



Rosati-Kain Academy

Student Handbook

2026-2027

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

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Table of Contents

PURPOSE, MISSION, & VALUES	3
Purpose and Acknowledgement of the Handbook.....	3
Philosophy.....	3
Our Values.....	4
Schoolwide Curriculum Goals.....	5
ACADEMICS & CURRICULUM	5
Graduation Requirements.....	5
2026–2027 Curriculum Guide.....	6
Grading Scale & GPA.....	7
Academic Policies.....	8
Academic Support & Probation.....	8
Academic Integrity.....	9
Graduation Honors.....	9
SCHEDULE & ATTENDANCE	10
Daily Schedule.....	10
Community Time.....	10
Attendance Procedures.....	11
Attendance Definitions.....	12
STUDENT SERVICES & SUPPORT	13
Advisory.....	13
Campus Ministry.....	13
Retreats & Service Hours.....	13
Student Support Services.....	14
College Counseling.....	14
Wellness & Learning Support.....	15
A+ Program.....	16
STUDENT LIFE & EXTRACURRICULARS	16
Learning Resources & Lockers.....	17
Athletics & Activities.....	18
Clubs & Organizations.....	19
National Honor Society.....	19
SCHOOL POLICIES & COMMUNICATION	20
Admissions & Enrollment.....	20
Student Records.....	21
Communication Policies.....	21
STUDENT CONDUCT & EXPECTATIONS	22
Community Expectations.....	22
Technology Expectations.....	23
Demerit System.....	23
Major Violations.....	23
DRESS CODE	24
Uniform Expectations.....	24
Spirit Fridays & Dress Down Days.....	25
Formal Uniform.....	25
SAFETY & DISCIPLINE	25
Dance Policies.....	25
Substance Policies.....	25
Search & Seizure.....	26
Student Safety & Violence.....	26
Harassment Policies.....	27



Purpose and Acknowledgement of the Handbook

This Student/Parent/Guardian Handbook contains established policies and procedures for the 2026-2027 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 learning experience for young women who will 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 '69 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"? "Good" is 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 and life experience, letting life lessons shape our learning, and letting our learning inform our lives. 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 more empathetic and inclusive 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 are:

English 4 credits

Fine Arts 1 credit

Health 0.5 credit

PE 1 credit

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



2026-2027 Curriculum Guide

**Semester classes are in italics*

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



Fine Arts	First-Year Chorus or Instrumental	Electives: <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>American Film Study</i> <i>Modern and International Film Study</i> ACC Theatrical Art Advanced Chorus R-K Voices Instrumental 1 Instrumental 2 Performing Ensemble
Practical Arts	RKA 101	Electives: <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.

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 failing grade for that course.
- C. **Exam Cards-** Exam cards are distributed approximately one week prior to semester exams and are required for students to sit for exams. Students with outstanding financial obligations, unserved detentions, overdue books, unreturned materials such as athletic uniforms, or other unresolved school obligations may have their exam cards withheld until the matter is resolved.



III. Honor Roll

Honor roll is determined by the current grade point average.

- A. First Honors: GPA of 3.6 and above and no grade below a B.
- B. Second Honors: GPA from 3.2 through 3.599 and 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 the dear neighbor without distinction."

V. Academic Policy

- A. Students must earn the requisite number of credits in each subject area in order to graduate.
- B. **Course Appeal Process:** Students who do not meet the eligibility requirements to register for a course in the following year, may request that an exception be considered by submitting a Course Appeal Form. Forms may be obtained through the Registrar and/or Director of Academic & College Counseling. Submission of an appeal does not guarantee approval.
- C. Schedule changes may be made during the first cycle of each semester. Year-long courses may only be added or dropped during the first cycle of the school year.
- D. First semester failures in mathematics, world languages, or full-year science classes may be made up by earning a passing grade for the second semester.
- E. Credit for failed courses must be recovered through an accredited school or program that has been pre-approved by RKA administration. Students must recover all failed credits prior to the start of the next school year with a minimum of a D or its equivalent. Students can earn up to but not higher than a C or its equivalent during credit recovery.
- F. RKA will not accept more than 2.0 credits from credit recovery programs. Students who fail 2.0 credits or more during the course of one school year will meet with the administration to determine the best option for their future education.

