



Rosati-Kain Academy

Student Handbook

2024-2025

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

Rosati-Kain Academy
4389 Lindell Blvd.
St. Louis, MO 63108
Telephone: 314-533-8513
Fax: 314-533-1618
E-mail: rkattendance@rosati-kain.org
www.rosati-kain.org
CEEB Code: 263025

Dr. Maggie Sullivan
President

Dr. Masa Massenburg-Johnson
Principal



Purpose and Acknowledgement of the Handbook

This Student/Parent/Guardian Handbook contains established policies and procedures for the 2024-2025 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, parent/guardian and students will be informed of the change in writing in a timely manner.

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 parent/guardian 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 nor perfect, we have attempted to provide the information you need for productive communication. This handbook is available to parents/guardians through the ACADEMIC tab of the Rosati-Kain Academy website.

Philosophy

Rosati-Kain Academy emphasizes critical thinking, creativity, communication, and collaboration in a spiritual environment. We seek to innovate every aspect of our curricular and co-curricular programming in order to expand upon traditional modes of teaching and learning that better serve 21st century learners. We prioritize academic excellence, multiple perspectives, wellness, and evidenced-based practices. We expect our students to be actively engaged in every aspect of their academic learning as well as their personal and spiritual development. We expect our educators to support every student and create the conditions they need to thrive. Our goal is to provide a transformative for young women who graduate with the confidence to lead and serve their community and the world.

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)

Written by Laura Govero-Yann and Luann Murphy



Our Values

(inspired by the SSND and CSJ)

1. **VIRTUS:** (Virtue)

"Whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things." (Philippians 4:8)

Virtus is the firm and habitual disposition to do good. Not only do we pursue the good, but we consistently give the best of ourselves. Virtue is to know what is good, to appreciate what is good, and to choose to do what is good, even if that is difficult and unpopular. And what is "good"? Human life and dignity, health, family, friendship, community, knowledge, truth, justice, care for creation, peace.

2. **SCIENTIA** (Knowledge)

"Therefore I prayed, and prudence was given me; I pleaded, and the spirit of Wisdom came to me. I preferred her to scepter and throne, And deemed riches nothing in comparison with her . . ."
(Wisdom 7:7-8)

Scientia is the combination of intellectual understanding with life experience, living life's highs and lows. Knowledge empowers the believer. To truly know something is to act upon that knowledge. Through a liberal-arts education, knowledge helps us find the truth, strive for justice while acting with mercy, and ultimately build a better world in the service of God and one another.

3. **HUMILITAS** (Humility)

"You have been told, O mortal, what is good, and what the LORD requires of you: only to do justice and to love goodness, and to walk humbly with your God." (Micah 6:8)

Humilitas means to live with "a spirit of complete humility, of complete gentleness, full of zeal and union with God, among ourselves and with every kind of neighbor." Humility is not so much to realize our smallness, but rather to realize our greatness when we consent to and cooperate with God and God's will. Humility is also our willingness to recognize the gifts of others and collaborate with them. Then, together, the greatest good can be realized.

4. **CARITAS** (Charity/Love)

"Much will be required of the person entrusted with much, and still more will be demanded of the person entrusted with more." (Luke 12:48)

Caritas is the richest kind of love, the kind of love that is possible only if it is God's love living in and through us. Like God's covenant, Love is not transactional or bounded: it is compassionate, merciful,



non-violent, unconditional, boundless, and everlasting, despite opposition or persecution. God's divine love guides us toward, in turn, loving our neighbors with empathy, solidarity, service, and justice.

Schoolwide Curriculum Goals

Rosati-Kain Academy 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, mental, social, emotional, and physical health.
- Understand and appreciate the benefits of lifelong learning.
- Demonstrate a continuing commitment to community through service.
- Value and promote 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 Academy are college preparatory; credit is issued on a quarter, semester, or yearly basis. Most of the academic courses require two semesters of instruction.

Revised course descriptions are published annually, along with prerequisites, and registration requirements. The requirements for graduation:

English 4 credits

Fine Arts 1 credit

Health/PE 1.5 credits

Mathematics 4 credits

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



2023-2024 CURRICULUM GUIDE

**Semester classes are in italics*

	9th	10th	11th	12th
English	Literary Types	American Literature	<i>Best of British Literature and World Literature</i>	Pick two: <i>Shakespeare Major American Authors Modern Brit Lit Theatrical Lit Women in Lit Short Story Reading ACC/AP English Comp</i>
Math	Algebra or Advanced Algebra	Geometry or Advanced Geometry	Algebra 2 or Algebra 2/Trig or Advanced Algebra 2/Trig	One of the following: <i>Topics in Discrete Math with Trig Intro to Statistics Truman College Algebra Truman Plane Trig AP Calc</i>
Science	Physics 1	Chemistry 1	Biology 1 Options: <i>Forensics Human A and P AP Chemistry AP/ACC Biology Eco-Act</i>	Options: <i>Forensics Human A and P AP Chemistry AP/ACC Biology Eco-Act</i>
Social Studies	<i>Government and Global Studies</i>	World History	US History OR ACC US History	Options: <i>ACC Political Science Psychology Today's Issues Economics Black History Women, Race and Society</i>
Theology	<i>Revelation of Jesus Christ and Who is Jesus Christ</i>	<i>Sacraments and Church: Reflections on Past and Present</i>	<i>Social Justice and Morality: Life in Jesus Christ</i>	<i>Ecumenical and Interreligious Dialogue/Responding to the Call of Jesus Christ</i> Option: <i>Scripture, Saints and Social Movements</i>
World Languages	Spanish 1	Spanish 2	Spanish 3	Spanish 4 or Spanish Seminar
Health/PE	<i>Empower</i> Options: <i>Athletics</i>	<i>Embody</i> Options: <i>Athletics</i>	Options: <i>Athletics Physical Education</i>	



