

Rosati-Kain High School

Student Handbook

2021-2022

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

PURPOSE AND ACKNOWLEDGEMENT OF THE HANDBOOK

This Student/Parent Handbook contains established policies and procedures for the 2021-2022 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

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

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

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

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

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

Carefully review this handbook, sign the documentation form and return it to school by Friday, August 27, 2021.

HISTORY OF ROSATI-KAIN HIGH SCHOOL

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

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

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

PHILOSOPHY

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

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

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

SCHOOL SONG

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

SCHOOL WIDE CURRICULUM GOALS

Rosati-Kain High School students will

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

ACADEMIC POLICIES

I. CURRICULUM

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

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

B. The requirements for graduation:

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

II. GRADING

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

| GRADE (Percent) | GPA | WEIGHTING: POINTS PER GRADE | |
|--------------------|------------|-----------------------------|--------|
| | | Regular | ACC/AP |
| A (93 - 100%) | 3.6 - 4.0 | 4.0 | 5.0 |
| B (85 - 92%) | 2.7 - 3.59 | 3.0 | 4.0 |
| C (78 - 84%) | 1.7 - 2.69 | 2.0 | 3.0 |
| D (70 - 77%) | 0.7 - 1.69 | 1.0 | 2.0 |
| F (Failure) | | 0 | 0 |

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

III. HONOR ROLL

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

A. First Honors: GPA of 3.6 and above, no grade below a B 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.
- 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. Failed courses must be retaken regardless of the number of credits that have been earned.
- D. Semester grades are calculated as follows: Quarter 1 or 3 is 40% of the semester grade; quarter 2 or 4 is 40% of the semester grade, and the semester exam is 20% of the semester grade.
- E. Classes without a semester exam have grades calculated at Quarter 1 or 3 as 50% of the semester grade and quarter 2 or 4 as 50% of the semester grade.
- F. First semester failures in mathematics, science and world language may be made up by a passing grade for the second semester.
- G. Failed courses must be retaken in summer school with an accredited school or learning center at the approval of Rosati-Kain.
- H. All credit recovery courses must be pre-approved by the administration.
- I. Grades received for successful credit recovery will be received as a "D" on a student's transcript on August 30th of her senior year.
- J. 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: outstanding fines, library books, athletic uniforms, absentee notes, technology charges, school counseling assignments, or outstanding tuition.

VII.ACADEMIC INTEGRITY

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

VIII. GRADE REPORTS

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

IX. ACADEMIC PROBATION

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

X. GRADUATION

- A. Students must earn a minimum of 28 credits for graduation.
- B. Seniors who fail a course, regardless of the number of credits earned, will not be eligible to receive a diploma.
- C. Only students eligible to receive a diploma will be able to participate in the graduation ceremony.
- D. Graduation requirements also include retreat days or retreat experiences each year and completion of their service requirement.

XI. GRADUATION HONORS

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

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

XII. SCHEDULE

- A. Rosati-Kain High School follows a flexible six-day cycle that offers students a combination of scheduled and unscheduled time.
- B. It is each student's responsibility to plan her day and use her time well.
 - 1. Unscheduled time may be used for silent study, group work, research, and conferences with teachers, counselors, and advisors.
 - 2. Students may spend their unscheduled time in the Learning Commons, Study Center, computer lab, Coughlin courtyard or any available classroom. The cafeteria is open each day until the lunch mods are completed.
 - 3. The main lobby, stage, gym, locker rooms, music room, 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 for at least six school days. Rosati-Kain's Administration and Athletic Director reserve the right to monitor student grades.
 1. A student who is ineligible may not try out, practice, or participate in any way on teams 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.
 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 2020-2021 academic year in order to be eligible to participate in athletics and theater productions in the first semester of the 2021-2022 school year. The missing credit must be completed prior to the start of the 2021-2022 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:

- Adventurers Club
- Ambassadors
- Bocce Club
- Book Club
- Campus Ministry
- Computer Coders
- Diversity Club
- French Club
- Garden Club
- Harry Potter Club
- Knitting and Crocheting Club
- Kougat Outreach
- Library Guild
- Mu Alpha Theta
- Music Ministry
- National Honor Society
- Pro-life Club
- RK-pellas
- Robotics
- Science and Environmental Club
- Scholar Bowl Team
- Spanish Club
- Spanish Honor Society
- Spirit Club
- Student Council
- Youth in Government

B. Athletic Teams:

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

III. ATHLETIC POLICIES

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

IV. NATIONAL HONOR SOCIETY POLICIES

- A. The National Honor Society sets forth policies that must be followed by all local chapters to ensure that members exemplify the highest standards of scholarship, leadership, character and service.
- B. The Cardinal Glennon Chapter at Rosati-Kain, in accordance with the Constitution and By-Laws of the NHS, has established the following procedures for selection of new members:
 - 1. Juniors and seniors who have a cumulative GPA of at least 3.6 are eligible to be considered for membership during the first quarter of each year.
 - 2. Eligible students will be invited to submit evidence of their qualifications for membership.
 - 3. Each applicant will complete an application portfolio covering all 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.
- D. Mu Alpha Theta
 - 1. Eligible students are chosen by their scholarship in Mathematics. Students who have a cumulative GPA of at least 3.0 and a 3.5 in their Math courses and who have completed four semesters of college preparatory Mathematics courses are eligible to be considered for membership during the first quarter of each year.
 - 2. To remain in good standing, members must continue to exemplify the high standards by which they were selected, and must attend a minimum of six monthly meetings each year.



ATTENDANCE

The regular school day begins at 8:00 a.m. and ends at 2:45 p.m. All students are expected to be punctual.

Student absences are usually due to student illness, emergencies, unavoidable appointments, or a death in the family. Work missed must be made up in a timely manner according to the policy set by each teacher.

I. HOURS

- A. The café is open at 6:00 in the morning for students to wait for the rest of the building to open.
- B. The Learning Commons is open from 7:30 a.m. to 3:30 p.m.
- C. The school building closes at 3:15 p.m. At 3:15 p.m. students must report to 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, an email is sent to teachers with the student's name and time of arrival or departure.
- D. A student is marked one-half day absent if she misses up to three class periods during the day.
- E. A student is marked for a full day of absence if she misses more than three class periods during the day.
- F. Unscheduled time is part of the school day.
- G. Absences exceeding 10 days per semester 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, 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 8:00 a.m. The first period bell rings at 8:05 a.m.
- C. **A student who is not in her first period class will be marked tardy.**
- D. Any student arriving at school after the first period has begun must report to the office before going to the first period class.
- 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. In the case of excessive classroom tardiness students will be referred to the administration, may be scheduled, or receive a demerit.

VI. ABSENCE PROCEDURES

- A. On the day of the absence a parent or guardian must inform the school by telephone or e-mail before 8:15 a.m. and give the reason for the absence.
- B. When returning to school following an absence, the student must:
 - 1. Provide written notice signed by a parent giving the dates and reason for absence to the front office.
E-mails from parent/guardian accounts registered with the main office are also accepted. E-mails can be sent to rkattendance@rosati-kain.org.
 - 2. Missing homework should be given to the teacher the next school day **even if the class does not meet**. If a student has missed a test, she must make up the test within three school days. **Participation in sports or work at an outside job will not be considered as acceptable excuses for failing to make up class work.**
 - 3. If a student has been absent because of a lengthy illness, special arrangements will be made. Parents should contact the administration or the Registrar.
 - a. The school may require documentation from a physician or counselor prior to the student returning to school.
 - b. Parents are strongly encouraged to support their children to be in school as much as possible.

VII. SKIPPING SCHEDULED EVENTS

Students who skip a class or scheduled activity are considered truant.

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. CAMPUS MINISTRY

- A. The faith formation of our students at Rosati-Kain is a priority for all members of our community. Campus Ministry facilitates the spiritual growth of our community through prayer, liturgy, retreats, and Christian service.
- B. The campus minister provides leadership for coordinating liturgies, retreats, and service work. Students are invited and encouraged to be involved in the planning of these events.
- C. Prayer and Liturgy
 - 1. All-school liturgical celebrations are scheduled on a monthly basis.
 - 2. Individual classes have the opportunity to celebrate Class Mass once a semester.
 - 3. All students, faculty, and parents are invited to attend Mass on Thursday mornings before school at 7:25am.
 - 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. Participation is a graduation requirement.
 - 2. Freshmen, Sophomores, and Seniors participate in off-campus Prayer Days.
 - 3. Juniors participate in an overnight Kairos retreat (3 days, 2 nights).
 - 4. Students who are absent from these days must make arrangements with the campus minister to fulfill the graduation requirement of a yearly retreat experience.

E. Service project

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

II. OFFICE OF STUDENT SUPPORT SERVICES

A. The Office of Student Support Services consists of two full-time counselors.

B. Services include:

1. Transition issues, into and out of high school.
2. Academic testing and interpretation;
3. College and career counseling
4. Assisting students with personal and social development via a planned 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. The counseling 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.
- J. 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.

III. 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.

IV. 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.

V. 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.

VI. 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.

VII. 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.

VIII. LOST AND FOUND

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

IX. MESSAGES

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

SCHOOL POLICIES

I. ADMISSIONS

- A. Rosati-Kain High School does not discriminate with respect to race, color, national origin, or 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. Ordinarily, students apply for admission in November of their eighth grade year, following the application process coordinated by the Archdiocesan Catholic Education Office.
- E. The criteria for acceptance to Rosati-Kain are based on performance in the upper grades and include:
 - 1. Nationally-normed standardized test scores at the seventieth percentile or above;
 - 2. Above average academic performance in sixth, seventh and eighth grade;
 - 3. A record of good attendance and conduct.
- F. Students wishing to transfer must submit an application including previous elementary and secondary work.
 - 1. Acceptance is based on the criteria above and above average performance in a course of studies consistent with the normal Rosati-Kain curriculum.
 - 2. Recommendation from previous high school will be sought.

- G. Acceptable transfer credits will be determined by the administration prior to registration.
 - 1. The transfer student's GPA will be recalculated using Rosati-Kain's point system.
 - 2. When typical school records are not available, credit may be awarded based on satisfactory performance on assessments developed or approved by the administration.
- H. Ordinarily, local transfer students are not accepted at the senior level.
- I. Current diagnostic evaluation and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and provide for them the appropriate adjustments during their term of enrollment are required.
- J. Final decision on all admissions and acceptable credits rests with the administration of Rosati-Kain High School.

II. REGISTRATION

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

III. PHYSICAL EXAMS

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

IV. STUDENT RECORDS

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

V. STUDENT RESIDENCY

- A. Ordinarily, students reside with a parent or legal guardian.
- B. Catholic schools recognize and value their partnership with parents as the primary educators of their children. However, situations may arise in which living arrangements other than with a parent/guardian are in the best interest of a student.
- C. Each situation must be evaluated on an individual basis. Care must be taken that the living arrangements address the student's needs in a way that does not reflect negatively upon the school.
- D. The school must have documentation regarding who bears responsibility for the student's academic, medical and financial welfare.

