D. Any student arriving at school after advisory has begun must report to the office to pick up a tardy slip before going to advisory.
- E. If a student is tardy more than 5 times a semester she will receive a demerit for each subsequent tardy. 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. Excessive tardies may result in a suspension or withdrawal for cause.
- F. The individual classroom teachers handle class tardiness and may issue a demerit. In the case of excessive classroom tardiness students will be referred to the administration.

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 must 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 days of returning to school. **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 main office staff.
 - 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

- A. Students who skip a class or scheduled activity are considered truant.
- B. It is the student's responsibility to read her schedule correctly.

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.
 - 1. 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. Additionally, she may be assigned detention and/or scheduled.
 - 2. Students missing tests or assignments because of truancy or resulting suspension receive no credit for work missed.
 - 3. 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)
- 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 in dress code with ID and R-K lanyard visible by the 8:00am advisory bell.
- 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 student 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 by providing diverse and invitational ways for all to actively participate in prayer forms, liturgy and worship, retreats and days of reflection, and service to neighbor. Everyone is welcome to participate in a manner that enriches each individually and all of us as a community.
- B. The campus minister provides leadership for coordinating liturgies, retreats, and service work. Student leaders take ownership of making the spiritual life of our campus relevant and vibrant by planning and carrying out these prayer forms and 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 a weekday morning before school at 7:25am.
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. Annual 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.
5. An optional multigrade retreat is offered each year under leadership from senior students and coordination from Campus Ministry.

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 15 hours of service in their communities, neighborhoods, parishes, families, etc.
3. Sophomores complete 25 hours of service.
4. Juniors complete 60 hours of service, the majority of which are completed as a part of 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 Immersion projects will be completed with an agency whose sole purpose is to serve other people in some capacity.

III. OFFICE OF STUDENT SUPPORT SERVICES

- A. The Office of Student Support Services consists of two full-time counselors and a learning consultant.
- 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 class activity programs, 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 schedule individual meetings with students of all grade levels annually for school, career, and college planning. Students of all grade levels can also request individual or small group meetings with either counselor at any time as needed. Counselors will make appointments during students' unscheduled times.
- D. Support staff directs and supervises the administration of standardized testing. Each fall, sophomores and juniors will be tested. Each spring, freshmen, sophomores, and juniors will be tested.
 1. As a college preparatory school, these tests are mandatory for all students.
 2. Students will receive interpretation of the results.

- E. The Office of Student Support Services has a four-year program for college planning:
1. An informational meeting will be held outside of school hours each year for each grade level to help students stay on track for college and career planning. Students and parents are expected to attend.
 2. Freshmen participate in small group meetings several times throughout the year, designed to familiarize students with the members of the counseling staff, to develop and/or strengthen skills that are essential in maintaining success at the high school level, and to normalize the concerns and challenges that come with the transition into high school. The freshman informational meeting will be held early in the second semester.
 3. Sophomores participate in large group meetings throughout the year, focused most heavily on career exploration. Sophomores also meet individually with their counselor to develop a two-year (junior-senior) academic plan in conjunction with registration. The sophomore informational meeting will be held early in the second semester.
 4. Juniors participate in multiple large group "workshops" throughout the school year which address specific topics about the general college application process. Junior students and at least one parent/guardian are required to schedule an individual, comprehensive meeting, outlining the college search and application process specific. Appointments for individual meetings can begin as early as November but must be completed by April. The junior informational meeting will be held at the beginning of second quarter.
 5. Seniors participate in multiple large group informational sessions to help outline the college application process in greater detail. Because the process is highly individualized, students are encouraged to meet individually with her college counselor as needed, especially in, but not limited to, the first semester. The senior informational meeting will be held during the first quarter.
 6. The Office of Student Support Services processes college applications and maintains correspondence and relationships with colleges and universities, and with other counselors in the area.
 7. Rosati-Kain utilizes SCOIR, 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 directly to the College Counselor in order to receive proper recognition. Photocopies, screen shots, and forwarded emails are all acceptable ways to report.
- F. The Office of Student Support Services along with administration maintains a school Care Team, which meets regularly to formulate possible interventions for individual student success.
- G. The Office of Student Support Services 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.
- H. The Office of Student Support Services 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.
- I. A+ Program
1. Failure to comply with any of these standards may cause a student to become ineligible for the program.
 2. For further information on the program, please access the A+ Schools Program Handbook, found on the Student Support Services section of the Rosati-Kain High School website.
 - a. The A+ Schools Program is a program administered by the State of Missouri, established by the Outstanding Schools Act of 1993 and extended to include private schools by Senate Bill 638 in 2016. Rosati-Kain High School participates in the A+ Schools Program in order to provide students with any and all opportunities available to attend college. The following guidelines and policies have been mandated by the State of Missouri.

- b. In order to be eligible for the A+ Schools Program, Rosati-Kain students must achieve and/or complete the following:
 - i. Sign an A+ Schools Participation Agreement form.
 - ii. Attend an A+ designated school for the three consecutive years immediately prior to graduation.
 - iii. Graduate with a minimum of 2.5 GPA (unweighted) on a 4.0 scale.
 - iv. Graduate with a 95% cumulative attendance record.
 - v. Perform 50 hours of unpaid one-on-one tutoring or mentoring outside the home setting. These hours must be logged and approved by the Campus Minister prior to graduation in the same manner as other service hours requirements. Special circumstances may warrant an extension but this, too, must be approved prior to graduation by the A+ Coordinator.
 - vi. Maintain a record of good citizenship and avoidance of the illegal use and/or possession of drugs, alcohol, and/or related paraphernalia.
 - vii. Score a qualifying ACT math score.
- J. Rosati-Kain High School has a state-registered Therapy Dog which is housed in the Office of Student Support Services. Mrs. Burke is its official handler and has been trained extensively to serve as both its handler and owner.
 - 1. The dog will be supervised at all times by a trained adult.
 - 2. This therapy dog is fully registered and insured and continues to undergo regular veterinary check-ups. It is also held to the highest of cleanliness standards and grooming to help ensure a healthy and safe environment for all students, faculty, and staff.
 - 3. The program is 100% voluntary; parents/guardians may opt out of the program by notifying the Rosati-Kain main office in writing.
 - 4. Opt-out forms will be distributed at the beginning of the year as well as made available to any transfer students.
 - 5. Mrs. Wald and Mrs. Burke will work with students or staff who have opted out on an individual basis so that we may still provide the same level of service to the entire community.
 - 6. In order to maintain the highest level of security and safety, no other service, therapy, or emotional support animals will be allowed without specific permission from the Rosati-Kain administration.