Fine Arts	First-Year Chorus or Instrumental	Options: <i>Drawing Skills</i> <i>Crafts</i> <i>Graphics and Print-Making</i> <i>Advanced Drawing and Design</i> <i>Painting 1</i> <i>Portfolio Preparation</i> <i>Painting 2</i> <i>Ceramics</i> <i>ACC Theatrical Art</i> <i>American Film Study</i> <i>Modern and International Film Study</i> Advanced Chorus R-K Voices Instrumental 1 Instrumental 2 Performing Ensemble
Practical Arts	<i>RK Foundations, Culture and Learning</i>	Options: <i>Personal Finance</i> Yearbook 1 Yearbook 2 <i>Broadcast Journalism</i> AP Computer Science LaunchCode 10

II. Grading

- A. Grades provide a measure of a student's performance in a class. Rosati-Kain Academy utilizes a grading scale that holds our students to a high academic standard. We provide this information to colleges/universities who take this scale into consideration. This grading scale takes effect starting in the 2023-2024 academic year. Grades/GPAs from school years prior to 2023-2024 will remain as prescribed by Rosati-Kain Academy.

GRADE	PERCENT	GPA	WEIGHTED ACC/AP
A+	95-100%	4.5	5.0
A	90-94%	4.0	4.5
B+	85-89%	3.5	4.0
B	80-84%	3.0	3.5
C+	75-79%	2.5	3.0
C	70-74%	2.0	2.5
D	65-69%	1.0	1.5



- 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.

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

IV. Student Conduct

- A. Conduct policies are communicated by the faculty through their course expectations.
- B. Students' conduct should be based on the Sisters of St. Joseph's mission statement to "live in profound love of God and neighbor without distinction."

V. Academic Policy

- A. Students must earn the requisite number of credits in each subject area in order to graduate.
- B. The RKA administration will track students' missing assignments. Once per cycle, the RKA administration will check Skyward and identify students with missing assignments, and/or a grade lower than 70%. These students will be assigned to the Study Center for a complete six-day cycle.
- C. First semester failures in mathematics, world language, or full-year science classes may be made up by a passing grade for the second semester.
- D. Failed courses must be retaken with an accredited school or program pre-approved by the RKA administration. A grade of a C or equivalent must be earned prior to the start of the following school year for RKA to accept the credit.
- E. RKA will accept only two semesters of credit from an external institution/summer school that must be pre-approved by the RKA administration. Students who fail three semesters of credit will meet with the administration to determine the best option for their future education.
- H. Schedule changes may be made during the first cycle of each semester.

VI. Academic Integrity

- A. Students will demonstrate academic integrity by completing their own work on all homework assignments, tests, quizzes, and projects.
- B. Artificial Intelligence (AI) - Students are not to use AI or any online resources to write their assignments unless given explicit permission by faculty.



- C. 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.
- D. Teachers will instruct students and inform them when collaboration with classmates is expected and accepted. If students are unsure if they may collaborate with classmates, they should clarify the issue with their teacher. Examples of a lack of academic integrity are not limited to, but might include: plagiarizing, copying another classmate's assignment, allowing another student to use your work, asking others about specific contents of a quiz or test, or copying information from online sources without proper citation.
- E. Everyone should adhere to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet websites and resources.
- F. 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.
- G. Any student publications (print and electronic) 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.
- H. A parent/guardian will be contacted by a teacher and/or administrator if an academic integrity issue occurs.

VII. Grade Reports

- A. Grade reports are issued at the end of each grading period (quarter) to inform students and parents/guardians of progress. At mid-quarter, parents/guardians of students who have a grade below 70% will be contacted via phone or email by the course teacher or an administrator.

VIII. Graduation

- A. Students must earn a minimum of 28 credits for graduation.
- B. Seniors who fail an attempted course, regardless of the number of credits earned, will not be eligible to receive a diploma until the credit has been recovered.
- C. Graduation requirements also include retreat days or retreat experiences each year and completion of required service.

IX. Graduation Honors

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

- Valedictorian is awarded to the student with the highest GPA and salutatorian is awarded to the student with the second highest GPA.
- Valedictorian and Salutatorian must have attended Rosati-Kain for their last six semesters.
- *Summa cum laude*, awarded for GPA of at least 3.8.



- *Magna cum laude*, awarded for GPA from 3.6 – 3.799.
- *Cum laude*, awarded for GPA from 3.2 – 3.599.

X. Schedule

- A. Rosati-Kain Academy follows a flexible six-day cycle that offers students a combination of scheduled and unscheduled time.
- B. It is each student's responsibility to plan her day and use her time well.
 1. Unscheduled time may be used for silent study, group work, research, and conferences with teachers, counselors, and advisors.
 2. Students may spend their unscheduled time in the Learning Commons, Study Center, computer lab, Coughlin courtyard or any available classroom. The cafeteria is open each day until the lunch mods are completed. Benches and seating areas at the ends of hallways are for quiet study only; no more than two students may be in any area.
 3. The main lobby, stage, gym, locker rooms, music room, Office of Student Support Services, art room, yearbook room, campus ministry office and athletic director's office are not open for student use without direct teacher supervision.
 4. 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 may receive a demerit.
 5. Students may not pack up for the day until after the dismissal bell.