G. Academic Support

- a. Academic Support is a student support system available during unscheduled time in the Learning Commons intended to provide structure, accountability, supervised study time, tutoring, and additional teacher assistance.
- b. Students may voluntarily utilize Academic Support or may be mandated into Academic Support based on academic performance, attendance concerns, or administrative recommendation.
- c. Students assigned to Academic Support must check in with the supervisor at the beginning of the period and remain in the designated location for the duration of the time unless a faculty member has communicated approval to the supervisor for the student to report elsewhere.

H. Academic Probation

- a. Any student who receives a combination of 2 or more D's and/or F's at the end of a semester will be placed on Academic Probation for the following semester.
- b. Students on Academic Probation will be scheduled into Academic Support during all unscheduled time until grades are reassessed at the next grading period.
- c. Students on Academic Probation and their parent/guardian may be required to meet with Administration to develop an Action Plan supporting academic recovery.
- d. Any student placed on Academic Probation for two consecutive semesters may not be eligible for continued enrollment at Rosati-Kain Academy.

I. Academically Ineligible-

- a. Students who receive 2 failing grades at the end of a semester will be considered Academically Ineligible for extracurricular participation during the following semester in accordance with extracurricular policies.
- b. Students who are Academically Ineligible will be mandated into Academic Support and required to attend after-school tutoring until grades are reassessed at the next quarter grading period.

- J. **RKA Summer Credit Recovery-** Students required to recover credit due to course failure will receive summer credit recovery information during the fourth quarter, including dates, scheduling, and costs. All summer credit recovery costs are the responsibility of the student's



family.

- K. **Action Plan-** Students with documented and repeated difficulty with attendance, punctuality, organization, academic progress, or overall student success may be required to meet with administration and/or faculty from Student Support Services to develop a mutually agreed upon support, or action plan. Supports may include academic check-ins, tutoring, adjusted timelines, or other interventions designed to support student success.

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 brainstorm, draft, revise, edit, or 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 work that is not her own, asking others about specific contents of a quiz or test, or copying information from online sources without proper citation.
- E. Everyone is expected to adhere to the current copyright laws governing printed material, video recordings, 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, borrowed, or leased from the 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 "fair use" limitations.
- G. Any student publications (print and electronic) representing Rosati-Kain Academy 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

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 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. Seniors needing to recover credit will not be able to participate in the graduation ceremony.
- 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 in the senior class. Valedictorian and Salutatorian must have attended Rosati-Kain for their last six semesters.
- *Summa cum laude*, awarded for GPA of at least 4.275 on the 4.5 scale
- *Magna cum laude*, awarded for GPA from 4.050 – 4.274 on the 4.5 scale.
- *Cum laude*, awarded for GPA from 3.600 – 4.049 on the 4.5 scale.



X. Schedule

- A. Rosati-Kain Academy follows a flexible six-day cycle that offers students a combination of scheduled and unscheduled time.
- B. The normal schedule will be as follows:

Advisory	8:00-8:15
Period 1	8:15-9:10
Period 2	9:10-10:05
Community Time	10:05-10:45
Period 3	10:45-11:40
Period 4	11:40-12:35
Lunch	12:35-1:10
Period 5	1:10-2:05
Period 6	2:05-3:00

- C. It is each student's responsibility to plan her day and use her time well.
 - a. **Unscheduled time** may be used for silent study, group work, research, and conferences with teachers, counselors, and advisors.
 - b. Students may spend their unscheduled time in the Learning Commons, Coughlin courtyard or any available classroom. The cafeteria is open each day until the lunch period is completed. Benches and seating areas at the ends of hallways are for quiet study only; no more than two students may be in any hallway seating area.
 - c. 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.
 - d. Students who choose to use unscheduled time inappropriately may lose the privilege of where they spend their time.
 - e. **Community Time-** Community Time is a 40-minute period built into the school day between 2nd and 3rd periods designed to strengthen community, encourage involvement, and ensure that all students have the opportunity to participate in clubs and school activities. This time may be used for clubs, Pride Time, academic support, community gatherings, school programming, snack break, and meetings with teachers. Students are expected to actively participate in a supervised activity or club or be present in either the Café or Learning Commons during this time. Students may also coordinate with teachers in advance for additional academic support or make-up work.