VI. COMMUNICATION

- A. The school communicates with parents through a printed parent newsletter, a weekly email blast, SchoolMessenger, and the Rosati-Kain website www.rosati-kain.org.
 - 1. The printed parent newsletter is mailed home in August with the Back-to School packet.
 - 2. The newsletter and email blast include calendar up-dates, 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.
- D. Parents/Guardians will be contacted regarding mid-quarter academic progress for any student on academic probation or with grades of 78% or below.
- E. The administration or faculty may make additional reports, or contact parents and/or students via e-mail, on an as-needed basis.
- F. Formal parent-faculty conferences are held at least once a year.
 - 1. Individual conferences can be requested at any time by parents, faculty members, counselors, advisors or administrators.
 - 2. Parents are encouraged to make appointments with any members of the faculty as they see necessary.
- G. The 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 that enables school personnel to notify all parents by phone if an emergency or unplanned event causes a change in the expected schedule on any given day. This system may also be used to communicate general announcements or reminders.
- J. Names, addresses, and e-mail addresses of students and their parents/guardians are not released to any unauthorized person or agency.

VII. DISCIPLINE

- A. The goal of discipline policies and procedures at Rosati-Kain is to educate and remediate rather than to merely punish.
- B. Each Rosati-Kain student is expected at all times to abide by the norms of behavior described in this handbook. In particular, it is always the expectation to treat everyone with respect and dignity.
- C. 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. For student behavior to be reflective of the integrity and dignity she maintains and respectful of those whom she encounters each day.
 - 2. For the student to learn to make appropriate choices and that her actions have consequences.
 - 3. For the Rosati-Kain community environment to be one conducive to learning and formation and where a young woman can experience being valued and respected by 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. A student must carry her demerit card with her at all times during school hours.
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 scheduled and 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
 - Demerit card loss
 - 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
- 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 and clean**.
- C. All clothes must be in good repair, appropriate to each student's body type and not form fitting.
 1. Frayed hems are not acceptable.
 2. All clothing must be worn as it was meant; right side out, not rolled up, and not dragging on the floor.
- D. It is each student's responsibility to know and follow the dress code.
 1. **Students are expected to remain in correct dress code, 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 or polos 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. Non-R-K jackets, coats, windbreakers may not be worn during school hours.
- Non R-K sweatshirts (crew, hooded, or quarter-zipped) that do not advertise any other high school are allowed.
- Hoods may not be worn
- Shirrtails must not be visible at the bottom hem of any sweater or sweatshirts.

5. Shoes:

- Shoes must be worn and be quiet and safe.
- Athletic shoes and sandals 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 a solid color.
- No fishnet is allowed.

7. Accessories:

- Caps, hats, 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 piercings, and nose-rings are not allowed.
- Body art, excessive writing, or drawing on self is not permitted.
- Visible tattoos are not permitted.

IX. POLICIES FOR ROSATI-KAIN DANCES AND OTHER EVENTS

- A. Students are required to have their parents complete dance information forms for themselves and their guests to be used in case of emergency. These forms must be turned in to the faculty moderator by the stated deadline before the day of the dance.
- B. Students and guests are to be at the dance no later than ½ hour after the dance begins; there is no admittance after this deadline unless previously arranged with the administration or faculty moderator.
 1. Parents will be notified of their student's absence as soon as possible.
- C. Students and guests are to remain at the dance until it ends.
- D. Students and guests are to be properly attired and display appropriate behavior/dancing.
 1. Dress for all in attendance must be modest and appropriate for the occasion. All school rules regarding appropriate self-portrayal apply; bare midriffs and extreme cleavage are not permitted; body piercings and tattoos should not be visible.
 2. Students displaying inappropriate behavior may be dismissed from the dance. Parents will be notified by the administration or the faculty moderator.
- E. Drugs and alcohol are not allowed. The school's policy on drugs and alcohol will be strictly enforced.
- F. Parents will be notified by phone if their daughter and guest are refused admittance because of late arrival or asked to leave because of noncompliance with school guidelines. If a student or guest becomes ill, parents will be notified and the student and guest will be sent home.
- G. Rosati-Kain reserves the right to refuse admittance to any visitor at a dance. Students and their guests are also subject to a random breathalyzer test.
- H. The Rosati-Kain student is responsible for the behavior of all 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 visibly on an R-K lanyard at all times during the school day. Students violating this policy will be subject to a demerit.
- C. Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.
- D. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury.

Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon, and theft or vandalism of property.
- E. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.
- F. All reported or observed instances of threatened or actual violence must be addressed by the school administration.

Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending upon the severity of the incident.

If a student engages in serious, threatening, or violent behavior the following steps should be taken:

- 1. Remove the student from any contact with the school;
- 2. Contact appropriate diocesan officials (staff at the Catholic Education Office);

3. Contact the parents and inform them that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to herself or to others. Appropriate forms for the release of information must be signed to allow communication between school officials and the mental health professional.
4. Notify the police of the threat. Police should be notified and/or involved in the handling of any possession, threatened use, or use of a firearm or other weapon by the student. Confiscated weapons should be turned over to the police. Parents of the student who made the threat should be informed that the police were notified.
5. Communicate with any staff or students (and their parents) who may have been the target of the violent threat. Inform them of the threat and the actions taken to deal with the threat. Counseling or other needed support should be provided to assist these individuals in coping with the threat.

XIII. HARASSMENT

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

XIV. WEAPONS AND FIREARMS

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

XV. EMERGENCY EVACUATION

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

XVI. MAIN LOBBY

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

XVII. OUTSIDE AREAS

- A. Senior/East Courtyard

As a special privilege, seniors may use the east courtyard. During periods of pleasant weather, seniors may be in the courtyard during lunch 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.

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 are not limited to personal radios, smart-phones, iPods, 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. Student phone calls during the school day must be made from the front office.

XX. SNOW/CANCELLATION DAYS

- A. In the event of bad weather or hazardous road conditions, parents will be notified by phone call or text message via SchoolMessenger, a robocall provider. Parents may also consult KTVI or KSDK television stations for changes in the school schedule.
- B. Notice will also be posted to the school website as soon as possible.
- C. Parents are to make decisions regarding their daughters' attendance based on unique factors related to their own transportation and safety needs.

XXI. MEDIA

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

XXII. TRANSPORTATION OF STUDENTS

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

XXIII. STUDENTS WHO BECOME PARENTS

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

XXIV. VISITORS

- A. Doors are secured during the school day. Visitors must enter at the main entrance on Lindell Blvd. All visitors must sign in and receive a visitor's pass.
- B. If a student wishes to bring a guest to school, she must obtain permission from the administration before the day of the visit. Guests will ordinarily be limited to parents of current students and seventh or eighth grade students interested in attending Rosati-Kain.
- C. A student must meet her guest in the main lobby, obtain a visitor badge, and introduce the visitor to her advisor and each teacher before the start of class. When possible visitors should be introduced to the administration.

XXV. WAITING FOR RIDES

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

FINANCIAL RESPONSIBILITIES

I. REGISTRATION FEE

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

II. TUITION

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

III. SCHOLARSHIPS

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

IV. TUITION PAYMENT OPTIONS

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

RULES AND CODE OF ETHICS FOR ROSATI-KAIN TECHNOLOGY USERS

As a 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 audio or video recordings of anyone without their permission.
14. Rosati-Kain High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Rosati-Kain High School will not be responsible for any damages suffered by a user. Use of any information obtained via the internet is at the user's risk. Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the internet and/or any computer at Rosati-Kain.
15. The use of the computer/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.



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> |
|------------------------------|-------------|----------------------|-------------------|--------------|------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|--|---------|-----------|
| 1 | 2 | 3 | 4 |
| 8 | 9 <i>Muharram begins at sundown</i> | 10 | 11 |
| 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 |
| 29 | 30 | 31 | 1 |

SEPTEMBER 2021 _____

★ GOALS

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|---|---------|---------------------------------|
| 29 | 30 | 31 | 1 |
| 5 | Labor Day Rosh Hashanah begins at sundown | 6 | 7 |
| 12 | 13 | 14 | Yom Kippur begins at sundown |
| 19 | 20 | 21 | First day of autumn |
| 26 | 27 | 28 | 29 |

OCTOBER 2021

★ GOALS

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|-----------------|---|---------|-----------|
| 26 | 27 | 28 | 29 |
| 3 | 4 | 5 | 6 |
| 10 | Columbus Day 11 | 12 | 13 |
| 17 | Mawlid al-Nabi begins at sundown 18 | 19 | 20 |
| 24 | 25 | 26 | 27 |
| Halloween 31 | | | |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------------------------------------|--------|--------------------------|-----------|
| 31 | 1 | 2 <i>Election Day</i> | 3 |
| <i>Standard time begins</i> 7 | 8 | 9 | 10 |
| 14 | 15 | 16 | 17 |
| 21 | 22 | 23 | 24 |
| <i>Hanukkah begins at sundown</i> 28 | 29 | 30 | 1 |

REMINDERS ☒

| THURSDAY | FRIDAY | SATURDAY | NOTES |
|-----------------|--------|----------|-------|
| 4 | 5 | 6 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Veterans Day 11 | 12 | 13 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 18 | 19 | 20 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Thanksgiving 25 | 26 | 27 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 2 | 3 | 4 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

DECEMBER 2021

★ GOALS

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|--------|---------|-----------|
| 28 | 29 | 30 | 1 |
| 5 | 6 | 7 | 8 |
| 12 | 13 | 14 | 15 |
| 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 |

Kwanzaa begins

First day of winter

JANUARY 2022

★ GOALS

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|-----------------------------------|---------|-----------|
| 26 | 27 | 28 | 29 |
| 2 | 3 | 4 | 5 |
| 9 | 10 | 11 | 12 |
| 16 | 17 | 18 | 19 |
| | <i>Martin Luther King Jr. Day</i> | | |
| 23 | 24 | 25 | 26 |
| 30 | 31 | | |

| THURSDAY | FRIDAY | SATURDAY | NOTES |
|----------|--------|-------------------------|-------|
| 30 | 31 | <i>New Year's Day</i> 1 | |
| 6 | 7 | 8 | |
| 13 | 14 | 15 | |
| 20 | 21 | 22 | |
| 27 | 28 | 29 | |

FEBRUARY 2022

★ GOALS

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|-------------------|-------------------------|----------------|
| 30 | 31 | Lunar New Year1 | Groundhog Day2 |
| 6 | 7 | 8 | 9 |
| 13 | Valentine's Day14 | 15 | 16 |
| 20 | Presidents' Day21 | Washington's Birthday22 | 23 |
| 27 | 28 | 1 | 2 |

MARCH 2022

★ GOALS

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|-------------------------------|--------|---------|----------------|
| 27 | 28 | 1 | Ash Wednesday2 |
| 6 | 7 | 8 | 9 |
| Daylight saving time begins13 | 14 | 15 | 16 |
| First day of spring20 | 21 | 22 | 23 |
| 27 | 28 | 29 | 30 |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|---------------|--------|---------|------------------------------------|
| 27 | 28 | 29 | 30 |
| 3 | 4 | 5 | 6 |
| Palm Sunday10 | 11 | 12 | 13 |
| Easter17 | 18 | 19 | 20 |
| 24 | 25 | 26 | Laylat al-Qadr begins at sundown27 |

REMINDERS ☒

| THURSDAY | FRIDAY | SATURDAY | NOTES |
|----------|--|-----------------------------|-------|
| 31 | April Fools' Day 1 | Ramadan begins at sundown 2 | |
| 7 | 8 | 9 | |
| 14 | Good Friday Passover begins at sundown 15 | 16 | |
| 21 | Earth Day 22 | 23 | |
| 28 | 29 | 30 | |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------------------------|---|---------|-----------|
| 1 | 2 <i>Eid al-Fitr begins at sundown</i> | 3 | 4 |
| 5 | 6 | 7 | 8 |
| 9 <i>Mother's Day</i> | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 |
| 29 | 30 <i>Memorial Day</i> | 31 | 1 |