Extra- and Co-curricular programs

Representing Rosati-Kain Academy 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 Academy.

All RKA sponsored extra-curricular activities have been approved by the administration. These activities have evident educational purposes. The purpose of the activity and the requirements for participation are clearly defined. A member of the faculty or a qualified/responsible adult act as moderator of the activity.

Parent/guardian permission must also be obtained for a student to participate in extracurricular activities.

I. Academic eligibility standards

Any student representing Rosati-Kain Academy 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 who is scheduled in the Study Center three consecutive cycles or earning two D's or one or more failing mid-quarter or quarter grade(s) in a year-long class will be ineligible. Rosati-Kain's Administration and Athletic Director reserve the right to monitor student grades. If a student fails a quarter but earns a passing semester grade, they remain eligible to participate.
1. A student who is ineligible may not try out, practice, or participate in any way on teams, theater productions and any other extracurricular activity
 2. Students will regain eligibility for extracurricular activities when their grade has risen to a C or higher on Skyward on day six at 9:00 AM
 3. Any student who loses credit due to a failure at semester may be ineligible for the remainder of the season.
 4. Any student who is academically ineligible or on probation may not participate in off-campus activities during school day unless the field trip is mandatory for a class. The administration will look at specific circumstances if need be.
- 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 is scheduled in the Study Center for 3 consecutive cycles will be ineligible to participate for at least six school days.
 3. Any student who loses credit due to a failure at semester may be ineligible for the remainder of the season.
 4. 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 2023-2024 academic year in order to be eligible to participate in athletics and theater productions in the first semester of the 2024-2025 school year. The missing credit must be completed prior to the start of the 2025-2026 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.
- G. Academic Probation
- Any student who receives 2 or more D's and/or F's after 1st semester will be put on Academic Probation for the following academic quarter.
- These students will be scheduled during their unscheduled time for the following quarter.
 - If a student received unsatisfactory grades 1st semester, the student will be scheduled for the 3rd quarter.
 - If a student received unsatisfactory grades 2nd semester, the student will be scheduled for the 1st quarter of the next school year.
 - Students whose grades do not improve in the following semester will continue to be scheduled for the 2nd or 4th quarters.



- These students and their parents/guardians will be required to meet with Dr. Massenburg-Johnson to discuss ways that RKA can support the student, systems will be implemented to keep the student accountable, and develop a plan for credit recovery.
- Any student who is on academic probation for two consecutive semesters may not be eligible for continued enrollment at R-K.

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:

- Ambassadors
- Book Club
- Campus Ministry/Kougar Outreach
- Diversity Club
- Japanese Culture Club
- Knitting and Crochet Club
- Library Guild
- National Honor Society
- Robotics
- Scholar Bowl Team
- Spanish Club
- Spanish Honor Society
- STEM Club
- Student Council
- *The Occasional* Student Magazine
- Youth in Government

B. Athletic Teams:

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

III. Athletic policies

- A. All athletes must abide by all the state (MSHSAA) regulations and the specific rules of Rosati-Kain Academy 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 Academy Athletic Policy Handbook*.



IV. National Honor Society policies

- A. The National Honor Society sets forth policies that must be followed by all local chapters to ensure that members exemplify the highest standards of scholarship, leadership, character and service.
- B. The Cardinal Glennon Chapter at Rosati-Kain, in accordance with the Constitution and By-Laws of the NHS, has established the following procedures for selection of new members:
 1. Juniors and seniors who have a cumulative GPA of at least 3.60 are eligible to be considered for membership during the first quarter of each year.
 2. Eligible students will be invited to submit evidence of their qualifications for membership.
 3. Each applicant will complete an application portfolio covering all extra- and co-curricular activities at Rosati-Kain as well as outside involvement including volunteer and community service.
 4. Portfolios will be submitted to the NHS advisor in August.
 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. 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.

Attendance

The regular school day begins at 8:20 a.m. and ends at 3:00 p.m. All students are expected to be punctual. Excused 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 6:30 in the morning for students to wait for the rest of the building to open.
- B. The Learning Commons is open from 7:45 a.m. to 3:30 p.m.
- C. The school building closes at 3:30 p.m. At 3:30 p.m. students must report to after-school supervision. The after-school supervision will remain open until 5:00 p.m. out of respect for our after-school supervisor, students are expected to be picked up no later than 5 p.m. Chronic lateness will be addressed.



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 an optional field trip for academic reasons.
- C. If a student is not in class, teachers will notify the main office. When a student arrives after 8:20 a.m. she must sign in at the main office. She will be issued an admit slip. If a student arrives late or leaves early, teachers are notified with the student's name and time of arrival or departure.
- D. Missing the following number of classes constitutes an absence/tardy
 - 1 at the beginning of the day tardy
 - 1-4 part-day absence
 - 5 or more full-day absence
- E. Unscheduled time is part of the school day.
- F. 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 vital that parent/guardian communicates with the administration regarding extended absences.
 2. In some cases, the administration may require a medical report documenting the length of the absence and/or permission to return to school.
 3. Following the fifth absence in a semester, parents may be required to meet with the school administration.
 4. Student participation in sports, theater, clubs, and honor societies may be jeopardized by excessive absences.