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.**
- E. The administration will issue elevator passes for students on an as needed basis. Unauthorized use of the elevator is prohibited.

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 in 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. Continental 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.
- F. Textbooks and iPads are not allowed at lunch. They should be stored on the west bleachers in the gym during the lunch period.

VIII. BOOKS, IPADS, AND LEARNING RESOURCES

- A. Each student is responsible for the care of her iPad, 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 iPads.
- 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 iPads and other approved 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. Only one purse or bag may be carried during the school day and must be small enough to fit under a student's desk.
- C. Students are to take proper care when storing the iPad in their lockers.
- D. Student lockers are to be closed and locked when not being accessed by the students assigned to them
- E. For safety reasons, student belongings left in public areas may be confiscated and a fine or demerit 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 by the office 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 disability 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. Students apply for admission in November of their eighth grade year, following the application process coordinated by the Archdiocesan Catholic Education Office. In addition, students can complete the application process through the Director of Enrollment.
- E. The criteria for acceptance to Rosati-Kain are based on performance in the upper grades and include:
 - 1. Nationally-normed standardized test scores;
 - 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 study 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 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 will 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 parents through a digital parent newsletter, a weekly email blast, SchoolMessenger, and the Rosati-Kain website www.rosati-kain.org.
 - 1. A digital parent newsletter is e-mailed home in August with the Back-to-School packet.
 - 2. The newsletter and email blast include calendar updates, announcements of report card dates, notice of parent meetings, events sponsored by the parents' clubs 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, at anytime during the school year.
- D. Parents/Guardians will be contacted regarding mid-quarter academic progress for any student on academic probation or with grades of below 78%.
- 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 school 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, enabling 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 merely to 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. In keeping with the philosophical tradition of responsible freedom, Rosati-Kain High School maintains a demerit system that addresses minor infractions of school policies.
- D. Goals for the Demerit System:
 - 1. Student behavior will be reflective of the integrity and dignity she maintains and will be respectful of those whom she encounters each day.
 - 2. The student will learn to make appropriate choices and that her actions have consequences.
 - 3. The Rosati-Kain community environment will be conducive to learning and formation where a young woman can experience being valued and respected while being herself.
- E. The Demerit Policies
 - 1. In most cases, a student will be given 3 opportunities to correct her behavior, prior to incurring a detention. In some cases, given the severity of the poor decision, these opportunities may not be granted.
 - 2. Upon receiving a 4th demerit the student is required to attend the next scheduled detention.
 - 3. Students will be notified when receiving a demerit, and demerits will be tracked electronically by the administration.
 - 4. The administration will notify the student and her parent/guardian of the detention.
 - If the student is tardy for the scheduled detention, the student will receive an additional detention.
 - An unexcused absence for a scheduled detention will result in the student receiving 2 additional detentions along with being removed from all extra- and co-curricular activities, until the 2 additional detentions are served.

- A student who misses detention for an excused absence will be expected to serve the next detention.
 - More than 3 instances of detention in a semester may jeopardize a student's eligibility for extra- and co-curriculars. Additional interventions or consequences including withdrawal for cause, may occur at the discretion of the administration.
5. Behaviors that may result in a student receiving a demerit include, but are not limited to, the following:
- Cell phone policy violation
 - Consuming food or drink in unauthorized areas
 - Dress code violation – students must be in complete dress code with ID by 8:00 a.m.
 - Disrespectful attitude or disruption of class, liturgies or assemblies
 - Electronic devices—improper use or care
 - Elevator use without permission
 - Foul language
 - ID badge and R-K lanyard—Not visible, missing or unauthorized
 - Littering
 - Loitering in the hall or being in unauthorized places
 - Parking in non-sanctioned parking areas
 - School tardies - in excess of 5 per semester
 - Sleeping in school
 - Study Center—tardy or failure to report to Study Center
 - Excessive noise in hallways during class
 - Tardy to class
 - Being unprepared for class
- F. 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.
- G. Probation is the continued enrollment of a student, but with specified conditions.
- H. 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.
- I. 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.
- J. 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.
- K. 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, clean, and professional**.
- 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**, no holes, 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, along with ID and R-K lanyard, 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 be given a demerit if they are not in compliance, by 8:00 a.m.
 4. Uniform skirts, polos, or shoes borrowed to correct violations must be returned by advisory the following day. Unreturned items will result in a demerit.
- E. The administration can make discretionary decisions regarding student appearance. The Rosati-Kain administration reserves the right to adjust the dress code, as may be deemed necessary, following state and local guidelines related to public health concerns.
- F. Dress Code regulations:
 1. Shirts:
 - An R-K polo must be worn at all times.
 - Uniform R-K polo shirts are purchased through the Kougar Kloset.
 - 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.
 - Dress code shirts may be left untucked only if they are not longer than any sweater or sweatshirt.
 2. Slacks and shorts:
 - Slacks and shorts must be solid khaki and not form-fitting. For ex. tights or skinny jeans.
 - Pants must be made of cotton twill material. Knits are not permitted.
 - Decorative ties, zippers, oversized outer pockets and color trims are not permitted.
 - Shorts are to be walking shorts with hemline not greater than a hand-width from the knees.
 - Capri pants are permitted.
 - Khaki jeans are not acceptable as appropriate school attire (i.e. no double stitching, rivets or sewn on outer pockets).
 3. Skirts:
 - Plain khaki or the plaid uniform skirts are permitted.
 - Skirts are to be worn with hemline not greater than a hand-width above the knees.
 - Skirts should not have slits.
 - Skirts must be properly zipped, buttoned, and unrolled at the waist.
 - Any other clothing worn under a skirt must not be visible.