REMINDERS ☒

| THURSDAY | FRIDAY | SATURDAY | NOTES |
|---------------------------------------|---------------|---------------|-------|
| <div>Cinco de Mayo</div> <div>5</div> | <div>6</div> | <div>7</div> | |
| <div>12</div> | <div>13</div> | <div>14</div> | |
| <div>19</div> | <div>20</div> | <div>21</div> | |
| <div>26</div> | <div>27</div> | <div>28</div> | |
| <div>2</div> | <div>3</div> | <div>4</div> | |

JUNE 2022

★ GOALS

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------------------|--------|---------------------------|-----------|
| 29 | 30 | 31 | 1 |
| 5 | 6 | 7 | 8 |
| 12 | 13 | 14 Flag Day | 15 |
| 19 Father's Day | 20 | 21 First day of summer | 22 |
| 26 | 27 | 28 | 29 |

Monday

August 9

Muharram begins at sundown

Tuesday

August 10

Wednesday

August 11

Thursday

August 12

Friday

August 13

Saturday

August 14

Sunday

August 15

Monday

August 16

Tuesday

August 17

Wednesday

August 18

Thursday

August 19

Friday

August 20

Saturday

August 21

Sunday

August 22

Monday

August 23

Tuesday

August 24

Wednesday

August 25

Thursday

August 26

Friday

August 27

Saturday

August 28

Sunday

August 29

Monday

August 30

Tuesday

August 31

Wednesday

September 1

Thursday

September 2

Friday

September 3

Saturday

September 4

Sunday

September 5

Monday

September 6

Labor Day

Rosh Hashanah begins at sundown

Tuesday

September 7

Wednesday

September 8

Thursday

September 9

Friday

September 10

Saturday

September 11

Patriot Day

Sunday

September 12

Monday

September 13

Tuesday

September 14

Wednesday

September 15

Yom Kippur begins at sundown

Thursday

September 16

Friday

September 17

Saturday

September 18

Sunday

September 19

Monday

September 20

Tuesday

September 21

Wednesday

September 22

First day of autumn

Thursday

September 23

Friday

September 24

Saturday

September 25

Sunday

September 26

Monday

September 27

Tuesday

September 28

Wednesday

September 29

Thursday

September 30

Friday

October 1

Saturday

October 2

Sunday

October 3

Monday

October 4

Tuesday

October 5

Wednesday

October 6

Thursday

October 7

Friday

October 8

Saturday

October 9

Sunday

October 10

Monday

October 11

Columbus Day

Tuesday

October 12

Wednesday

October 13

Thursday

October 14

Friday

October 15

Saturday

October 16

Sunday

October 17

Monday

October 18

Mawlid al-Nabi begins at sundown

Tuesday

October 19

Wednesday

October 20

Thursday

October 21

Friday

October 22

Saturday

October 23

Sunday

October 24

Monday

October 25

Tuesday

October 26

Wednesday

October 27

Thursday

October 28

Friday

October 29

Saturday

October 30

Sunday

October 31

Halloween

Monday

November 1

Tuesday

November 2

Election Day

Wednesday

November 3

Thursday

November 4

Friday

November 5

Saturday

November 6

Sunday

November 7

Standard time begins

Monday

November 8

Tuesday

November 9

Wednesday

November 10

Thursday

November 11

Veterans Day

Friday

November 12

Saturday

November 13

Sunday

November 14

Monday

November 15

Tuesday

November 16

Wednesday

November 17

Thursday

November 18

Friday

November 19

Saturday

November 20

Sunday

November 21

Monday

November 22

Tuesday

November 23

Wednesday

November 24

Thursday

November 25

Thanksgiving

Friday

November 26

Saturday

November 27

Sunday

November 28

Hanukkah begins at sundown

Monday

November 29

Tuesday

November 30

Wednesday

December 1

Thursday

December 2

Friday

December 3

Saturday

December 4

Sunday

December 5

Monday

December 6

Tuesday

December 7

Wednesday

December 8

Thursday

December 9

Friday

December 10

Saturday

December 11

Sunday

December 12

Monday

December 13

Tuesday

December 14

Wednesday

December 15

Thursday

December 16

Friday

December 17

Saturday

December 18

Sunday

December 19

Monday

December 20

Tuesday

December 21

First day of winter

Wednesday

December 22

Thursday

December 23

Friday

December 24

Saturday

December 25

Christmas

Sunday

December 26

Kwanzaa begins

Monday

December 27

Tuesday

December 28

Wednesday

December 29

Thursday

December 30

Friday

December 31

Saturday

January 1

New Year's Day

Sunday

January 2

Monday

January 3

Tuesday

January 4

Wednesday

January 5

Thursday January 6

Friday January 7

Saturday January 8

Sunday January 9

Monday

January 10

Tuesday

January 11

Wednesday

January 12

Thursday January 13

Friday January 14

Saturday January 15

Sunday January 16

Monday

January 17

Martin Luther King Jr. Day

Tuesday

January 18

Wednesday

January 19

Thursday

January 20

Friday

January 21

Saturday

January 22

Sunday

January 23

Monday

January 24

Tuesday

January 25

Wednesday

January 26

Thursday January 27

Friday January 28

Saturday January 29

Sunday January 30

Monday

January 31

Tuesday

February 1

Lunar New Year

Wednesday

February 2

Groundhog Day

Thursday

February 3

Friday

February 4

Saturday

February 5

Sunday

February 6

Monday

February 7

Tuesday

February 8

Wednesday

February 9

Thursday

February 10

Friday

February 11

Saturday

February 12

Lincoln's Birthday

Sunday

February 13

Monday

February 14

Valentine's Day

Tuesday

February 15

Wednesday

February 16

Thursday

February 17

Friday

February 18

Saturday

February 19

Sunday

February 20

Monday

February 21

Presidents' Day

Tuesday

February 22

Washington's Birthday

Wednesday

February 23

Thursday

February 24

Friday

February 25

Saturday

February 26

Sunday

February 27

Monday

February 28

Tuesday

March 1

Wednesday

March 2

Ash Wednesday

Thursday

March 3

Friday

March 4

Saturday

March 5

Sunday

March 6

Monday

March 7

Tuesday

March 8

Wednesday

March 9

Thursday

March 10

Friday

March 11

Saturday

March 12

Sunday

March 13

Daylight saving time begins

Monday

March 14

Tuesday

March 15

Wednesday

March 16

Thursday

March 17

St. Patrick's Day

Friday

March 18

Saturday

March 19

Sunday

March 20

First day of spring

Monday

March 21

Tuesday

March 22

Wednesday

March 23

Thursday

March 24

Friday

March 25

Saturday

March 26

Sunday

March 27

Monday

March 28

Tuesday

March 29

Wednesday

March 30

Thursday

March 31

Friday

April 1

April Fools' Day

Saturday

April 2

Ramadan begins at sundown

Sunday

April 3

Monday

April 4

Tuesday

April 5

Wednesday

April 6

Thursday

April 7

Friday

April 8

Saturday

April 9

Sunday

April 10

Palm Sunday

Monday

April 11

Tuesday

April 12

Wednesday

April 13

Thursday

April 14

Friday

April 15

Good Friday

Passover begins at sundown

Saturday

April 16

Sunday

April 17

Easter

Monday

April 18

Tuesday

April 19

Wednesday

April 20

Thursday

April 21

Friday

April 22

Earth Day

Saturday

April 23

Sunday

April 24

Monday

April 25

Tuesday

April 26

Wednesday

April 27

Laylat al-Qadr begins at sundown

Thursday

April 28

Friday

April 29

Saturday

April 30

Sunday

May 1

Monday

May 2

Eid al-Fitr begins at sundown

Tuesday

May 3

Wednesday

May 4

Thursday

May 5

Cinco de Mayo

Friday

May 6

Saturday

May 7

Sunday

May 8

Mother's Day

Monday

May 9

Tuesday

May 10

Wednesday

May 11

Thursday

May 12

Friday

May 13

Saturday

May 14

Sunday

May 15

Monday

May 16

Tuesday

May 17

Wednesday

May 18

Thursday

May 19

Friday

May 20

Saturday

May 21

Sunday

May 22

Monday

May 23

Tuesday

May 24

Wednesday

May 25

Thursday

May 26

Friday

May 27

Saturday

May 28

Sunday

May 29

Monday

May 30

Memorial Day

Tuesday

May 31

Wednesday

June 1

Thursday

June 2

Friday

June 3

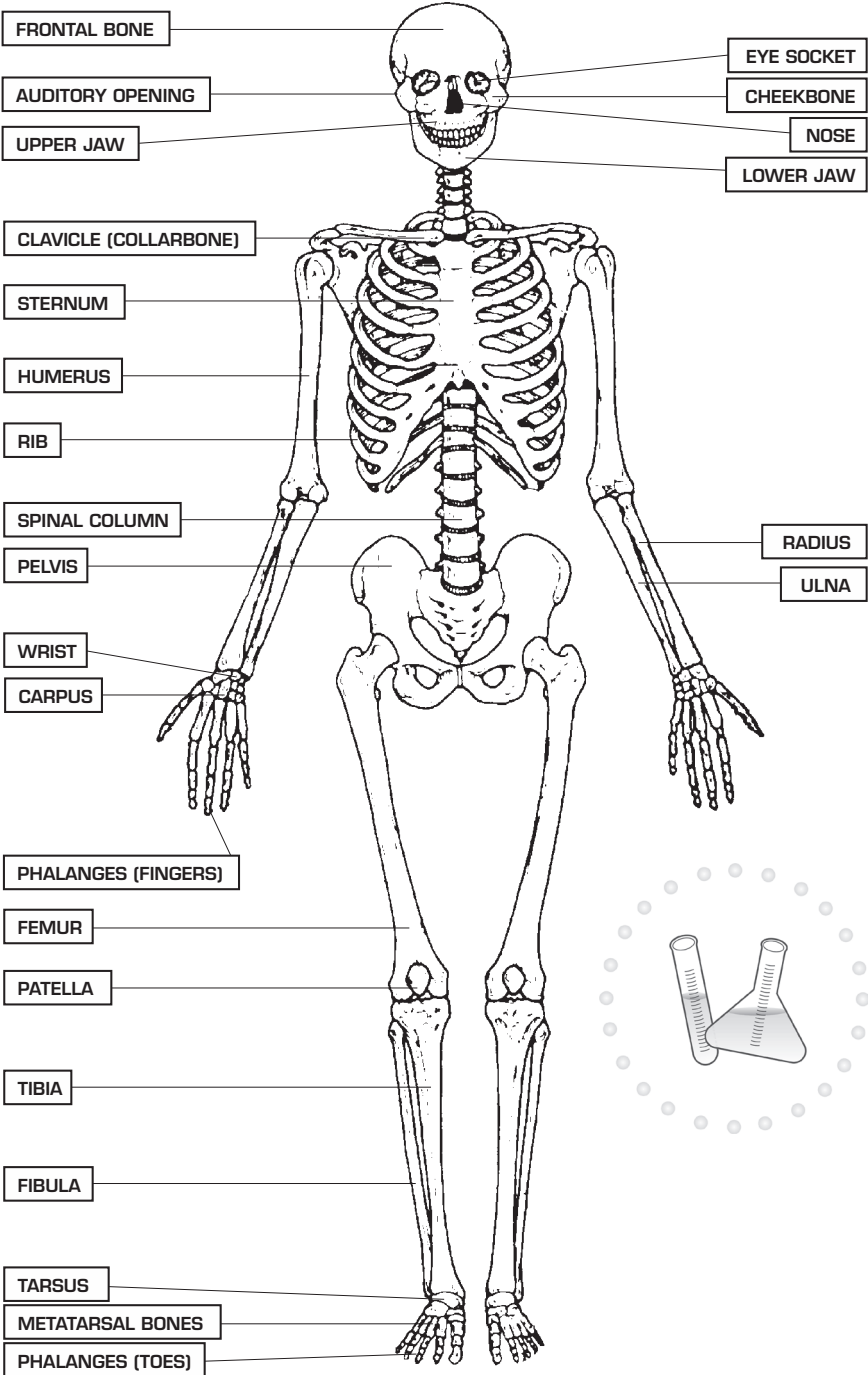
Saturday

June 4

Sunday

June 5

SCIENCE *the human skeleton*



SCIENCE *physics laws & formulas*

Mass Density

$$\text{mass density} = \frac{\text{mass}}{\text{volume}}$$

Speed

$$\text{average speed} = \frac{\text{distance covered}}{\text{elapsed time}}$$

Acceleration

$$a = \frac{\Delta v}{\Delta t} \quad \text{or} \quad \frac{v_F - v_I}{t_F - t_I}$$