- G. Rosati-Kain Academy participates in the State of Missouri's A+ Schools Program (see pg. 19 for details).
1. In order to remain eligible students may not miss more than thirty-six cumulative days from ninth through twelfth grades. Therefore, students who miss more than nine cumulative days per school year may become ineligible to access the A+ Schools Program upon graduation.
 2. Tardies, partial absences, and full absences all contribute to a student's cumulative attendance calculated to determine A+ Schools Program eligibility.

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. Students' 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. RKA understands that circumstances may not always allow for advance notice. In those situations, parents/guardians are to communicate directly with the administration.
- 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 8:20 a.m. on the day of the early dismissal. If this is not communicated by 8:20 am, RKA cannot guarantee being able to release a student until the next class change.
- 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.
- G. Unless there is an urgent situation, an early release will not be granted after 2:30 pm. to minimize disruption during the dismissal process

V. Tardiness

- A. The first bell rings at 8:15 a.m. The bell rings at 8:20 a.m. to begin the school day.
- B. A student who is not in Advisory or the Morning Meeting when the bell rings will be marked tardy.
- C. Any student arriving at school after the 8:20 a.m. bell has rung begun must report to the office to pick up a tardy slip before going to Advisory or the Morning Meeting.



- D. If a student is tardy more than 5 times per semester, she will receive a demerit for each subsequent tardy. Additionally, following the tenth tardy, the student and her parents may be required to attend a conference with the administration to develop a plan to improve promptness. Excessive tardies may result in a suspension or withdrawal for cause.
- E. The individual classroom teachers handle class tardiness and may issue a demerit. In the case of excessive classroom tardiness students will be referred to the administration.

VI. Absence procedures

- A. On the day of the absence, a parent or guardian must inform the school by telephone or email before 8:20 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. Emails must be sent to rkattendance@rosati-kain.org.
 2. Missing homework should be given to the teacher the next school day even if the class does not meet. If a student has missed a test, she must make up the test within three days of returning to school. Participation in sports or work at an outside job will not be considered as acceptable excuses for failing to make up class work.
 3. If a student has been absent because of a lengthy illness, special arrangements will be made. Parents should contact the administration or the main office staff.
 - a. The school may require documentation from a physician or counselor prior to the student returning to school.
 - b. Parents are strongly encouraged to support their children to be in school as much as possible.

VII. Skipping scheduled events

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

VIII. Truancy / leaving the building without permission

- A. *A student is truant if she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent /guardian and school officials.*
- B. Truancy and leaving the campus during school hours without permission from the administration are serious violations of school regulations and may result in automatic and immediate suspension from school.
 1. Any student who is truant or leaves the building without permission may be required to participate in a conference with her parent/guardian 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 may 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/guardian consent is required for a student to be granted this privilege.

STUDENT SERVICES

I. Morning Meeting and Advisory

*The Sister of Saint Joseph moves always
towards profound love of God and
love of neighbor without distinction
from whom she does not separate herself.*

To practice unifying love, all members of the RKA school community will begin every Tuesday in a Morning Meeting. Here we will gather for prayer, announcements, discussions, activities and celebrations. The purpose of the Morning Meeting is to build community and unity and love for one another. All students will be assigned an advisor. Students are required to be seated by Advisory in the gym and in dress code by 8:19 a.m. Advisors will take attendance. Students are expected to go to their lockers BEFORE the Morning Meeting and report to their first period class immediately after.

On Mondays, Wednesdays, Thursdays and Fridays, students will meet in their Advisory in order to promote community among their classmates and give their advisor an opportunity to discuss class specific issues and items.

II. Campus Ministry

- A. The faith formation of our students at Rosati-Kain is a priority for all members of our community. Campus ministry facilitates the spiritual growth of our community by providing diverse and invitational ways for all to actively participate in prayer forms, liturgy and worship, retreats and days of reflection, and service to neighbors. Everyone is welcome to participate in a manner that enriches each individually and all of us as a community.



B. The campus minister provides leadership for coordinating liturgies, retreats, and service work. Student leaders take ownership of making the spiritual life of our campus relevant and vibrant by planning and carrying out these prayer forms and events.

C. Prayer and Liturgy

1. All-school liturgical celebrations are scheduled on a monthly basis.
2. Individual classes have the opportunity to celebrate Class Mass once a semester.
3. Students are provided the opportunity to participate in the Sacrament of Reconciliation during Advent and Lent.

D. Retreats

1. The retreat program is a vital and integral part of the total school program. Students participate in a retreat experience each year. Annual participation is a graduation requirement.
2. First-years, Sophomores, and Seniors participate in off-campus Prayer Days.
3. Juniors participate in an overnight Kairos retreat (3 days, 2 nights).
4. Students who are absent from these days must make arrangements with the campus minister to fulfill the graduation requirement of a yearly retreat experience.
5. An optional multigrade retreat is offered each year under leadership from senior students and coordination from Campus Ministry.