4. Sweatshirts and sweaters:
 - Any R-K sweatshirt, sweater, pullover, jacket, windbreaker or fleece may be worn over the uniform polo. No other outerwear may be worn.
 - Hoods may not be worn
 - Shirtails must not be visible at the bottom hem of any sweater or sweatshirts.
5. Shoes:
 - Shoes must be worn and be quiet and safe.
 - Sandals and athletic shoes and may be worn.
 - Platform shoes, athletic slides, and beach-type flip-flops may not be worn. Heels should not exceed 2" in height.
6. Leg-wear:
 - Socks of any color may be worn but are not required.
 - Tights and leggings must be **solid black** (no logos, holes, slits etc.) and tight to the leg; leggings may be ankle length or cropped. Yoga pants, sweat pants, pajama pants, etc. are not allowed.
 - No fishnet is allowed.
7. Accessories:
 - Caps, hats, bonnets, and sunglasses are not to be worn during the school day.
 - Simple jewelry and make-up are permitted.
 - Hairstyles should be simple.
 - Eyebrow, lip, tongue, septum piercings and nose-rings are not allowed.
 - Body art, excessive writing, or drawing on self is not permitted.
 - Visible tattoos are not permitted.
- G. Regulations for Dress Down Days
 1. Crop tops, bare midriff, cleavage, and spaghetti strap tops are not permitted.
 2. Bottoms should not be shorter than the students fists at her sides, and should be longer than the shirt worn with them.
 3. Safe shoes must be worn. Platform shoes, athletic slides, and beach-type flip-flops may not be worn. Heels should not exceed 2" in height.

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 as soon as possible.
- C. Students and guests are to remain at the dance until stated time on permission slip.
- 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, mini-length skirts/dresses, and extreme cleavage are not permitted.
 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 her 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 tobacco-free environment. Students and adults are not permitted to smoke, vape, Juul, or use smokeless tobacco at any school-related activity, on or off campus.
 - 1. Students violating this policy may be subject to 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 for the current school year visibly on an R-K lanyard at all times during the school day. Students violating this policy will be subject to a demerit. Any student wearing an ID not belonging to her will receive a detention.
- C. Lost IDs should be reported to the office immediately so a replacement can be issued. If the lost ID is found, the replacement should be turned into the office immediately. Students should only have one ID at a time.
- D. 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.
- E. 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.
- F. 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.
- G. 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 an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, visual, bullying, cyber bullying, or discrimination.

- C. Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, racial slurs, derogatory language, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, or computer.

- D. 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.
- E. 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 and unscheduled periods. 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 during school hours, excluding lunch periods that are held outside.

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. Students in violation will be subject to a demerit.

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. CellPhones must be turned off remain in student lockers during school hours.

2. Personal electronic equipment may include but is not limited to smartphones, laptops, tablets, or cameras.

3. Special permission may be given in certain circumstances.

B. These items will be taken from students and given to the administration. Students in violation will be subject to a demerit.

C. Earbuds, Air Pods, or headphones of any kind are not allowed in class, in the Study Center, or during passing periods.

D. 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.

B. Notice will also be posted to the school website and social media 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 after school supervision, unless accompanied by a member of the Rosati-Kain staff.
- B. Students waiting in after school supervision may not leave the building after school and return during supervision. All school behavioral policies apply during after school supervision, including demerit and detention rules.
- C. 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.
- D. 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 technology 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 technology users should have equal access to the equipment; therefore, I will not use any digital device for non-academic purposes. I will not waste or take printer paper provided by the school. When I am using a digital device at school I will work in ways that will not disturb others. I will keep my iPad area clean and will not eat or drink while in the area or while using an iPad.
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/iPads at Rosati-Kain is an ongoing process. If I become aware of any iPad 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/iPads. I will use my username and password to sign onto a networked computer/iPad 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/iPads 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 photos or audio or video recordings of anyone without their permission. This includes photo, audio, or video of a teacher's lessons or materials 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/iPad 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.



SCHEDULES

REGULAR

Advisory	8:00-8:15
ABCD	8:15-9:15
EFGH	9:15-10:15
IJKL	10:15-11:15
MN	11:15-11:45
OP	11:45-12:15
QR	12:15-12:45
STUV	12:45-1:45
WXYZ	1:45-2:45

PEP RALLY/PM ACTIVITY

Advisory	8:00-8:15
ABCD	8:15-9:05
EFGH	9:05-9:55
IJKL	9:55-10:45
MN	10:45-11:15
OP	11:15-11:45
QR	11:45-12:15
STUV	12:15-1:05
WXYZ	1:05-1:55
Activity	1:55-2:40

10 AM LITURGY

Advisory	8:00-8:15
ABCD	8:15-9:00
EFGH	9:00-9:45
Liturgy	10:00-11:00
IJKL	11:00-11:45
MN	11:45-12:15
OP	12:15-12:45
QR	12:45-1:15
STUV	1:15-2:00
WXYZ	2:00-2:45

LATE START/SNOW/1 HR AM ACT.

Advisory/Activity	8:00/9:00-9:10
ABCD	9:10-9:55
EFGH	9:55-10:40
IJKL	10:40-11:30
MN	11:30-12:00
OP	12:00-12:30
QR	12:30-1:00
STUV	1:00-1:50
WXYZ	1:50-2:40

75 MINUTE PM ACTIVITY

Advisory	8:00-8:15
ABCD	8:15-9:00
EFGH	9:00-9:45
IJKL	9:45-10:30
STUV	10:30-11:15
MN	11:15-11:45
OP	11:45-12:15
QR	12:15-12:45
WXYZ	12:45-1:30
Activity	1:30-2:45

12:15 DISMISSAL

Advisory	8:00-8:15
ABCD	8:15-8:55
EFGH	8:55-9:35
IJKL	9:35-10:15
MNOP	10:15-10:55
STUV	10:55-11:35
WXYZ	11:35-12:15

My R-K Student Family

Family (number) _____ House (letter) _____ Room # _____

Teachers: _____

<u>Family Member's Names</u>	<u>Year</u>	<u>Locker Adv. #</u>	<u>Cell Phone</u>	<u>B-Day</u>	<u>R-K Email</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