(a=average acceleration; v=velocity;

t=time; v_F =final velocity; v_I =initial velocity;

t_F =final time; t_I =initial time)

Law of Universal Gravitation

$$F = G \frac{m_1 m_2}{d^2}$$

(F=force of attraction; m_1 and m_2 =the

masses of the two bodies; d=distance

between the centers of m_1 and m_2 ;

G=gravitational constant)

Work Done by a Force

$$\text{work} = (\text{force})(\text{distance})$$

Power

$$\text{power} = \frac{\text{work}}{\text{time}} \quad (\text{see above formula for work})$$

Kinetic Energy

$$KE = \frac{mv^2}{2}$$

(KE=kinetic energy; m=mass; v=velocity)

Specific Heat

$$Q = cm\Delta t$$

(Q=quantity of heat; c=specific heat;

m=mass; Δt =change in temperature)

Electric Current - Strength

$$I = \frac{Q}{t}$$

(I=the current strength; Q=quantity of charge;

t=time)

Momentum

$$\text{momentum} = (\text{mass})(\text{velocity})$$

Mass-Energy Equivalence

$$E = mc^2$$

(E=the energy [measured in ergs] equivalent

to a mass m [measured in grams]; c=speed

of light [measured in centimeters per second])

Power Expended in an Electric Appliance

$$P = IV$$

(P=power in watts; I=current; V=voltage)

Newton's Second Law of Motion

$$\text{force} = (\text{mass})(\text{acceleration})$$

Torque

$$T = FR$$

(T=torque; F=force; R=radius)

Boyle's Law when temperature constant:

$$p_1 V_1 = p_2 V_2$$

(p_1 =original pressure; p_2 =new pressure;

V_1 =original volume; V_2 =new volume)

Wave Motion

$$V = n\lambda$$

(V=wave velocity; n=wave frequency;

λ =wavelength)

Illumination on a Surface Perpendicular to the Luminous Flux

$$E = \frac{I}{r^2}$$

(E=illumination; I=intensity of the source;

r=distance from source to surface perpendicular to the beam)

Focal Length of Mirrors and Lenses

$$\frac{1}{f} = \frac{1}{d_o} + \frac{1}{d_i}$$

(f=focal length; d_o =object distance;

d_i =image distance)

Images in Mirrors and Lenses

$$\frac{h_i}{h_o} = \frac{d_i}{d_o}$$

(h_i =image height; h_o =object height;

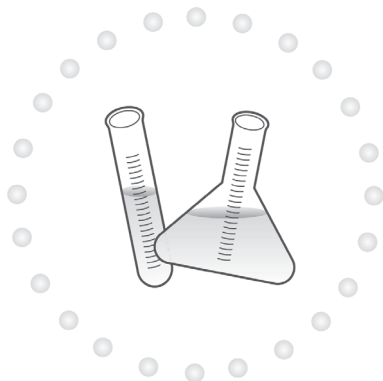
d_i =image distance; d_o =object distance)

Ohm's Law

$$I = \frac{V}{R}$$

(I=strength of the current flowing in a

conductor; V=the potential difference applied to its ends; R=its resistance)



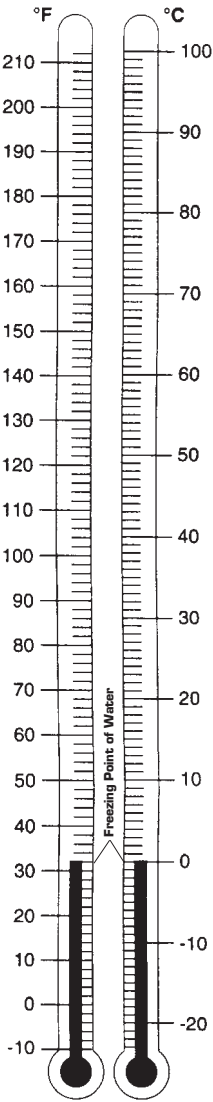
SCIENCE *unit conversions*

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 |

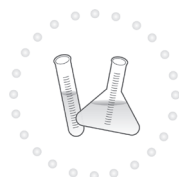


TEMPERATURE

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.

SCIENCE *weights & measures & formulas*



WEIGHTS AND MEASURES

ENGLISH

Area

| | |
|----------------------------------|--|
| 1 square foot (ft ²) | ----- 144 square inches (in ²) |
| 1 square yard (yd ²) | ----- 9 square feet |
| 1 acre | ----- 43,560 square feet |
| 1 square mile (mi ²) | ----- 640 acres |

Capacity

| | |
|----------------|------------------------------|
| 1 cup (c) | ----- 8 fluid ounces (fl oz) |
| 1 pint (pt) | ----- 2 cups |
| 1 quart (qt) | ----- 2 pints |
| 1 quart | ----- 4 cups |
| 1 gallon (gal) | ----- 4 quarts |

Length

| | |
|-------------|----------------------|
| 1 foot (ft) | ----- 12 inches (in) |
| 1 yard (yd) | ----- 36 inches |
| 1 yard | ----- 3 feet |
| 1 mile (mi) | ----- 5,280 feet |
| 1 mile | ----- 1,760 yards |

Time

| | |
|----------------|----------------------|
| 1 minute (min) | ----- 60 seconds (s) |
| 1 hour (h) | ----- 60 minutes |
| 1 day (d) | ----- 24 hours |
| 1 week (wk) | ----- 7 days |
| 1 year (yr) | ----- 12 months (mo) |
| 1 year | ----- 52 weeks |
| 1 year | ----- 365 days |
| 1 century (c) | ----- 100 years |

Weight

| | |
|-----------------|----------------------|
| 1 pound (lb) | ----- 16 ounces (oz) |
| 1 short ton (T) | ----- 2,000 pounds |

FORMULAS

| | |
|--------------------------------|--|
| Perimeter of a rectangle | ----- $P = 2(l + w)$ |
| Perimeter of a square | ----- $P = 4s$ |
| Perimeter of a regular polygon | ----- $P = ns$ (n = number of sides) |
| Area of a rectangle | ----- $A = lw$ |
| Area of a square | ----- $A = s^2$ |
| Area of a parallelogram | ----- $A = bh$ |
| Area of a triangle | ----- $A = \frac{1}{2}bh$ |
| Area of a trapezoid | ----- $A = \frac{1}{2}h(b_1 + b_2)$ |
| Area of a circle | ----- $A = \pi r^2$ |
| Circumference of a circle | ----- $C = \pi d$, or $2\pi r$ |
| Volume of a rectangular prism | ----- $V = lwh$ |
| Volume of any prism | ----- $V = Bh$ |
| Volume of a cylinder | ----- $V = \pi r^2 h$ |
| Volume of a pyramid | ----- $V = \frac{1}{3}Bh$ |
| Volume of a cone | ----- $V = \frac{1}{3}\pi r^2 h$ |
| Surface area of a cylinder | ----- $SA = 2\pi r^2 + 2\pi rh$ |
| Pythagorean Theorem | ----- $a^2 + b^2 = c^2$ (sides of a right triangle) |

Simple interest----- $I = prt$

Distance----- $d = rt$

METRIC

Area

| | |
|------------------------------------|---|
| 1 sq centimeter (cm ²) | ----- 100 sq millimeters (mm ²) |
| 1 sq meter (m ²) | ----- 10,000 sq centimeters |
| 1 hectare (ha) | ----- 10,000 square meters |
| 1 sq kilometer (km ²) | ----- 1,000,000 sq meters |

Capacity

| | |
|-------------------|----------------------|
| 1 milliliter (ml) | ----- .001 liter (L) |
| 1 centiliter (cl) | ----- .01 liter |
| 1 deciliter (dl) | ----- .1 liter |
| 1 dekaliter (dal) | ----- 10 liters |
| 1 hectoliter (hl) | ----- 100 liters |
| 1 kiloliter (kl) | ----- 1,000 liters |

Length

| | |
|-------------------|----------------------|
| 1 millimeter (mm) | ----- .001 meter (m) |
| 1 centimeter (cm) | ----- .01 meter |
| 1 decimeter (dm) | ----- .1 meter |
| 1 dekameter (dam) | ----- 10 meters |
| 1 hectometer (hm) | ----- 100 meters |
| 1 kilometer (km) | ----- 1,000 meters |

Mass/Weight

| | |
|------------------|-----------------------|
| 1 milligram (mg) | ----- .001 gram (g) |
| 1 centigram (cg) | ----- .01 gram |
| 1 decigram (dg) | ----- .1 gram |
| 1 dekagram (dag) | ----- 10 grams |
| 1 hectogram (hg) | ----- 100 grams |
| 1 kilogram (kg) | ----- 1,000 grams |
| 1 metric ton (t) | ----- 1,000 kilograms |

FORMULA KEY

| | |
|----|---|
| A | = area |
| b | = base, length of any side of a plane figure |
| B | = area of base |
| d | = diameter |
| h | = height, perpendicular distance from the furthest point of the figure to the extended base |
| l | = length |
| P | = perimeter |
| r | = radius |
| s | = side |
| sa | = surface area |
| V | = volume |
| w | = width |

I = interest, p = principal, r = rate, t = time

d = distance, r = rate, t = time

MATHEMATICS *Roman numerals & place value*

ROMAN NUMERALS

IN THE ROMAN NUMBER SYSTEM, NUMERALS ARE REPRESENTED BY 7 CAPITAL LETTERS FROM OUR ALPHABET. THESE LETTERS ARE COMBINED IN DIFFERENT WAYS TO FORM NUMBERS. THE VALUES OF THE LETTERS ARE ADDED TOGETHER, UNLESS A LETTER WITH A LESSER VALUE COMES BEFORE ONE WITH A LARGER VALUE. IN THIS CASE, THE VALUE IS THE DIFFERENCE OF THE TWO LETTER VALUES.