E. Service project

1. Central to CSJ charism is the desire to love and serve the dear neighbor without distinction. 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. First-years complete 15 hours of service in their communities, neighborhoods, parishes, families, etc.
3. Sophomores complete 25 hours of service.
4. Juniors complete 60 hours of service, the majority of which are completed as a part of the Junior Service Immersion Experience. The service immersion experience is approved by and completed under the direction of the campus minister. Juniors select their own sites in which they will serve daily for two weeks. Service Immersion projects will be completed with an agency whose sole purpose is to serve other people in some capacity.

III. Office of Student Support Services

- A. The Office of Student Support Services consists of a full-time academic counselor, a full-time wellness counselor, a full-time learning consultant, and a testing coordinator.
- 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 planned class activity programs and individually as needed
 5. Coordinating the school's response to students with special learning needs
 6. Individual conferences may be initiated by the student, parent, or the counselor.
- C. The Academic Counselor will schedule individual and/or small group 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 whenever possible.
- D. Faculty designated as the testing coordinator will direct and supervise the administration of standardized testing. Each fall, sophomores and juniors will be tested. Each spring, first-years, 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 the relevant class level meeting.
 2. First-year students participate in small group meetings several times throughout the year, designed to familiarize students with the members of the Student Support Services faculty, 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 first-year student level informational meeting will be held early in the second semester.
 3. Sophomores participate in class-wide meetings throughout the year, focused most heavily on career exploration. Sophomores also meet individually with their Academic Counselor to develop a two-year (junior-senior) academic plan in conjunction with registration. The sophomore level informational meeting will be held early in the second semester.
 4. Juniors participate in multiple class-wide "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 the end of April to ensure students are ready for application season which begins mid-summer between junior and senior years. The junior level informational meeting will be held at the beginning of the second quarter.
 5. Seniors participate in multiple class-wide 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 Academic Counselor processes college application materials on behalf of students and maintains correspondence and relationships with colleges and universities, and with other counselors in the area. In order to comply with Federal regulations,



students must have a signed FERPA form on file before college materials are sent by Rosati-Kain Academy.

- a. Students are responsible for communicating what documents they need from Rosati-Kain along with the deadlines by which they need these materials sent.
 - b. Students must provide a minimum of two weeks' notice to process requests. Requests made less than two weeks from the deadline *may* not be processed in time for the deadline.
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, typically led by the Wellness Counselor, along with administration maintains a school Care Team, which meets regularly to formulate possible interventions for individual student success.
 - G. The Wellness Counselor 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 assist in developing learning profiles for students with learning differences. Parents are encouraged to communicate existing needs or emerging concerns to the Learning Consultant.
- I. A+ Program
1. Failure to comply with any of these standards may cause a student to become ineligible for the program.
 - 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 Academy 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 Academy students must achieve and/or complete the following:
 - i. Sign an A+ Schools Participation Agreement form provided to families at the beginning of each school year.
 - 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 abstain from the illegal use and/or possession of drugs, alcohol, and/or related paraphernalia.
 - vii. Score a qualifying Pre-ACT or ACT math score.



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 Academy website.
- J. Rosati-Kain Academy 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; students and parents/guardians may opt out of the program by notifying the Rosati-Kain main office in writing.
 4. 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.
 5. In order to maintain the highest level of security and safety, no other service, therapy, or emotional support animals will be allowed without specific permission from the Rosati-Kain administration.

IV. Health services

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



V. Administration of Medication

- A. Ideally, all medication, prescribed and over-the-counter, should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illness or disabilities. If a student requires medication during the school day, the following must be in place:
 - 1. The direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner, signed and properly filed with the school.
 - a. The current prescription label on the container may serve as a physician's order.
 - b. Physicians' orders may be faxed to the school.
 - 2. Written consent of the parent/guardian for school personnel to administer the medication.
 - 3. The medication in the original container.
 - 4. Proper training of personnel on medication administration.
- B. Students may not carry medication on their person, with certain exceptions.
- C. The transfer of medication is prohibited. Under no circumstances should students share medication.

VI. Medical Issues and Diagnoses

- A. Medical Conditions
 - 1. A student enrolled who has a significant or potentially life-threatening medical condition may require special consideration.
 - 2. Steps may be taken 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. Diagnoses
 - 1. Current diagnostic evaluation and authorization to exchange information with specialists and agencies may be requested, in order to make informed decisions about admitting students with special needs and provide for them the appropriate adjustments during their term of enrollment are required.
 - 2. The effort to address special learning needs will be attempted within the parameters of the school's financial and human resources.
 - 3. In the occurrence that the school cannot meet the student's particular special needs, assistance will be given to find appropriate alternatives.

VII. Cafeteria

- A. Lunch is served in two designated periods and students may either purchase an R-K lunch or bring one from home. Students must remain in the cafeteria for the full lunch period unless they have a pass from faculty/staff.
- 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 7:00 a.m. Continental breakfast foods are available.



- D. The cafeteria is closed daily following lunch.
- E. Any beverage that is outside of the cafe must be in a closed container. On occasion, food and water bottles may be allowed in classrooms at the discretion of the teacher present.
- F. Textbooks and iPads are not allowed in the café at lunch. They should be stored on the west bleachers in the gym during the lunch period.

VIII. Books, iPads, and Learning Resources

- A. Each student is responsible for the care of her iPad, textbooks, and other learning materials and is required to reimburse the school for damage or loss of any resources she is given to use.
- B. Refer to the *Rules and Code of Ethics for Rosati-Kain Technology Users* for details regarding care of iPads.
- C. Each year students may be able to use iPads and other approved technological tools only after agreeing with the technology policies and signing the *Rosati-Kain Technology Agreement*.