CALENDAR YEARS

2022

January	S 2 9 16 23 30 31	M 3 10 17 24	T 4 11 18 25	W 5 12 19 26	T 6 13 20 27	F 7 14 21 28	S 1 8 15 22 29
February	S 27 28	M 6 13 20 27	T 7 14 21 28	W 8 15 22 29	T 9 16 23 30	F 10 17 24 25	S 1 12 19 26
March	S 27 28 29 30 31	M 6 13 20 27	T 7 14 21 28	W 8 15 22 29	T 9 16 23 30	F 10 17 24 25	S 1 12 19 26
April	S 24 25 26 27 28 29 30	M 3 10 17 24 25	T 4 11 18 25	W 5 12 19 26	T 6 13 20 27	F 7 14 21 28	S 1 8 15 22 29
May	S 1 8 15 22 29	M 2 9 16 23 30 31	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	F 6 13 20 27	S 7 14 21 28
June	S 26 27 28 29 30	M 5 12 19 26	T 6 13 20 27	W 7 14 21 28	T 8 15 22 29	F 9 16 23 30	S 10 17 24 25
September	S 25 26 27 28 29 30	M 4 11 18 25	T 5 12 19 26	W 6 13 20 27	T 7 14 21 28	F 8 15 22 29	S 9 16 23 30
October	S 23 24 25 26 27 28 29	M 1 8 15 22 29	T 2 9 16 23 30	W 3 10 17 24	T 4 11 18 25	F 5 12 19 26	S 6 13 20 27
November	S 27 28 29 30	M 6 13 20 27	T 7 14 21 28	W 8 15 22 29	T 9 16 23 30	F 10 17 24 25	S 1 12 19 26
December	S 25 26 27 28 29 30 31	M 4 11 18 25	T 5 12 19 26	W 6 13 20 27	T 7 14 21 28	F 8 15 22 29	S 9 16 23 30

2023

January	S 1 8 15 22 29	M 2 9 16 23 30 31	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	F 6 13 20 27	S 7 14 21 28
February	S 26 27 28	M 5 12 19 26	T 6 13 20 27	W 7 14 21 28	T 8 15 22 29	F 9 16 23 30	S 10 17 24 25
March	S 26 27 28 29 30 31	M 5 12 19 26	T 6 13 20 27	W 7 14 21 28	T 8 15 22 29	F 9 16 23 30	S 10 17 24 25
April	S 23 24 25 26 27 28 29 30	M 1 8 15 22 29	T 2 9 16 23 30	W 3 10 17 24	T 4 11 18 25	F 5 12 19 26	S 6 13 20 27
May	S 28 29 30 31	M 7 14 21 28	T 8 15 22 29	W 9 16 23 30	T 10 17 24 31	F 11 18 25	S 12 19 26
June	S 25 26 27 28 29 30	M 4 11 18 25	T 5 12 19 26	W 6 13 20 27	T 7 14 21 28	F 8 15 22 29	S 9 16 23 30
September	S 24 25 26 27 28 29 30	M 3 10 17 24	T 4 11 18 25	W 5 12 19 26	T 6 13 20 27	F 7 14 21 28	S 8 15 22 29
October	S 22 23 24 25 26 27 28 29 30 31	M 1 8 15 22 29	T 2 9 16 23 30	W 3 10 17 24	T 4 11 18 25	F 5 12 19 26	S 6 13 20 27
November	S 26 27 28 29 30	M 5 12 19 26	T 6 13 20 27	W 7 14 21 28	T 8 15 22 29	F 9 16 23 30	S 10 17 24 25
December	S 24 25 26 27 28 29 30 31	M 3 10 17 24	T 4 11 18 25	W 5 12 19 26	T 6 13 20 27	F 7 14 21 28	S 8 15 22 29

2024

January	S 7 14 21 28	M 8 15 22 29	T 9 16 23 30 31	W 10 17 24	T 11 18 25	F 12 19 26	S 1 8 15 22 29
February	S 25 26 27 28 29	M 4 11 18 25	T 5 12 19 26	W 6 13 20 27	T 7 14 21 28	F 8 15 22 29	S 9 16 23 30
March	S 31	M 3 10 17 24 31	T 4 11 18 25	W 5 12 19 26	T 6 13 20 27	F 7 14 21 28	S 8 15 22 29
April	S 28 29 30	M 7 14 21 28	T 8 15 22 29	W 9 16 23 30	T 10 17 24	F 11 18 25	S 12 19 26
May	S 26 27 28 29 30 31	M 5 12 19 26	T 6 13 20 27	W 7 14 21 28	T 8 15 22 29	F 9 16 23 30	S 10 17 24 25
June	S 30	M 2 9 16 23 30	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	F 6 13 20 27	S 7 14 21 28
September	S 29 30	M 6 13 20 27	T 7 14 21 28	W 8 15 22 29	T 9 16 23 30	F 10 17 24	S 11 18 25
October	S 27 28 29 30 31	M 6 13 20 27	T 7 14 21 28	W 8 15 22 29	T 9 16 23 30	F 10 17 24	S 11 18 25
November	S 24 25 26 27 28 29 30	M 3 10 17 24	T 4 11 18 25	W 5 12 19 26	T 6 13 20 27	F 7 14 21 28	S 8 15 22 29
December	S 29 30 31	M 6 13 20 27	T 7 14 21 28	W 8 15 22 29	T 9 16 23 30	F 10 17 24	S 11 18 25



AUGUST 2022 _____

★ GOALS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
31	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

THURSDAY	FRIDAY	SATURDAY	NOTES
4	5	6	
11	12	13	
18	19	20	
25	26	27	
1	2	3	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
28	29	30	31
4	Labor Day5	6	7
Patriot Day11	12	13	14
18	19	20	21
Rosh Hashanah begins at sundown25	26	27	28

OCTOBER 2022

★ GOALS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
25	26	27	28
2	3	4 Yom Kippur begins at sundown	5
9	10 Columbus Day	11	12
16	17	18	19
23	24	25	26
30	31 Halloween		

NOVEMBER 2022

★ GOALS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
30	31	1	2
Standard time begins	7	Election Day	9
13	14	15	16
20	21	22	23
27	28	29	30

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4	5	
10	Veterans Day 11	12	
17	18	19	
Thanksgiving 24	25	26	
1	2	3	