FOLLOWING ARE THE 7 LETTERS AND THEIR VALUES:

I → one
V → five
X → ten
L → fifty
C → one hundred
D → five hundred
M → one thousand

{1}=I
{2}=II
{3}=III
{4}=IV
{5}=V
{6}=VI
{7}=VII
{8}=VIII
{9}=IX
{10}=X
{11}=XI
{12}=XII
{13}=XIII
{14}=XIV
{15}=XV
{16}=XVI
{17}=XVII
{18}=XVIII
{19}=XIX
{20}=XX
{30}=XXX
{40}=XL
{50}=L
{60}=LX
{70}=LXX
{80}=LXXX
{90}=XC
{100}=C
{500}=D
{1000}=M

PLACE VALUE

| | | | | | | | | | | | | | | |
|-------------------|---------------|---------------|------------------|--------------|--------------|------------------|--------------|--------------|-------------------|---------------|---------------|----------|------|------|
| Hundred Trillions | Ten Trillions | One Trillions | Hundred Billions | Ten Billions | One Billions | Hundred Millions | Ten Millions | One Millions | Hundred Thousands | Ten Thousands | One Thousands | Hundreds | Tens | Ones |
| 1 | 5 | 4 | 3 | 9 | 9 | 7 | 1 | 5 | 4 | 6 | 2 | 1 | 0 | 0 |

Read this number as one hundred fifty-four trillion, three hundred ninety-nine billion, seven hundred fifteen million, four hundred sixty-two thousand, one hundred.
Write this number as 154,399,715,462,100.

| Number | Zeros |
|-------------|-------|
| Thousand | 3 |
| Million | 6 |
| Billion | 9 |
| Trillion | 12 |
| Quadrillion | 15 |
| Quintillion | 18 |
| Sextillion | 21 |
| Septillion | 24 |
| Octillion | 27 |
| Nonillion | 30 |
| Decillion | 33 |
| Googol | 100 |

NUMBER PREFIXES

| | |
|---------|-------|
| uni- | one |
| bi- | two |
| tri- | three |
| quadri- | four |
| quint- | five |
| sex- | six |
| sept- | seven |
| oct- | eight |
| non- | nine |
| deci- | ten |

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MATHEMATICS *squares & square roots*

SQUARES & SQUARE ROOTS

| N | N ² | \sqrt{N} |
|----|----------------|------------|
| 1 | 1 | 1.00 |
| 2 | 4 | 1.41 |
| 3 | 9 | 1.73 |
| 4 | 16 | 2.00 |
| 5 | 25 | 2.24 |
| 6 | 36 | 2.45 |
| 7 | 49 | 2.65 |
| 8 | 64 | 2.83 |
| 9 | 81 | 3.00 |
| 10 | 100 | 3.16 |
| 11 | 121 | 3.32 |
| 12 | 144 | 3.46 |
| 13 | 169 | 3.61 |
| 14 | 196 | 3.74 |
| 15 | 225 | 3.87 |
| 16 | 256 | 4.00 |
| 17 | 289 | 4.12 |
| 18 | 324 | 4.24 |
| 19 | 361 | 4.36 |
| 20 | 400 | 4.47 |
| 21 | 441 | 4.58 |
| 22 | 484 | 4.69 |
| 23 | 529 | 4.80 |
| 24 | 576 | 4.90 |
| 25 | 625 | 5.00 |
| 26 | 676 | 5.10 |
| 27 | 729 | 5.20 |
| 28 | 784 | 5.29 |
| 29 | 841 | 5.39 |
| 30 | 900 | 5.48 |
| 31 | 961 | 5.57 |
| 32 | 1,024 | 5.66 |
| 33 | 1,089 | 5.74 |
| 34 | 1,156 | 5.83 |
| 35 | 1,225 | 5.92 |
| 36 | 1,296 | 6.00 |
| 37 | 1,369 | 6.08 |
| 38 | 1,444 | 6.16 |
| 39 | 1,521 | 6.24 |
| 40 | 1,600 | 6.32 |
| 41 | 1,681 | 6.40 |
| 42 | 1,764 | 6.48 |
| 43 | 1,849 | 6.56 |
| 44 | 1,936 | 6.63 |
| 45 | 2,025 | 6.71 |
| 46 | 2,116 | 6.78 |
| 47 | 2,209 | 6.86 |
| 48 | 2,304 | 6.93 |
| 49 | 2,401 | 7.00 |
| 50 | 2,500 | 7.07 |

| N | N ² | \sqrt{N} |
|-----|----------------|------------|
| 51 | 2,601 | 7.14 |
| 52 | 2,704 | 7.21 |
| 53 | 2,809 | 7.28 |
| 54 | 2,916 | 7.35 |
| 55 | 3,025 | 7.42 |
| 56 | 3,136 | 7.48 |
| 57 | 3,249 | 7.55 |
| 58 | 3,364 | 7.62 |
| 59 | 3,481 | 7.68 |
| 60 | 3,600 | 7.75 |
| 61 | 3,721 | 7.81 |
| 62 | 3,844 | 7.87 |
| 63 | 3,969 | 7.94 |
| 64 | 4,096 | 8.00 |
| 65 | 4,225 | 8.06 |
| 66 | 4,356 | 8.12 |
| 67 | 4,489 | 8.19 |
| 68 | 4,624 | 8.25 |
| 69 | 4,761 | 8.31 |
| 70 | 4,900 | 8.37 |
| 71 | 5,041 | 8.43 |
| 72 | 5,184 | 8.49 |
| 73 | 5,329 | 8.54 |
| 74 | 5,476 | 8.60 |
| 75 | 5,625 | 8.66 |
| 76 | 5,776 | 8.72 |
| 77 | 5,929 | 8.77 |
| 78 | 6,084 | 8.83 |
| 79 | 6,241 | 8.89 |
| 80 | 6,400 | 8.94 |
| 81 | 6,561 | 9.00 |
| 82 | 6,724 | 9.06 |
| 83 | 6,889 | 9.11 |
| 84 | 7,056 | 9.17 |
| 85 | 7,225 | 9.22 |
| 86 | 7,396 | 9.27 |
| 87 | 7,569 | 9.33 |
| 88 | 7,744 | 9.38 |
| 89 | 7,921 | 9.43 |
| 90 | 8,100 | 9.49 |
| 91 | 8,281 | 9.54 |
| 92 | 8,464 | 9.59 |
| 93 | 8,649 | 9.64 |
| 94 | 8,836 | 9.70 |
| 95 | 9,025 | 9.75 |
| 96 | 9,216 | 9.80 |
| 97 | 9,409 | 9.85 |
| 98 | 9,604 | 9.90 |
| 99 | 9,801 | 9.95 |
| 100 | 10,000 | 10.00 |

| N | N ² | \sqrt{N} |
|-----|----------------|------------|
| 101 | 10,201 | 10.05 |
| 102 | 10,404 | 10.10 |
| 103 | 10,609 | 10.15 |
| 104 | 10,816 | 10.20 |
| 105 | 11,025 | 10.25 |
| 106 | 11,236 | 10.30 |
| 107 | 11,449 | 10.34 |
| 108 | 11,664 | 10.39 |
| 109 | 11,881 | 10.44 |
| 110 | 12,100 | 10.49 |
| 111 | 12,321 | 10.54 |
| 112 | 12,544 | 10.58 |
| 113 | 12,769 | 10.63 |
| 114 | 12,996 | 10.68 |
| 115 | 13,225 | 10.72 |
| 116 | 13,456 | 10.77 |
| 117 | 13,689 | 10.82 |
| 118 | 13,924 | 10.86 |
| 119 | 14,161 | 10.91 |
| 120 | 14,400 | 10.95 |
| 121 | 14,641 | 11.00 |
| 122 | 14,884 | 11.05 |
| 123 | 15,129 | 11.09 |
| 124 | 15,376 | 11.14 |
| 125 | 15,625 | 11.18 |
| 126 | 15,876 | 11.22 |
| 127 | 16,129 | 11.27 |
| 128 | 16,384 | 11.31 |
| 129 | 16,641 | 11.36 |
| 130 | 16,900 | 11.40 |
| 131 | 17,161 | 11.45 |
| 132 | 17,424 | 11.49 |
| 133 | 17,689 | 11.53 |
| 134 | 17,956 | 11.58 |
| 135 | 18,225 | 11.62 |
| 136 | 18,496 | 11.66 |
| 137 | 18,769 | 11.70 |
| 138 | 19,044 | 11.75 |
| 139 | 19,321 | 11.79 |
| 140 | 19,600 | 11.83 |
| 141 | 19,881 | 11.87 |
| 142 | 20,164 | 11.92 |
| 143 | 20,449 | 11.96 |
| 144 | 20,736 | 12.00 |
| 145 | 21,025 | 12.04 |
| 146 | 21,316 | 12.08 |
| 147 | 21,609 | 12.12 |
| 148 | 21,904 | 12.17 |
| 149 | 22,201 | 12.21 |
| 150 | 22,500 | 12.25 |

MATHEMATICS *algebra & mathematical symbols*

ALGEBRA

Expanding

- {1} $a(b+c) = ab+ac$
- {2} $(a+b)^2 = a^2+2ab+b^2$
- {3} $(a-b)^2 = a^2-2ab+b^2$
- {4} $(a+b)(a+c) = a^2+ac+ab+bc$
- {5} $(a+b)(c+d)=ac+ad+bc+bd$
- {6} $(a+b)^3 = a^3+3a^2b+3ab^2+b^3$
- {7} $(a-b)^3 = a^3-3a^2b+3ab^2-b^3$
- {8} $a^2-b^2 = (a+b)(a-b)$
- {9} $a^3+b^3 = (a+b)(a^2-ab+b^2)$
- {10} $a^3b-ab = ab(a+1)(a-1)$
- {11} $a^2-2ab+b^2=(a-b)^2$
- {12} $a^3-b^3=(a-b)(a^2+ab+b^2)$

Laws of Exponents

- {1} $a^r a^s = a^{r+s}$
- {2} $a^r/a^s = a^{r-s}$
- {3} $a^r a^s/a^p = a^{r+s-p}$
- {4} $(a^r)^s = a^{rs}$
- {5} $(ab)^r = a^r b^r$
- {6} $(a/b)^r = a^r/b^r (b \neq 0)$
- {7} $a^0 = 1 (a \neq 0)$
- {8} $a^{-r} = 1/a^r (a \neq 0)$

if r and s are positive integers

Logarithms

- {1} $\text{Log}(xy) = \text{Log } x + \text{Log } y$
 - {2} $\text{Log } x^r = r \text{Log } x$
 - {3} $\text{Log } x = n \iff x = 10^n$ (Common log)
 - {4} $\text{Log}_a x = n \iff x = a^n$ (Log to the base a)
 - {5} $\text{Ln } x = n \iff x = e^n$ (Natural log)
 - {6} $\text{Log}(x/y) = \text{Log } x - \text{Log } y$
- $e = 2.71828183$

Quadratic Formula

When given a formula in the form of a quadratic equation→

$$ax^2+bx+c=0$$

The solution can be derived using the quadratic formula→

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

MATHEMATICAL SYMBOLS

| | | | | | |
|----|------------------|-----|--------------------------|---|---------------|
| + | plus | > | greater than | ○ | circle |
| − | minus | < | less than | ⌢ | arc of circle |
| ± | plus or minus | ≥ | greater than or equal to | □ | square |
| × | multiplied by | ≤ | less than or equal to | ▭ | rectangle |
| ÷ | divided by | ∞ | infinity | ▭ | parallelogram |
| = | equal to | : | is to (ratio) | △ | triangle |
| ≠ | not equal to | :: | as (proportion) | ∠ | angle |
| ≈ | nearly equal to | π | pi (−3.14159) | ⊥ | right angle |
| √x | square root of x | ∴ | therefore | ⊥ | perpendicular |
| ∛x | --- root of x | ∵ | because | | parallel |
| % | percentage | x | absolute value of x | ° | degrees |
| Σ | sum of | ... | and so on | ' | minutes |

MATHEMATICS *fractions & percentages & multiplication table*

FRACTIONS AND PERCENTAGES

| | | | | |
|------|---|-------|---|-------|
| 1 | = | 1.0 | = | 100% |
| 3/4 | = | 0.75 | = | 75% |
| 2/3 | = | 0.667 | = | 66.7% |
| 1/2 | = | 0.5 | = | 50% |
| 1/3 | = | 0.333 | = | 33.3% |
| 1/4 | = | 0.25 | = | 25% |
| 1/5 | = | 0.2 | = | 20% |
| 1/6 | = | 0.167 | = | 16.7% |
| 1/7 | = | 0.142 | = | 14.2% |
| 1/8 | = | 0.125 | = | 12.5% |
| 1/9 | = | 0.111 | = | 11.1% |
| 1/10 | = | 0.1 | = | 10% |
| 1/11 | = | 0.091 | = | 9.1% |
| 1/12 | = | 0.083 | = | 8.3% |

WORKING WITH FRACTIONS

The top number of a fraction is called the **numerator**.