IX. Lockers

1. Assigned lockers and locks are to be used for student belongings
2. Backpacks and bulky bags are not permitted in class. Only one purse or bag may be carried during the school day and must be small enough to fit under a student's desk.
3. Students are to take proper care when storing their iPads in their lockers.
4. Student lockers are to be closed and locked when not being directly accessed by the students assigned to them.
5. For safety reasons, student belongings left in public areas may be confiscated and a demerit may be assessed.

X. Lost and Found

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

XI. Messages

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

School Policies

I. Admissions

- A. Rosati-Kain Academy 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, including, but not limited to, mandatory grade level retreats and school-sponsored liturgy.



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

II. Registration

- A. The registration process includes:
 - 1. Completion of the registration form.
 - 2. A completed emergency form.
 - 3. A registration form indicating documented learning differences.
 - 4. Verification of the date of birth by a review of the birth certificate or baptismal certificate.
 - 5. Verification of custody arrangements in cases in 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 are required to 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 she is 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 authorize 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. Rosati-Kain Academy must have the address(es) at which a student resides. This ensures efficient communication and is required for the safety of the student. If a student shares her residency between locations, Rosati-Kain requires documentation of all locations.
- B. Catholic schools recognize and value their partnership with parents/guardians as the primary educators of their children. All accurate contact information is vital for the safety and success of the student.
- C. Each situation will be evaluated on an individual basis. Care must be taken that the living arrangements address the student's needs in a way that does not reflect negatively upon the school.
- D. The school must have documentation regarding who bears responsibility for the student's academic, medical and financial welfare.

VI. Communication

- A. The school communicates with parents/guardians through a digital parent newsletter, a weekly email blast, SchoolMessenger, and the Rosati-Kain website www.rosati-kain.org.
 - 1. A digital parent newsletter is e-mailed home in August with the Back-to-School packet.



2. The newsletter and email blast include calendar updates, announcements of report card dates, notice of parent meetings, events sponsored by the parents' clubs and news of student accomplishments, as well as policy clarifications and/or revisions.
- B. Student progress is communicated through mid-quarter progress reports and quarterly report cards.
- C. Parents/guardians and students have the opportunity to access grade information through the online grading program, Skyward, at any time during the school year.
- D. Parents/Guardians will be contacted regarding mid-quarter academic progress for any student on academic probation or with grades of below 70%.
- E. The administration or faculty may make additional reports, or contact parents/guardians and/or students via e-mail, on an as-needed basis.
- F. Formal parent/guardian-faculty conferences are held at least once a year.
 1. Individual conferences can be requested at any time by parents/guardians, faculty members, counselors, advisors or administrators.
 2. Parents/guardians 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. Students are expected to participate in these meetings during unscheduled periods whenever possible.
- H. Parents/guardians assume the responsibility for providing pertinent information to the school office, including complete emergency information, student health issues and current custody agreements. This information must be kept up to date.
- I. SchoolMessenger, a telephone broadcast system, can be activated, enabling school personnel to notify all parents by phone if an emergency or unplanned event causes a change in the expected schedule on any given day. This system may also be used to communicate general announcements or reminders.
- J. Names, addresses, and e-mail addresses of students and their parents/guardians are not released to any unauthorized person or agency.

VII. Discipline

- A. The goal of discipline policies and procedures at Rosati-Kain Academy is to educate and remediate rather than to punish.
- B. Each Rosati-Kain student is expected at all times to abide by the norms of behavior described in this handbook. In particular, it is always the expectation to treat everyone with respect and dignity. As the Sisters of St. Joseph's mission says, "We believe in loving and serving the dear neighbor without distinction."
- C. In keeping with the philosophical tradition of responsible freedom, Rosati-Kain Academy uses a demerit system as a reminder of our policies and expectations when a reminder is necessary.
- D. Goals for the Demerit System:
 1. Student behavior will be reflective of the integrity and dignity of the Rosati-Kain Academy community.
 2. The student will be held responsible for making appropriate decisions.



3. The Rosati-Kain community environment will be conducive to learning and spiritual formation where a young woman can experience being valued and respected.

E. The Demerit Policies

1. In most cases, a student will be given 3 opportunities to correct her behavior, prior to receiving a 4th demerit the student is required to attend the next scheduled detention.
2. Students will be notified when receiving a demerit, and demerits will be tracked electronically by the administration.
3. The administration will notify the student and her parent/guardian of an earned detention. If the student is tardy for the scheduled detention, the student will receive an additional detention.
 - An unexcused absence for a scheduled detention will result in the student receiving 2 additional detentions along with being removed from all extra- and co-curricular activities, until the 2 additional detentions are served.
 - A student who misses detention for an excused absence will be expected to serve the next detention.
 - More than 3 instances of detention in a semester may jeopardize a student's eligibility for extra- and co-curriculars. Additional interventions or consequences including withdrawal for cause, may occur at the discretion of the administration.
4. 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 8:20 a.m.
 - Disruption of class, liturgies or assemblies
 - Electronic devices—improper use or care
 - Elevator use without permission
 - Foul language
 - Littering
 - Loitering in the hall or being in unauthorized places
 - Parking in non-sanctioned parking areas
 - School tardies - in excess of 5 per semester
 - Study Center—tardy or failure to report to Study Center
 - Excessive noise in hallways during class
 - Tardy to class
 - Being unprepared for class

F. Suspension is the removal of a student from all classes for a specified period of time.

1. In the event of suspension, the parent/guardian will be notified as quickly as possible.
2. While suspended, the student may not participate in any activities related to Rosati-Kain Academy or represent Rosati-Kain Academy 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.
 4. Suspension may cause a student to be ineligible for the A+ Schools Program.
- 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 the 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 Academy will be addressed by the administration.
- J. Personal misconduct or media messaging may result in disciplinary sanctions as severe as withdrawal for cause. 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.
- L. The president makes the final decision in all serious discipline matters.