DECEMBER 2022 _____

★ GOALS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
27	28	29	30
4	5	6	7
11	12	13	14
Hanukkah begins at sundown 18	19	20	First day of winter 21
Christmas 25	Kwanzaa begins 26	27	28

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<i>New Year's Day</i> 1	2	3	4
8	9	10	11
15 <i>Martin Luther King Jr. Day</i>	16	17	18
<i>Lunar New Year</i> 22	23	24	25
29	30	31	1

FEBRUARY 2023

★ GOALS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
29	30	31	1
5	6	7	8
Lincoln's Birthday 12	13	Valentine's Day 14	15
19	Presidents' Day 20	21	Ash Wednesday Washington's Birthday 22
26	27	28	1

REMINDERS ☒

THURSDAY	FRIDAY	SATURDAY	NOTES
<i>Groundhog Day</i> <div>2</div>	<div>3</div>	<div>4</div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div>9</div>	<div>10</div>	<div>11</div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div>16</div>	<div>17</div>	<div>18</div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div>23</div>	<div>24</div>	<div>25</div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div>2</div>	<div>3</div>	<div>4</div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
26	27	28	1
5	6	7	8
Daylight saving time begins 12	13	14	15
19	First day of spring 20	21	Ramadan begins at sundown 22
26	27	28	29

THURSDAY	FRIDAY	SATURDAY	NOTES
2	3	4	
9	10	11	
16	17	18	
23	24	25	
30	31	1	

St. Patrick's Day

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
26	27	28	29
Palm Sunday 2	3	4	Passover begins at sundown 5
Easter 9	10	11	12
Laylat al-Qadr begins at sundown 16	17	18	19
23	24	25	26
30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
30	1	2	3
7	8	9	10
Mother's Day14	15	16	17
21	22	23	24
28	Memorial Day29	30	31

THURSDAY	FRIDAY	SATURDAY	NOTES
4	5 <i>Cinco de Mayo</i>	6	
11	12	13	
18	19	20	
25	26	27	
1	2	3	