The bottom number of a fraction is called the **denominator**.



To multiply:

$$\frac{1}{2} \times \frac{3}{4} = \frac{1 \times 3}{2 \times 4} = \frac{3}{8}$$

To divide, multiply the first fraction with the reciprocal of the other:

$$\frac{2}{3} \div \frac{1}{6} = \frac{2}{3} \times \frac{6}{1} = \frac{12}{3} = 4$$

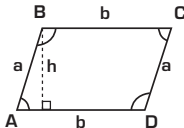
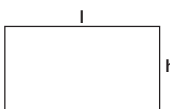
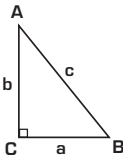
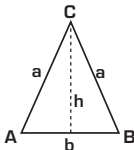
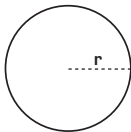
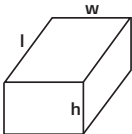
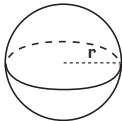
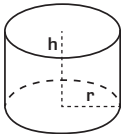
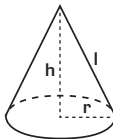

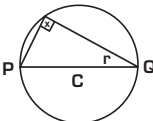
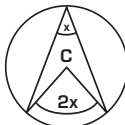
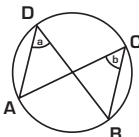
To add or subtract, first find the common denominator:

$$\frac{1}{3} + \frac{2}{5} = \left(\frac{1 \times 5}{3 \times 5}\right) + \left(\frac{2 \times 3}{5 \times 3}\right) = \frac{5}{15} + \frac{6}{15} = \frac{11}{15}$$

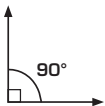
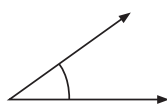
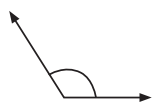

MULTIPLICATION TABLE

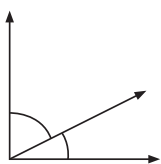
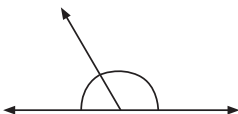
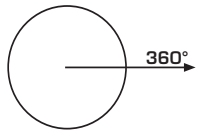
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|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 2 | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 | 26 | 28 | 30 | 32 | 34 | 36 | 38 | 40 |
| 3 | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 | 27 | 30 | 33 | 36 | 39 | 42 | 45 | 48 | 51 | 54 | 57 | 60 |
| 4 | 4 | 8 | 12 | 16 | 20 | 24 | 28 | 32 | 36 | 40 | 44 | 48 | 52 | 56 | 60 | 64 | 68 | 72 | 76 | 80 |
| 5 | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 | 95 | 100 |
| 6 | 6 | 12 | 18 | 24 | 30 | 36 | 42 | 48 | 54 | 60 | 66 | 72 | 78 | 84 | 90 | 96 | 102 | 108 | 114 | 120 |
| 7 | 7 | 14 | 21 | 28 | 35 | 42 | 49 | 56 | 63 | 70 | 77 | 84 | 91 | 98 | 105 | 112 | 119 | 126 | 133 | 140 |
| 8 | 8 | 16 | 24 | 32 | 40 | 48 | 56 | 64 | 72 | 80 | 88 | 96 | 104 | 112 | 120 | 128 | 136 | 144 | 152 | 160 |
| 9 | 9 | 18 | 27 | 36 | 45 | 54 | 63 | 72 | 81 | 90 | 99 | 108 | 117 | 126 | 135 | 144 | 153 | 162 | 171 | 180 |
| 10 | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 | 110 | 120 | 130 | 140 | 150 | 160 | 170 | 180 | 190 | 200 |
| 11 | 11 | 22 | 33 | 44 | 55 | 66 | 77 | 88 | 99 | 110 | 121 | 132 | 143 | 154 | 165 | 176 | 187 | 198 | 209 | 220 |
| 12 | 12 | 24 | 36 | 48 | 60 | 72 | 84 | 96 | 108 | 120 | 132 | 144 | 156 | 168 | 180 | 192 | 204 | 216 | 228 | 240 |
| 13 | 13 | 26 | 39 | 52 | 65 | 78 | 91 | 104 | 117 | 130 | 143 | 156 | 169 | 182 | 195 | 208 | 221 | 234 | 247 | 260 |
| 14 | 14 | 28 | 42 | 56 | 70 | 84 | 98 | 112 | 126 | 140 | 154 | 168 | 182 | 196 | 210 | 224 | 238 | 252 | 266 | 280 |
| 15 | 15 | 30 | 45 | 60 | 75 | 90 | 105 | 120 | 135 | 150 | 165 | 180 | 195 | 210 | 225 | 240 | 255 | 270 | 285 | 300 |
| 16 | 16 | 32 | 48 | 64 | 80 | 96 | 112 | 128 | 144 | 160 | 176 | 192 | 208 | 224 | 240 | 256 | 272 | 288 | 304 | 320 |
| 17 | 17 | 34 | 51 | 68 | 85 | 102 | 119 | 136 | 153 | 170 | 187 | 204 | 221 | 238 | 255 | 272 | 289 | 306 | 323 | 340 |
| 18 | 18 | 36 | 54 | 72 | 90 | 108 | 126 | 144 | 162 | 180 | 198 | 216 | 234 | 252 | 270 | 288 | 306 | 324 | 342 | 360 |
| 19 | 19 | 38 | 57 | 76 | 95 | 114 | 133 | 152 | 171 | 190 | 209 | 228 | 247 | 266 | 285 | 304 | 323 | 342 | 361 | 380 |
| 20 | 20 | 40 | 60 | 80 | 100 | 120 | 140 | 160 | 180 | 200 | 220 | 240 | 260 | 280 | 300 | 320 | 340 | 360 | 380 | 400 |

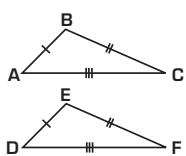
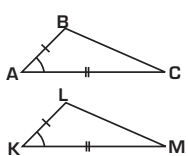
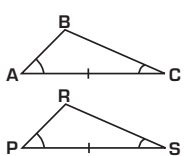
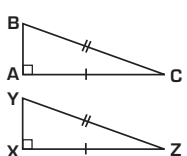
MATHEMATICS *area & volume*

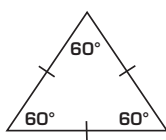
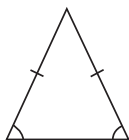
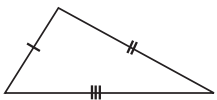
| | | | |
|--|---|---|--|
| <div>PARALLELOGRAM</div> <div></div> <div>Area of ABCD = bh</div> | <div>RECTANGLE</div> <div></div> <div>Perimeter = $2(l + h)$ Area = $l \times h$</div> | <div>RIGHT TRIANGLE</div> <div></div> <div>Area = $ab/2$ $c^2 = a^2 + b^2$ (<i>Pythagorean Theorem</i>)</div> | |
| <div>ISOSCELES TRIANGLE</div> <div></div> <div>Area = $bh/2$</div> | <div>CIRCLE</div> <div></div> <div>Circumference of a circle = $2\pi r$ Area of a circle = πr^2</div> | <div>RECTANGULAR PRISM</div> <div></div> <div>Surface area of a prism = $2(wl + lh + wh)$ Volume of a prism = $l \times w \times h$</div> | |
| <div>SPHERE</div> <div></div> <div>Surface area of a sphere = $4\pi r^2$ Volume of a sphere = $4\pi r^3/3$</div> | <div>CYLINDER</div> <div></div> <div>Surface area of a cylinder = $2\pi rh + 2\pi r^2$ Volume of a cylinder = $\pi r^2 h$</div> | <div>CONE</div> <div></div> <div>Surface area of a cone = $\pi rl + \pi r^2$ (l=slant height) Volume of a cone = $\pi r^2 h/3$</div> | <div>PYRAMID</div> <div></div> <div>Surface area of a pyramid = $B + \text{Lateral Area}$ (<i>Lateral area</i>=sum of triangular faces) Volume of a pyramid = $Bh/3$ (B = area of base)</div> |
| <div>CIRCLE THEOREMS</div> <div></div> <div>$\angle x = 90^\circ$ (PQ is the diameter)</div> | <div></div> <div>C is the center of the circle</div> | <div></div> <div>$\angle a = \angle b$ (Both angles intercept arc AB)</div> | |

MATHEMATICS *geometric angles & congruence cases*

| GEOMETRIC ANGLES | | | |
|---|--|--|---|
|  <p>A right angle is exactly 90°</p> |  <p>An acute angle is less than 90°</p> |  <p>An obtuse angle is greater than 90°</p> |  <p>A straight angle is exactly 180°</p> |

| | | |
|---|--|--|
|  <p>Complementary angles add up to 90°</p> |  <p>Supplementary angles add up to 180°</p> |  <p>One complete angle of rotation = 360°</p> |
|---|--|--|

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

| EQUILATERAL TRIANGLE | ISOSCELES TRIANGLE | SCALENE TRIANGLE |
|---|--|---|
|  <p>3 Sides of Equal Length 3 Angles of 60° Each</p> |  <p>2 Sides of Equal Length 2 Base Angles are Equal</p> |  <p>3 Unequal Sides 3 Unequal Angles</p> |