VIII. Dress code

- A. Students are expected to dress and present in appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.
- B. With respect for the educational setting and as an expression of her own positive self-regard, each student accepts the responsibility to look neat, clean, and professional.
- C. All clothing must be worn as it was meant; right side out, not rolled up, no holes or frayed seams, 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 the correct dress code throughout the entire school day, which includes lunch and unscheduled periods.
 2. Advisors and faculty will check for dress code compliance at the beginning of every Morning Meeting/Advisory.
 3. Students are expected to correct any dress code problem immediately. Students will be given a demerit if they are not in compliance, by 8:20 a.m.
 4. Uniform skirts, polos, or shoes borrowed to correct violations must be returned by Morning Meeting/Advisory the following day. Not returning 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:

- Beginning with the class of 2027, only purple and white polo shirts with the R-K insignia sold in the Kougar closet may be worn. Students in the classes of 2026, 2025, and 2024 may wear other colors but the school will not be making the other colors any longer.
- Uniform RKA 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 an undershirt must not be visible through the polo shirt.

2. Pants and shorts:

- Pants and shorts must be solid khaki.
- Pants must be made of cotton twill material. Knits such as sweatpants or leggings 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.

3. Skirts:

- Plain khaki or the plaid uniform skirts are permitted.
- Skirts are to be worn with a 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. No other outerwear may be worn.
- Solid-colored sweater is acceptable.

5. Shoes

- Only Tennis shoes or other closed toed and full back/heel covering shoes may be worn.
- Athletic slides, Crocs 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 worn under the uniform skirt must be a solid black.
- Pajama pants are not allowed.
- No fishnet is allowed.

7. Accessories:

- Caps, hats, hoods, hair bonnets and sunglasses are not to be worn during the school day. Simple jewelry and make-up are permitted.



- Body art, excessive writing, or drawing on self is not permitted.

G. Regulations for Dress Down Days

1. Crop tops, attire with cut outs and bare midriffs are not permitted.
2. Bottoms should not be shorter than the student's fists at her sides and should be longer than the shirt worn with them.
3. Safe shoes must be worn. Athletic slides, and beach-type flip-flops may not be worn. Heels should not exceed 2" in height.

IX. Policies for Rosati-Kain dances and other events

- A. Students are required to have their parents complete dance information forms for themselves and their guests to be used in case of emergency. These forms must be turned in to the faculty moderator by the stated deadline before the day of the dance.
- B. Students and guests are to be at the dance no later than ½ hour after the dance begins; there is no admittance after this deadline unless previously arranged with the administration or faculty moderator. Parent/guardian will be notified of their student's absence as soon as possible.
- C. Students and guests are to remain at the dance until stated time on permission slip.
- D. Students and guests are to be properly attired and display appropriate behavior/dancing.
 1. Dress for all in attendance must be modest and appropriate for the occasion.
 2. Students displaying inappropriate behavior may be dismissed from the dance. A parent/guardian 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. If a student or guest becomes ill, the parent/guardian 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.

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 Academy. In addition, civil authorities may become involved.
- C. Rosati-Kain's campus is a tobacco-free and cannabis-free environment. Students and adults are not permitted to smoke, vape, Juul, or use smokeless tobacco of any kind at any school-related activity, on or off campus.
- 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.



- E. The use of alcohol or any drugs, including those unprescribed to the student taking them is grounds for immediate ineligibility in the A+ Schools Program.

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. Outside of situations involving the Division of Family Services, no student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator or parent/guardian is present. Every effort will be made to contact parent/guardian and provide them the opportunity to be present.

XII. Student Safety and Violence

Rosati-Kain Academy 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 Academy seeks to provide an environment that is safe. Any student concerned for her own safety, the safety of the school or the safety of another student is to report the concern to the school.
- B. Violence consists of words (both spoken and written), gestures, and actions that result in or have the potential to result in hurt, fear, or injury. This includes but is not limited to threats of injury, harassment, assault, possession, and/or use of a weapon, and theft or vandalism of property.
- C. 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.
- D. 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 the parent/guardian 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.
3. Notify the police of the threat. Police will 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 will be turned over to the police.



Parent/guardian of the student who made the threat will be informed that the police were notified.

4. Communicate with any staff or students (and their parents/guardians) 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 will be provided to assist these individuals in coping with the threat.

XIII. Harassment

Rosati-Kain Academy will maintain a learning environment that is free from all forms of harassment. No student shall be subjected to any type of harassment. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, visual, or cyber-bullying.

- C. Rosati-Kain Academy 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 any 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 Academy 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

The outside courtyard areas are meant to be a community space. Students are encouraged to gather there during their unscheduled time.

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.