Monday

August 8

Tuesday

August 9

Wednesday

August 10

Thursday

August 11

Friday

August 12

Saturday

August 13

Sunday

August 14

Monday

August 15

Tuesday

August 16

Wednesday

August 17

Thursday

August 18

Friday

August 19

Saturday

August 20

Sunday

August 21

Monday

August 22

Tuesday

August 23

Wednesday

August 24

Thursday

August 25

Friday

August 26

Saturday

August 27

Sunday

August 28

Monday

August 29

Tuesday

August 30

Wednesday

August 31

Thursday

September 1

Friday

September 2

Saturday

September 3

Sunday

September 4

Monday

September 5

Labor Day

Tuesday

September 6

Wednesday

September 7

Thursday

September 8

Friday

September 9

Saturday

September 10

Sunday

September 11

Patriot Day

Monday

September 12

Tuesday

September 13

Wednesday

September 14

Thursday

September 15

Friday

September 16

Saturday

September 17

Sunday

September 18

Monday

September 19

Tuesday

September 20

Wednesday

September 21

Thursday

September 22

First day of autumn

Friday

September 23

Saturday

September 24

Sunday

September 25

Rosh Hashanah begins at sundown

Monday

September 26

Tuesday

September 27

Wednesday

September 28

Thursday

September 29

Friday

September 30

Saturday

October 1

Sunday

October 2

Monday

October 3

Tuesday

October 4

Yom Kippur begins at sundown

Wednesday

October 5

Thursday

October 6

Friday

October 7

Mawlid al-Nabi begins at sundown

Saturday

October 8

Sunday

October 9

Monday October 10

Columbus Day

Tuesday October 11

Wednesday October 12

Thursday

October 13

Friday

October 14

Saturday

October 15

Sunday

October 16

Monday

October 17

Tuesday

October 18

Wednesday

October 19

Thursday

October 20

Friday

October 21

Saturday

October 22

Sunday

October 23

Monday

October 24

Tuesday

October 25

Wednesday

October 26

Thursday

October 27

Friday

October 28

Saturday

October 29

Sunday

October 30

Monday

October 31

Halloween

Tuesday

November 1

Wednesday

November 2

Thursday

November 3

Friday

November 4

Saturday

November 5

Sunday

November 6

Standard time begins

Monday

November 7

Tuesday

November 8

Election Day

Wednesday

November 9

Thursday

November 10

Friday

November 11

Veterans Day

Saturday

November 12

Sunday

November 13

Monday

November 14

Tuesday

November 15

Wednesday

November 16

Thursday

November 17

Friday

November 18

Saturday

November 19

Sunday

November 20

Monday

November 21

Tuesday

November 22

Wednesday

November 23

Thursday

November 24

Thanksgiving

Friday

November 25

Saturday

November 26

Sunday

November 27

Monday

November 28

Tuesday

November 29

Wednesday

November 30

Thursday

December 1

Friday

December 2

Saturday

December 3

Sunday

December 4

Monday

December 5

Tuesday

December 6

Wednesday

December 7

Thursday

December 8

Friday

December 9

Saturday

December 10

Sunday

December 11

Monday

December 12

Tuesday

December 13

Wednesday

December 14

Thursday

December 15

Friday

December 16

Saturday

December 17

Sunday

December 18

Hanukkah begins at sundown

Monday

December 19

Tuesday

December 20

Wednesday

December 21

First day of winter

Thursday

December 22

Friday

December 23

Saturday

December 24

Sunday

December 25

Christmas

Monday

December 26

Kwanzaa begins

Tuesday

December 27

Wednesday

December 28

Thursday

December 29

Friday

December 30

Saturday

December 31

Sunday

January 1

New Year's Day

Monday

January 2

Tuesday

January 3

Wednesday

January 4

Thursday January 5

Friday January 6

Saturday January 7

Sunday January 8

Monday

January 9

Tuesday

January 10

Wednesday

January 11

Thursday

January 12

Friday

January 13

Saturday

January 14

Sunday

January 15

Monday January 16

Martin Luther King Jr. Day

Tuesday January 17

Wednesday January 18

Thursday

January 19

Friday

January 20

Saturday

January 21

Sunday

January 22

Lunar New Year

Monday

January 23

Tuesday

January 24

Wednesday

January 25

Thursday January 26

Friday January 27

Saturday January 28

Sunday January 29

Monday

January 30

Tuesday

January 31

Wednesday

February 1

Thursday

February 2

Groundhog Day

Friday

February 3

Saturday

February 4

Sunday

February 5

Monday

February 6

Tuesday

February 7

Wednesday

February 8

Thursday

February 9

Friday

February 10

Saturday

February 11

Sunday

February 12

Lincoln's Birthday

Monday

February 13

Tuesday

February 14

Valentine's Day

Wednesday

February 15

Thursday

February 16

Friday

February 17

Saturday

February 18

Sunday

February 19

Monday

February 20

Presidents' Day

Tuesday

February 21

Wednesday

February 22

Ash Wednesday

Washington's Birthday

Thursday

February 23

Friday

February 24

Saturday

February 25

Sunday

February 26

Monday

February 27

Tuesday

February 28

Wednesday

March 1

Thursday

March 2

Friday

March 3

Saturday

March 4

Sunday

March 5

Monday

March 6

Tuesday

March 7

Wednesday

March 8

Thursday

March 9

Friday

March 10

Saturday

March 11

Sunday

March 12

Daylight saving time begins

Monday

March 13

Tuesday

March 14

Wednesday

March 15

Thursday

March 16

Friday

March 17

St. Patrick's Day

Saturday

March 18

Sunday

March 19

Monday

March 20

First day of spring

Tuesday

March 21

Wednesday

March 22

Ramadan begins at sundown

Thursday

March 23

Friday

March 24

Saturday

March 25

Sunday

March 26

Monday

March 27

Tuesday

March 28

Wednesday

March 29

Thursday

March 30

Friday

March 31

Saturday

April 1

April Fools' Day

Sunday

April 2

Palm Sunday

Monday

April 3

Tuesday

April 4

Wednesday

April 5

Passover begins at sundown

Thursday

April 6

Friday

April 7

Good Friday

Saturday

April 8

Sunday

April 9

Easter

Monday

April 10

Tuesday

April 11

Wednesday

April 12

Thursday

April 13

Friday

April 14

Saturday

April 15

Sunday

April 16

Laylat al-Qadr begins at sundown

Monday

April 17

Tuesday

April 18

Wednesday

April 19

Thursday

April 20

Friday

April 21

Eid al-Fitr begins at sundown

Saturday

April 22

Earth Day

Sunday

April 23

Monday

April 24

Tuesday

April 25

Wednesday

April 26

Thursday

April 27

Friday

April 28

Saturday

April 29

Sunday

April 30

Monday

May 1

Tuesday

May 2

Wednesday

May 3

Thursday

May 4

Friday

May 5

Cinco de Mayo

Saturday

May 6

Sunday

May 7

Monday

May 8

Tuesday

May 9

Wednesday

May 10

Thursday

May 11

Friday

May 12

Saturday

May 13

Sunday

May 14

Mother's Day

Monday

May 15

Tuesday

May 16

Wednesday

May 17

Thursday

May 18

Friday

May 19

Saturday

May 20

Sunday

May 21

Monday

May 22

Tuesday

May 23

Wednesday

May 24

Thursday

May 25

Friday

May 26

Saturday

May 27

Sunday

May 28

Monday

May 29

Memorial Day

Tuesday

May 30

Wednesday

May 31

Thursday

June 1

Friday

June 2

Saturday

June 3

Sunday

June 4

LANGUAGE ARTS *MLA style of documentation*

YOUR WORKS-CITED LIST	Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.
------------------------------	---

According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles, and titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase, "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

ANY CITATION (GENERAL GUIDELINES)	Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs, URL, or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).
PAGE ON A WEBSITE	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.ehow.com/how_2018_how-oil.html. Accessed 5 Jan. 2019.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb. 2017.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2018, p. A12.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

LANGUAGE ARTS *MLA style of documentation*

BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
BOOK BY ONE AUTHOR	Wheelen, Richard. <i>Sherman's March</i> . Crowell, 1978.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. <i>Prospect for America</i> . Doubleday, 1961.
BOOK BY AN ANONYMOUS AUTHOR	<i>Literary Market Place: The Directory of the Book Publishing Industry</i> . 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
A WORK IN AN ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
AN EDITION OTHER THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson. 3rd ed., Houghton, 1987.
SIGNED ARTICLE IN A REFERENCE BOOK	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed., vol. 2, Macmillan, 2019.



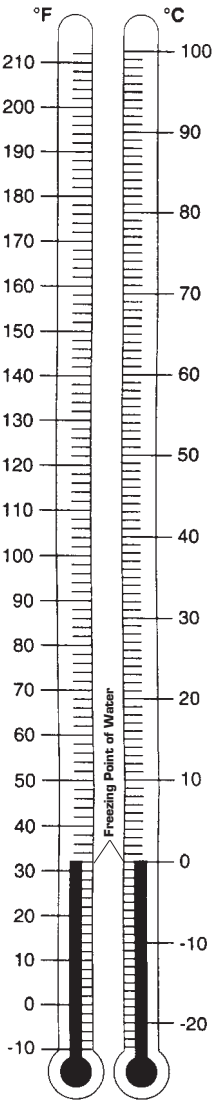
SCIENCE *unit conversions*

ENGLISH TO METRIC CONVERSIONS

<i>To Convert→</i>	<i>Multiply By→</i>	<i>To Find→</i>
AREA		
square inches	6.45	square centimeters
square feet	0.09	square meters
square miles	2.59	square kilometers
acres	0.40	hectares
LENGTH		
inches	2.54	centimeters
feet	0.30	meters
yards	0.91	meters
miles	1.61	kilometers
MASS AND WEIGHT		
ounces	28.35	grams
pounds	0.45	kilograms
pounds-force	4.45	newtons
short tons	0.91	metric tons
VOLUME		
cubic inches	16.39	cubic centimeters
cubic feet	0.03	cubic meters
quarts	0.95	liters
gallons	3.79	liters