MATHEMATICS *trigonometry*

TRIGONOMETRIC RATIOS

$$\sin(A+B) = \sin A \cos B + \cos A \sin B$$

$$\sin(A-B) = \sin A \cos B - \cos A \sin B$$

$$\cos(A+B) = \cos A \cos B - \sin A \sin B$$

$$\cos(A-B) = \cos A \cos B + \sin A \sin B$$

$$\tan(A+B) = \frac{\tan A + \tan B}{1 - \tan A \tan B}$$

$$\tan(A-B) = \frac{\tan A - \tan B}{1 + \tan A \tan B}$$

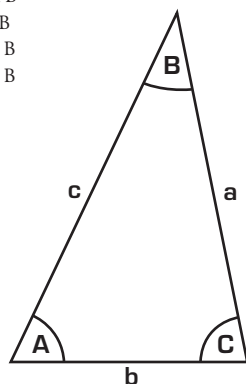
$$\tan \theta = \frac{\sin \theta}{\cos \theta}$$

$$\sin^2 \theta + \cos^2 \theta = 1$$

$$\cos^2 \theta - \sin^2 \theta = \cos 2\theta$$

$$\tan^2 \theta + 1 = \sec^2 \theta$$

$$\cot^2 \theta + 1 = \csc^2 \theta$$



TRIGONOMETRIC RATIOS

Law of Sines

$$\frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C}$$

Law of Cosines

$$a^2 = b^2 + c^2 - 2bc(\cos A)$$

$$b^2 = a^2 + c^2 - 2ac(\cos B)$$

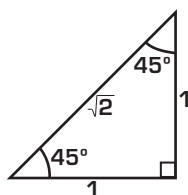
$$c^2 = a^2 + b^2 - 2ab(\cos C)$$

Law of Tangents

$$\frac{a-b}{a+b} = \frac{\tan \frac{1}{2}(A-B)}{\tan \frac{1}{2}(A+B)}$$

$$\frac{b-c}{b+c} = \frac{\tan \frac{1}{2}(B-C)}{\tan \frac{1}{2}(B+C)}$$

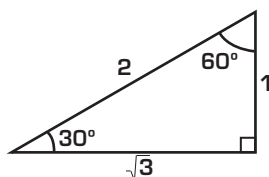
$$\frac{c-a}{c+a} = \frac{\tan \frac{1}{2}(C-A)}{\tan \frac{1}{2}(C+A)}$$



$$\sin 45^\circ = \frac{1}{\sqrt{2}}$$

$$\cos 45^\circ = \frac{1}{\sqrt{2}}$$

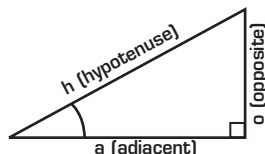
$$\tan 45^\circ = 1$$



$$\sin 30^\circ = \frac{1}{2} \quad \sin 60^\circ = \frac{\sqrt{3}}{2}$$

$$\cos 30^\circ = \frac{\sqrt{3}}{2} \quad \cos 60^\circ = \frac{1}{2}$$

$$\tan 30^\circ = \frac{1}{\sqrt{3}} \quad \tan 60^\circ = \sqrt{3}$$



$$\sin \theta = \frac{o \text{ (opposite)}}{h \text{ (hypotenuse)}} = \frac{1}{\csc \theta}$$

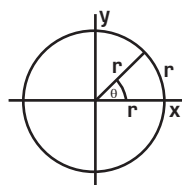
$$\cos \theta = \frac{a \text{ (adjacent)}}{h \text{ (hypotenuse)}} = \frac{1}{\sec \theta}$$

$$\tan \theta = \frac{o \text{ (opposite)}}{a \text{ (adjacent)}} = \frac{1}{\cot \theta}$$

VALUES OF TRIGONOMETRIC RATIOS

| θ | 0 | $\pi/2$ | π | $3\pi/2$ | 2π |
|----------------------------------|----------|----------|-----------|-----------|----------|
| $\sin \theta$ | 0 | 1 | 0 | -1 | 0 |
| $\cos \theta$ | 1 | 0 | -1 | 0 | 1 |
| $\tan \theta$ (\sin/\cos) | 0 | ∞ | 0 | $-\infty$ | 0 |
| $\sec \theta$ ($1/\cos$) | 1 | ∞ | -1 | ∞ | 1 |
| $\csc \theta$ ($1/\sin$) | ∞ | 1 | ∞ | -1 | ∞ |
| $\cot \theta$ ($1/\tan$) | ∞ | 0 | $-\infty$ | 0 | ∞ |

note: ∞ denotes undefined or infinite

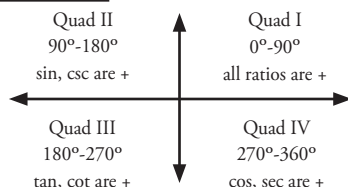


$$\theta = 1 \text{ radian}$$

$$\pi \text{ radians} = 180^\circ$$

$$2\pi \text{ radians} = 360^\circ$$

QUADRANTS



Be kind to your mother

Given our alternatives, we should treat Mother Earth with all the respect she deserves.

Here are 10 simple things that will make a world of difference:

- Five recycled 2-liter plastic bottles can produce enough fiberfill to stuff a ski jacket.
- Everyone in the world could eat 6 picnics based on the number of plates and cups Americans throw away each year.
- Manufacturing a standard disposable battery takes 50 times more power than it produces. Solution: use rechargeable batteries.
- Just one quart of motor oil can pollute 250,000 gallons of drinking water.
- 100,000 marine mammals die each year from eating or becoming entangled in plastic debris.
- Every year, Americans toss away enough office and writing paper to build a 12-foot-high wall spanning the miles between New York City and Los Angeles.

A few enviro-facts

Never litter. Ever.

Pick paper, not foam or plastic.

Foam cups are NOT biodegradable. In fact, if Christopher Columbus and his crew had tossed out a few Styrofoam cups when they first visited America more than 500 years ago, those cups would still be around today.

Make a deposit.

If you live in a state that has a bottle-deposit program, make sure you participate.

Recycle. Every can, bottle and newspaper you recycle means one less is polluting our world.

Share your old stuff. Rather than throw them away, give your old toys, clothes, sports equipment, books, backpack, etc., to people who can use them.

Dish it. *Use real silverware and dishes instead of disposable ones.*

Opt for email to save paper.

Be smart when you shop. *Some companies have found more enviro-friendly ways to make their products. Patagonia, an outdoor outfitter, makes its synthetic fleece from recycled two-liter bottles instead of crude oil. The program has saved enough fuel to fill the gargantuan Chevy Suburban's 40-gallon gas tank 10,000 times.*

Share a ride. *Riding with someone saves gas and cuts down on air pollution, and it's more fun.*

Be your own bottler. *Convince your family to invest in a water-purification system or buy water in those huge reusable bottles. Then you can refill water bottles rather than buy hundreds of individual ones each year.*



ENVIRONMENTAL AWARENESS *recycling*

FACTS

- The normal faucet flow is around 3-5 gallons of water per minute.
- Showers can account for up to 32% of home water use.
- 280 million tires are discarded every year in the United States.
- Polystyrene foam is not biodegradable. In simple terms, the foam cup you throw away today will still be sitting there 500 years from now.
- When motor oil is not disposed of properly, it can seep into the ground and contaminate our drinking water. Just one quart of motor oil can pollute 250,000 gallons of drinking water.
- An aluminum can that is not recycled will still litter the earth almost 500 years later.
- The average office worker throws away about 180 lbs. of recyclable paper every year.
- Hot dogs last up to 20-25 years in a landfill.
- 70% of the trash that people throw away can be recycled.
- Each person throws away an average of 1,460 pounds of garbage each year.
- Americans throw away enough aluminum every three months to rebuild our entire commercial air fleet.

WHAT CAN BE RECYCLED?

| Items to Recycle | How to Prepare Them |
|-------------------------------|---|
| Aluminum, Steel, and Tin Cans | <i>Lightly rinse and dry all cans.</i> |
| Newspapers | <i>Fold newspapers and place in brown paper bags or bundle with string into one-foot stacks.</i> |
| Glass | <i>Rinse and remove metal or plastic rims and lids. Sort by color: brown, green, and clear.</i> |
| Plastics | <i>Rinse and separate by number.</i> |
| Corrugated Cardboard | <i>Break down boxes.</i> |
| Office Paper | <i>Separate into white, colored, and glossy stacks. Remove sticky tabs and paper clips.</i> |
| Motor Oil | <i>Collect in containers no larger than 5 gallons.</i> |
| Tires | <i>Check with your local recycler. Some communities limit the number of tires accepted per year from individuals.</i> |



Reduce



Reuse



Recycle

SUCCESS SKILLS

tips for improving your memory & taking standardized tests

TIPS FOR IMPROVING YOUR MEMORY

- {1} Keep notes, lists, and journals to jog your memory.
- {2} Decide what is most important to remember by looking for main ideas.
- {3} Classify information into categories. Some categories may be:
 - a. Time – summer, sun, swimming, hot
 - b. Place – shopping center, stores, restaurants
 - c. Similarities – shoes, sandals, boots
 - d. Differences – mountain, lake
 - e. Wholes to parts – bedroom, bed, pillow
 - f. Scientific groups – Flowers, carnation, rose
- {4} Look for patterns. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember.
- {5} Associate new things you learn with what you already know.
- {6} Use rhythm or make up a rhyme.
- {7} Visualize the information in your mind.
 - a. See the picture clearly and vividly.
 - b. Exaggerate and enlarge things.
 - c. See it in three dimensions.
 - d. Put yourself into the picture.
 - e. Imagine an action taking place.
- {8} Link the information together to give it meaning.
- {9} Use the information whenever you can. Repetition is the key to memory.



TIPS FOR TAKING STANDARDIZED TESTS

- {1} *Concentrate.* Do not talk or distract others.
- {2} *Listen carefully to the directions.* Ask questions if they are not clear.
- {3} *Pace yourself.* Keep your eye on the time, but do not worry too much about not finishing.
- {4} *Work through all of the questions in order.* If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.
- {5} *Read all of the possible answers* for each question before choosing an answer.
- {6} *Eliminate any answers that are clearly wrong,* and choose from the others. Words like always and never often signal that an answer is false.
- {7} *If questions are based on a reading passage,* read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
- {8} *When you finish the test, go back through and check your answers for careless mistakes.* Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
- {9} *Do not be afraid to guess at a question.* If you have a hunch you know the answer, you probably do!
- {10} *Use all of the time allotted* to check and recheck your test.

SUCCESS SKILLS *listening & homework skills*

LISTENING SKILLS

Listening (unlike hearing, which is a physical process that does not require thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

To help develop listening skills:

- *Approach the classroom ready to learn;* leave personal problems outside the classroom. Try to avoid distractions.
- *Even if you do not sit close to the teacher,* focus your attention directly on him/her.
- *Pay attention to the teacher's style* and how the lecture is organized.
- *Participate;* ask for clarification when you do not understand.
- *Take notes.*
- *Listen* for key words, names, events, and dates.
- *Don't make hasty judgments;* separate fact from opinion.
- *Connect what you hear* with what you already know.

HOMEWORK SKILLS

- *Keep track of your daily assignments* in this datebook so you will always know what you have to do.
- *Homework is an essential part of learning.* Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it. Not doing your homework because you do not believe in homework is self-defeating behavior.
- *It is your responsibility to find out what you have missed when you are absent.* Take the initiative to ask a classmate or teacher what you need to make up. You need to also know when it needs to be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.
- *Have a place to study that works for you* – one that is free from distractions. Be honest with yourself about using the TV or listening to music during study time. Make sure you have everything you need before you begin to work.
- *Develop a schedule that you can follow.* Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- *Prioritize your homework* so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- *Study for 30-40 minutes at a time,* then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.



SUCCESS SKILLS *successful notetaking*

SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the teacher specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
- Listen for key ideas. Write them down in your own words. Don't try to write down every word that your teachers say. Some teachers will use the chalkboard, an overhead projector, or a PowerPoint presentation to outline these key ideas. Others will simply stress them in their discussion.
- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
- Make sure your notes summarize, not duplicate, the material.
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.