XVIII. Parking

Rosati-Kain Academy 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 Academy parking permits are required and need to be visibly displayed at all times.
- D. Vehicles parked on the street, Engineers' Club lot, or Cathedral lot are subject to ticketing and towing according to local parking ordinances.
- E. Rosati-Kain Academy is 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 8:20 a.m. to dismissal.
 1. Cell phones must be turned off and remain in student lockers during school hours.
 2. Personal electronic equipment may include but is not limited to smartphones, smartwatches, laptops, tablets, or cameras.
 3. Special permission may be given in certain circumstances.
- B. These items will be taken from students and given to the administration. Students in violation will be subject to a demerit.
- C. Headphones and earbuds of any kind are not allowed in the Study Center, or during passing periods unless specifically allowed by a faculty member.
- D. Student phone calls during the school day must be made from the front office.

XX. Snow/Cancellation days

- A. In the event of bad weather or hazardous road conditions, parents will be notified by phone call or text message via SchoolMessenger, a robocall provider.
- B. Notice will also be posted to the school website and social media as soon as possible.
- C. Parents/guardians 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/guardian permission.



XXII. Transportation of students

- A. Whenever possible, bus transportation by an insured carrier will be used.
- 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. The staff and faculty seek 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 Academy.
- 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 3:30 p.m. on normal school days. Students waiting for rides after 3:30 p.m. must wait in the Learning Commons, unless accompanied by a member of the Rosati-Kain staff.
- B. Students waiting in after school supervision may not leave the building after school and return during supervision. All school behavioral policies apply during after school supervision, including demerit and detention rules.
- C. Under no circumstances may a student stay alone in the building. Parents/guardians must arrange for students to be picked up from school no later than 5:00 p.m. unless the student is part of a supervised after school activity.
- D. If a student is unable to be picked up by 5:00 pm, the Schlafly Library is open until 8 pm



Monday-Thursday and can offer a safe and quiet place for students to wait for their ride.

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 a payment plan in place.

II. Tuition

- A. Rosati-Kain Academy charges a yearly tuition that covers a portion of the yearly cost of educating each student.
- B. Any parent/guardian 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 Roman Catholic Foundation of Eastern Missouri also has tuition assistance funds which require an additional application. This application is only made available in February.

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

IV. Tuition Payment Options

1. Documents regarding tuition payment plans are available in the *Admissions* tab 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.
2. Final transcripts for matriculating or transferring students will not be provided for any student who is not either paid in full or has reached an agreement with the Rosati-Kain Academy Finance Manager.

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 Academy.

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 Academy. 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 Academy.
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 secrets. 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 email account for internal Rosati-Kain communications. Additionally, I understand that my Rosati-Kain email account is to be used only for educational and extra-curricular school activities directly related to Rosati-Kain.



- 13.** I understand everyone has a right to privacy. I will not make or transmit photos or audio or video recordings of anyone without their permission. This includes photo, audio, or video of a teacher's lessons or materials without their permission.
- 14.** Rosati-Kain Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Rosati-Kain Academy 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.

Daily and Special Schedules

Regular	
Advisory	8:20 - 8:30
Period 1	8:30 - 9:30
Period 2	9:30 - 10:30
Period 3	10:30 - 11:30
Period 4A	11:30 - 12:00
Period 4B	12:00 - 12:30
Period 4C	12:30 - 1:00
Period 5	1:00 - 2:00
Period 6	2:00 - 3:00

Spirit Activity (50 min)	
Advisory	8:20 - 8:30
Period 1	8:30 - 9:20
Period 2	9:20 - 10:10
Period 3	10:10 - 11:00
Period 4A	11:00 - 11:30
Period 4B	11:30 - 12:00
Period 4C	12:00 - 12:30
Period 5	12:30 - 1:20
Period 6	1:20 - 2:10
<i>Activity</i>	2:10 - 3:00

Late Start	
<i>Advisory</i>	9:20 - 9:30
Period 1	9:30 - 10:20
Period 2	10:20 - 11:10
Period 3	11:10 - 12:00
Period 4A	12:00 - 12:30
Period 4B	12:30 - 12:50
Period 4C	12:50 - 1:20
Period 5	1:20 - 2:10
Period 6	2:10 - 3:00

Liturgy	
Advisory	8:20 - 8:30
Period 1	8:30 - 9:20
Period 2	9:20 - 10:10
<i>Liturgy</i>	10:10 - 11:10
Period 3	11:10 - 12:00
Period 4A	12:00 - 12:30
Period 4B	12:30 - 12:50
Period 4C	12:50 - 1:20
Period 5	1:20 - 2:10
Period 6	2:10 - 3:00

Afternoon Activity (75 min)	
Advisory	8:20 - 8:30
Period 1	8:30 - 9:15
Period 2	9:15 - 10:00
Period 3	10:00 - 10:45
<i>Period 5</i>	10:45 - 11:30
Period 4A	11:30 - 12:00
Period 4B	12:00 - 12:30
Period 4C	12:30 - 1:00
Period 6	1:00 - 1:45
<i>Activity</i>	1:45 - 3:00

Morning Meeting	
<i>Advisory</i>	8:20 - 8:40
Period 1	8:40 - 9:35
Period 2	9:35 - 10:35
Period 3	10:35 - 11:35
Period 4A	11:35 - 12:05
Period 4B	12:05 - 12:30
Period 4C	12:30 - 1:00
Period 5	1:00 - 2:00
Period 6	2:00 - 3:00