METRIC TO ENGLISH CONVERSIONS

<i>To Convert→</i>	<i>Multiply By→</i>	<i>To Find→</i>
AREA		
square centimeters	0.16	square inches
square meters	10.76	square feet
square kilometers	0.39	square miles
hectares	2.47	acres
LENGTH		
centimeters	0.39	inches
meters	3.28	feet
meters	1.09	yards
kilometers	.62	miles
MASS AND WEIGHT		
grams	0.04	ounces
kilograms	2.20	pounds
metric tons	1.10	short tons
newtons	.022	pound-force
VOLUME		
cubic centimeters	0.06	cubic inches
cubic meters	35.31	cubic feet
liters	1.06	quarts
liters	0.26	gallons

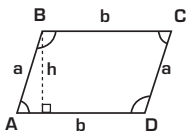
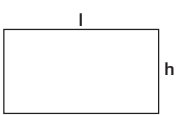
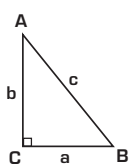


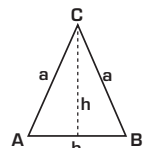
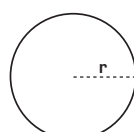
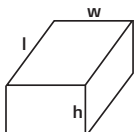
TEMPERATURE

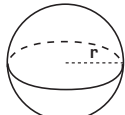
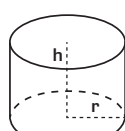
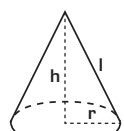

Fahrenheit to Celsius:
subtract 32,
then multiply by 5
and divide by 9.

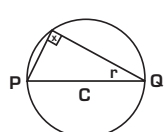
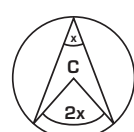
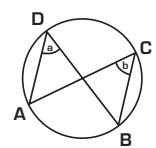
Celsius to Fahrenheit:
multiply by 9,
divide by 5,
then add 32.

MATHEMATICS *area & volume*

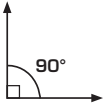
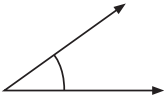
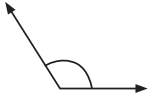

PARALLELOGRAM  Area of ABCD = bh	RECTANGLE  Perimeter = $2(l + h)$ Area = $l \times h$	RIGHT TRIANGLE  Area = $ab/2$ $c^2 = a^2 + b^2$ (Pythagorean Theorem)
--	--	--

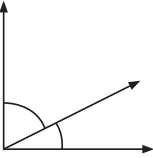
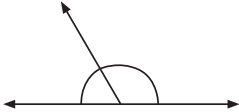
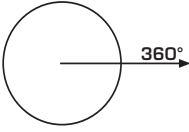
ISOSCELES TRIANGLE  Area = $bh/2$	CIRCLE  Circumference of a circle = $2\pi r$ Area of a circle = πr^2	RECTANGULAR PRISM  Surface area of a prism = $2(wl + lh + wh)$ Volume of a prism = $l \times w \times h$
---	--	---

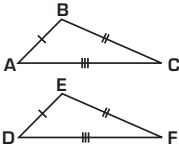
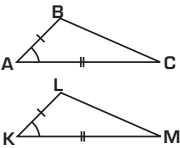
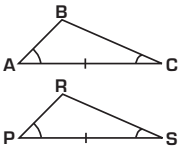
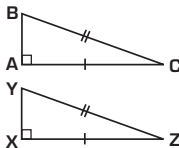
SPHERE  Surface area of a sphere = $4\pi r^2$ Volume of a sphere = $4\pi r^3/3$	CYLINDER  Surface area of a cylinder = $2\pi rh + 2\pi r^2$ Volume of a cylinder = $\pi r^2 h$	CONE  Surface area of a cone = $\pi rl + \pi r^2$ (l=slant height) Volume of a cone = $\pi r^2 h/3$	PYRAMID  Surface area of a pyramid = $B + \text{Lateral Area}$ (Lateral area = sum of triangular faces) Volume of a pyramid = $Bh/3$ (B = area of base)
---	--	--	--

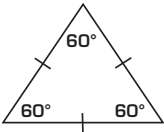
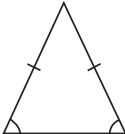
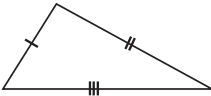
CIRCLE THEOREMS  $\angle x = 90^\circ$ <i>(PQ is the diameter)</i>	 C is the center of the circle	 $\angle a = \angle b$ <i>(Both angles intercept arc AB)</i>
---	---	---