SUCCESS SKILLS *helpful hints*

THE SUCCESSFUL STUDENT'S

—(BAG OF SKILLS)—

LAUDABLE LISTENING

- Concentrate on what the instructor says.
- Avoid distractions.
- Pay attention to the lecture, and take good notes.
- Participate! Ask questions if you don't understand.
- Listen for key words, names, events, and dates.
- Don't assume or judge. Separate fact from opinion.
- Connect what you hear to what you already know.

HEALTHY HOMEWORK SKILLS

- Use this datebook to track your daily assignments.
- If you're absent, have a friend or parent get your assignments.
- Develop a routine for completing your homework: Set aside a time; choose a place; have your supplies at hand; and turn off the TV or music.
- Study in blocks of time (if that works best for you).
- Begin with your most important assignments first.
- Take breaks periodically to refresh yourself and review what you've learned.

A MEMORABLE MEMORY

- Use a variety of avenues (listening, notetaking, reading, online resources, etc.) to improve your chances of retaining the material.
- Look for the main ideas, then find out how they all relate.
- Use mnemonic devices. For example, make a word out of the first letters of the items you are trying to remember. To remember the five Great Lakes, think of HOMES: Huron, Ontario, Michigan, Erie, and Superior.

NOTABLE NOTETAKING

- Date your notes and organize them chronologically.
- Paraphrase and abbreviate – but make sure you understand your own shorthand!
- Use the right two-thirds of the page for notes and the left third for writing questions and highlighting key points.
- Review your notes immediately after the class session.
- Fill in any points you missed. Use titles, drawings, etc., to organize and highlight the material.



- Make up rhymes using the information you want to remember.
- Visualize the information or make up a story using the different facts you must recall.
- Use and review the information as often as you can because repetition is the key to a good memory.

SUCCESS SKILLS *basic résumé writing*

BASIC RÉSUMÉ WRITING

The Functional Résumé Format

The functional format is useful for graduating high school or college students who do not have extensive job experience.

This type of résumé emphasizes skills and accomplishments achieved in school, activities, internships, and in life.

These are the 5 basic parts



- {1} **Header:** your name, address, phone number, email address.
- {2} **Job objective:** a short statement describing how you can be of help to the employer and what you intend to do (e.g., sell, design, operate, manage).
- {3} **Qualifications:** a brief list or statement highlighting your background, your strengths and what you want your employer to know about you. This can be optional.
- {4} **Skills/Achievements:** a description of your abilities, accomplishments, and areas of competence. These can also be grouped under headings, such as *Office Skills*, *Technical Experience*, or *Planning/Organization*.
- {5} **Education:** a list of all formal education, workshops, seminars, internships, school-related activities, and on-the-job training (if any). The most recent should come first.

Remember:

- Use only one or two typefaces in the design of your résumé.
- Use short phrases instead of long sentences and paragraphs.
- Line up all headings to keep your résumé looking clean and professional.
- Use good quality paper; A neutral color, such as white or ivory, is recommended.
- Do not include salary requirements.
- Do not include personal information such as date of birth, height, weight, marital status, health, religion, or hobbies.
- Do not use the word *résumé* at the top of the page.
- Keep your résumé to one page.
- Have a list of references (names, company names, phone numbers) ready to give if requested.

Use Action Words to Describe Skills

| | | | |
|--------------|--------------|-------------|-------------|
| accomplished | charted | evaluated | issued |
| activated | classified | executed | launched |
| administered | coordinated | formulated | lectured |
| advanced | communicated | gathered | managed |
| advised | completed | generated | organized |
| analyzed | computed | guided | outlined |
| applied | critiqued | implemented | refined |
| arranged | delegated | improved | reorganized |
| assembled | designed | initiated | streamlined |
| attained | determined | instituted | trained |
| automated | developed | instructed | updated |
| budgeted | devised | introduced | utilized |
| calculated | established | invented | wrote |

SAMPLE RÉSUMÉ

Joe Anybody

1234 Oak Street
Anytown, IN 49503
555-555-1212
j.anybody@e-mail.com

OBJECTIVE A position using my computer graphic and illustration skills to design websites.

QUALIFICATIONS -Very strong interest in web design and computers
-Well-organized and very reliable
-Natural creative abilities
-Self-starter

TECHNICAL SKILLS -Self-taught in computer graphics and illustration programs
-Illustrated school newspaper with my own clip art
-Assisted in design of school website for 1.5 years
-Experience with Microsoft Office
-Knowledgeable in both Windows and Mac computer systems

EDUCATION -West Central High School
(Graduating in May 2019)

MEMBERSHIPS -Computer Club
-Students Against Destructive Decisions (SADD)
-Honor Roll

REFERENCES -Available upon request

SUCCESS SKILLS *preparing for college*

PREPARING FOR COLLEGE

The College Application Process

- (1) The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.
- (2) Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for a consistent performance in all subjects.
- (3) Take the SAT or ACT in time to include scores on your college applications.
- (4) Look at as many potential colleges as possible. Do not limit your options.
- (5) Visit as many campuses as possible and talk to students, staff, and the office of admissions while at the college.
- (6) Send applications to prospective colleges beginning in early fall of your senior year. You can obtain applications and information in the guidance office or online at university and college websites.
- (7) Fill out any potential scholarship forms and send them to the appropriate personnel.
- (8) Allow at least two weeks for your counselor to process your applications.
- (9) Many schools will respond to your application within four to six weeks.

Steps for Juniors

- (1) Talk to your counselor about filling your junior-year class schedule with coursework in English, foreign language, social studies, science, and mathematics. It is recommended that students take as many mathematics courses as possible.
- (2) Colleges are looking for well-rounded students in the arts, business, drama, and speech.
- (3) Find out when potential universities are visiting your school or when your school is going on visits to potential colleges.
- (4) It is best to visit campuses when classes are in session. (Not spring break, Christmas or any major holiday.)
- (5) Take a course that prepares you for the SAT or ACT.
- (6) At the beginning of your junior year, take the PSAT exam to practice for the SAT.
- (7) Take the SAT or ACT in the spring of your junior year. If you feel the score does not reflect your ability, retake the exam during your senior year.
- (8) Start applying for any scholarships for which you are qualified.
- (9) If you know your intended field of study in college, schedule your senior year with an emphasis in that area.
- (10) Plan to visit as many colleges during the summer as possible.

Steps for Seniors

- (1) Attend as many college fairs as possible in your local area.
- (2) Visit as many institutions and universities as possible. It is best to visit campuses when classes are in session. (Not spring break, Christmas, or any major holiday.)
- (3) When visiting colleges, meet with the admissions office, and financial aid office, as well as speak with professors in your intended field of study.
- (4) Talk to older friends and students about that particular college or university.
- (5) Ensure that your SAT or ACT scores meet the requirements of the colleges and universities that interest you. If necessary, retake the entrance exams.
- (6) Make a list of admission deadlines at the colleges you are interested in attending.
- (7) Submit completed college applications to your guidance counselor, and be sure to include any application fees.
- (8) File a financial aid form.
- (9) Inquire about any available scholarships, and be sure to meet the appropriate requirements and deadlines.
- (10) Keep a file of any correspondence from potential colleges for future reference.



SUCCESS SKILLS *keeping a monthly budget*

Learning how to manage your money is an important step in becoming financially independent. It's never too early to start keeping a budget. Use this budget worksheet to determine your income and expenses. If you need to cut back on spending, little bits add up.

→ When dining out with friends, don't order a soda; drink water instead.

- Skip costly coffeehouses and brew your own at home.
- Save money on gas and parking by walking to class or carpooling with pals.
- Many communities offer paying recycling programs, so cash in those cans.
- Consider trimming "extras" that add up, such as streaming services or eating out.

| Category | Monthly Budget | Monthly Actual | Semester Budget | Semester Actual | School Yr. Budget | School Yr. Actual |
|--|----------------|----------------|-----------------|-----------------|-------------------|-------------------|
| INCOME | | | | | | |
| From Jobs | | | | | | |
| From Parents | | | | | | |
| From Student Loans | | | | | | |
| From Scholarships | | | | | | |
| From Financial Aid | | | | | | |
| Miscellaneous Income | | | | | | |
| INCOME TOTAL | | | | | | |
| EXPENSES | | | | | | |
| Rent or Room and Board | | | | | | |
| Utilities (Gas, Electric, Water) | | | | | | |
| Cell phone | | | | | | |
| Cable TV or Streaming Services | | | | | | |
| Groceries | | | | | | |
| Car Payment/Transportation | | | | | | |
| Insurance | | | | | | |
| Gasoline/Oil | | | | | | |
| Entertainment | | | | | | |
| Eating Out/Vending | | | | | | |
| Tuition | | | | | | |
| Books | | | | | | |
| School Fees | | | | | | |
| Computer Expense | | | | | | |
| Miscellaneous Expense | | | | | | |
| EXPENSES TOTAL | | | | | | |
| NET INCOME (Income minus expenses) | | | | | | |

CATHOLIC EDUCATION *advent*

A SEASON OF HOPE



The first Sunday of Advent is New Year's Day in the Catholic Church, when we begin a new cycle of the liturgical year. The Advent season begins four Sundays before Christmas.

A TIME FOR JOY – The word "Advent" comes from the Latin word "adventus," which means "arrival" or "coming," signaling the coming of the birth of Jesus Christ on Christmas Day.

Joy is abundant during Advent as we anticipate Christmas. To prepare, we focus on readying ourselves for this wonderful gift.

A NEW BEGINNING – It's a time for contemplation and renewal, a time to anticipate a new beginning. A time of hope.

"It is the beautiful task of Advent to awaken in all of us memories of goodness and thus to open doors of hope."
— Pope Benedict XVI

YOUR ADVENT TRADITIONS

What advent traditions do your family follow?
What might you add this year?

- ☐ Lighting an Advent wreath
- ☐ Contemplating a special reading before Sunday dinner
- ☐ Bringing hope to others through a helping hand
- ☐ Inviting relatives to join you for a meal during this season
- ☐ Others:



ADVENT

CATHOLIC EDUCATION *lent*

A TIME TO ACT

During Lent, we focus on the ultimate sacrifice, Jesus dying on the cross to redeem us from our sins.

LIVE MODESTLY – Lent, then, is a time for reflection and self-denial, a time for mourning and repentance. A time when we indulge less and live more modestly.

It can also be a time for action, especially when it comes to doing good works, a time for working hard in anticipation of the redemption to come.

Giving up ice cream or candy may be one choice for Lent. It's a carryover from the days of strict fasting once observed by Catholics. Going without sweet treats is a sacrifice, and a worthy one.

GIVE OF YOURSELF – If something as simple as that is an appropriate Lenten observance, imagine, then, what the impact would be of you doing something proactive during Lent. As you scale back on what you give yourself during Lent, consider how you might give to others.

Perhaps the money you would have spent on entertainment or eating out during Lent could be given to your local soup kitchen. This may be a good time to step forward to volunteer. Every community has groups needing help, from the local humane society to homeless shelters and youth centers. Your church likely has special activities, too.

Your time could be your greatest gift. And giving of yourself is indeed an honorable way to mark the season of Lent.

*"And now abideth faith, hope, love remain, these three; but the greatest of these is love."
— 1 Corinthians 13:13*

WHAT ACTIONS WILL YOU TAKE? – What are your Lenten goals? What will you do at home or in the community to help others?

WORD ORIGIN

While there seems to be some uncertainty about the precise origin of the word, "Lent," it was perhaps derived from the Germanic root word for spring, "lenten." And most agree that its meaning is "spring," "new life," and "hope," which we, of course, receive at Lent's end.