MATHEMATICS *geometric angles & congruence cases*

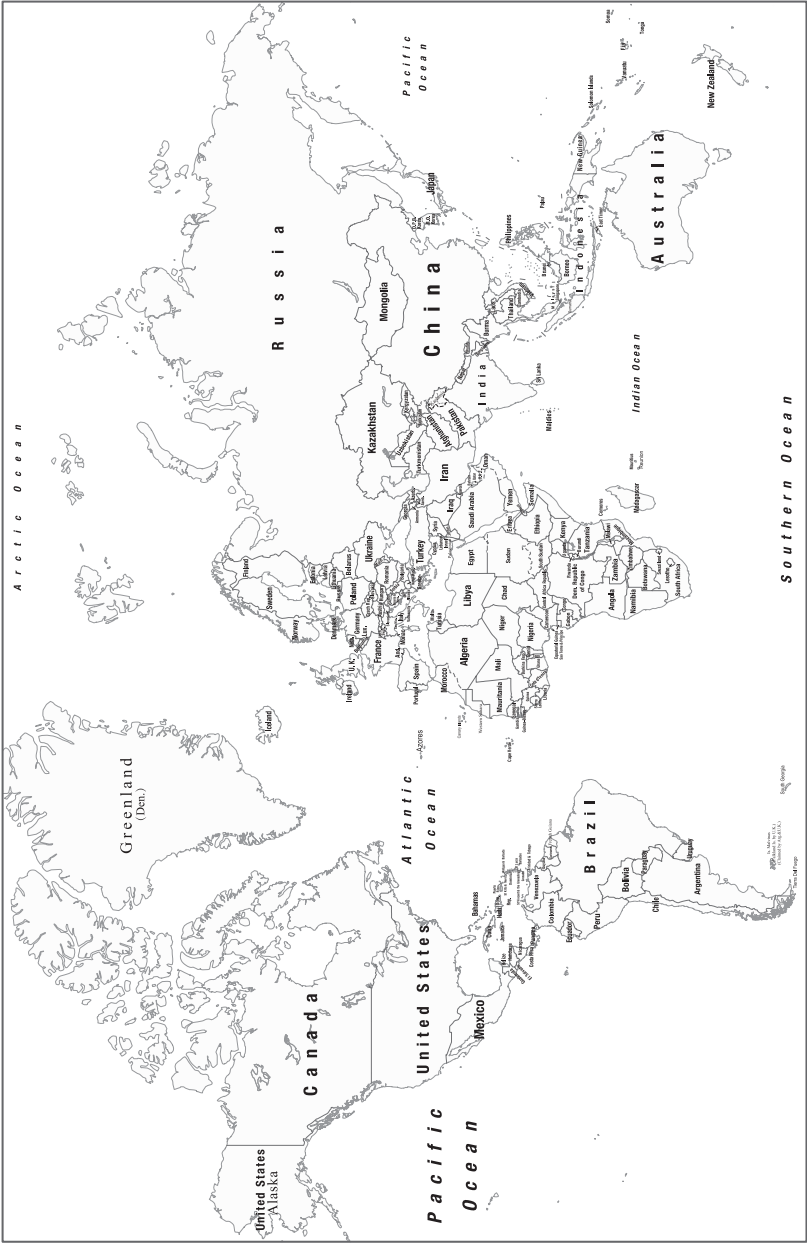
GEOMETRIC ANGLES			
			
A right angle is exactly 90°	An acute angle is less than 90°	An obtuse angle is greater than 90°	A straight angle is exactly 180°

		
Complementary angles add up to 90°	Supplementary angles add up to 180°	One complete angle of rotation = 360°

GEOMETRIC CONGRUENCE CASES			
S.S.S. POSTULATE	S.A.S. POSTULATE	A.S.A. POSTULATE	H.S. POSTULATE (RIGHT Δ 'S ONLY)
			
Side-Side-Side $\triangle ABC \cong \triangle DEF$	Side-Angle-Side $\triangle ABC = \triangle KLM$	Angle-Side-Angle $\triangle ABC = \triangle PRS$	Hypotenuse-side $\triangle ABC = \triangle XYZ$

EQUILATERAL TRIANGLE	ISOSCELES TRIANGLE	SCALENE TRIANGLE
		
3 Sides of Equal Length 3 Angles of 60° Each	2 Sides of Equal Length 2 Base Angles are Equal	3 Unequal Sides 3 Unequal Angles

GEOGRAPHY world map



EVALUATING INTERNET SOURCES

Not everything you see online is true. That's why it's so important to screen websites before you use them to help with homework or for information in a school report.

Use this checklist ☒ to figure out if the online source you're using is reliable.

Evaluate the WEBSITE

- ☐ **What is the domain?** Look at the Web address for clues about what kind of website you're using.
 - ☒ **Reliable**
.edu: a school, college, or university
.gov: a government agency
 - ☐ **Check carefully**
.com: a commercial business
.net: a network
.org: an advocacy group
- ☐ **Is it easy to navigate?** A reliable website will make it easy to find what you need.
- ☐ **Are there a lot of errors?** Spelling and grammar mistakes probably mean it's not trustworthy.

Evaluate the AUTHOR

- ☐ **Is there an author listed?** The author should be easy to identify and contact.
- ☐ **Is he/she an expert?** The author should be qualified to write on this subject.
- ☐ **What else has he/she published?** An author is more reliable if he or she has published other works.

Evaluate the INFORMATION

- ☐ **Is it current and accurate?** The information should be up to date and include references.
- ☐ **Can you find it on other sites?** Make sure the information appears in other reliable sources, including websites, books, and articles.
- ☐ **Is it fact or opinion?** Be sure to note when you're using someone's opinion and when you're using proven facts.

Hint

Trust your gut! If something doesn't seem right, it probably isn't.

NetSmartz.org/TipSheets

NetSmartz Workshop
A PROGRAM OF THE
NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN

ASL
AMERICAN ASSOCIATION
OF SCHOOL LIBRARIANS



CONTEMPLATIVE PRAYER

Prayer beads, meditation time, and the ritual of repetitive prayers are common to many religions. For Catholics, one of the oldest traditions is praying the rosary, often done while holding rosary beads and moving from bead to bead after each prayer.

This structured prayer includes the Apostle's Creed, Hail Mary, Glory Be, and Our Father, as well as contemplation of one of four sets of mysteries of the rosary, which chronicle events from the New Testament.

TIME FOR MEDITATION, FOCUS – For those saying the rosary, the repetitive prayer offers an opportunity for meditation, focus, and devotion, whether prayed alone, with classmates or your family, at a funeral, or a celebration.

For individuals, praying the rosary can be a time to step outside the routine, a few minutes of reflection and an opportunity to focus on your faith.

CONNECTING FAMILIES, GROUPS – Some families begin a long car drive by saying the rosary. Others use this form of prayer during special times of the year, to bring the family together.

For groups, the rosary can formalize a gathering time, helping to create connections, unity, and peace.

"Give me an army saying the rosary, and I will conquer the world."
– Pope Pius IX

"The rosary should always be seen and experienced as a path of contemplation."
– Pope John Paul II

YOU AND THE ROSARY

How do you feel after praying the rosary?

What does praying the rosary give you?



the rosary

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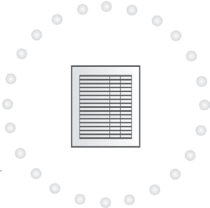


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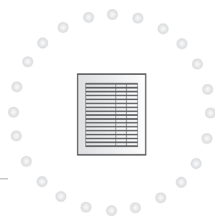


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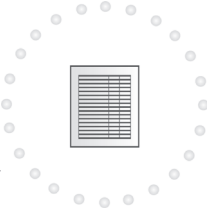
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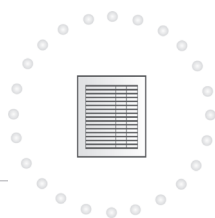


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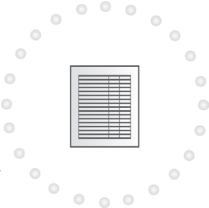


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