Attendance

The regular school day begins at 8:00 a.m. and ends at 3:00 p.m. All students are expected to be punctual and present for the full school day. Excused absences include illness, emergencies, unavoidable appointments, funerals, religious observances, or other school-approved circumstances. Classwork missed due to absence must be completed according to the expectations and timelines outlined by each teacher in his or her course syllabus.

Consistent attendance and punctuality are essential to student success at Rosati-Kain Academy. Classroom instruction, discussion, collaboration, and community experiences cannot be fully recreated when missed. Attendance is also part of honoring commitments to community, collaboration, and personal responsibility in the spirit of Rosati-Kain Academy's college preparatory atmosphere. Students are expected to attend all classes, Advisory, Community Time, liturgies, retreats, assemblies, and scheduled school activities unless excused by the school. Unscheduled time and Community Time are considered part of the school day. Families are expected to prioritize attendance, communicate proactively with the school, and partner with RKA to support strong attendance habits.

I. Hours

- A. The Café opens at 6:30 a.m. for students who arrive before the main building opens at 7:30 a.m. Food service will begin at 7:30 a.m.
- B. The Learning Commons is open from 7:30 a.m. until 3:30 p.m.
- C. The main school building closes at 3:30 p.m. Students remaining on campus after 3:30 p.m. must report to after-school supervision which is available until 5:00 p.m. at no additional cost. Students must be picked up no later than 5:00 p.m. from after-school supervision. Chronic late pick-up may result in loss of after-school privileges, childcare fees being assessed, or administrative intervention. If a family is unable to work consistently within this timeframe, it is the family's responsibility to contact the school in order to develop a workable solution.

II. Absence

STATUS	DEFINITION	PROCEDURE	FOLLOW UPS
Tardy	Arriving late to Advisory after the 8:00 a.m. bell	Student signs in at Main Office and receives tardy slip.	After 5 tardies/semester, each additional tardy = demerit. Excessive tardies may require a parent meeting and Action Plan. Tardies will be reported on official transcripts.
Late Arrival	Arriving during 1st period after the school day begins	Student signs in at Main Office. Parent/guardian documentation required.	Counts toward cumulative attendance record and is reported on official transcripts.
Early Dismissal	Leaving school before dismissal	Parent/guardian must notify RK Attendance by 9:00 a.m. whenever possible. Non-drivers must be signed out by a parent/guardian. Student drivers may sign themselves out only with prior approved release permissions on file.	Requests after 9:00 a.m. may delay release until the next class change. No early dismissals after 2:30 p.m. except urgent situations. Student responsible for missed work/tests. Early dismissals will be reported on official transcripts.



<p>Medical Appointment</p>	<p>Absence or dismissal for healthcare-related appointment</p>	<p>Parent/guardian must notify RK Attendance. Medical documentation required for absence to be excused. Non-drivers must be signed out by a parent/guardian. Student drivers may sign themselves out only with approved release permissions on file.</p>	<p>Student responsible for missed work/tests.</p>
<p>Illness Dismissal</p>	<p>Leaving school due to illness during the day</p>	<p>Student reports to Front Office/Health Office and contacts parent from office phone. Non-drivers must be signed out by a parent/guardian. Student drivers may sign themselves out only with approved release permissions on file.</p>	<p>Student responsible for missed work/tests.</p>
<p>Extended/Planned Absence</p>	<p>Multiple-day absence due to travel, illness, family circumstance, or emergency</p>	<p>One week notice required whenever possible. Parent/guardian must email Principal, RK Attendance, and teachers. Documentation may be required.</p>	<p>Action Plan may be implemented. Approval not guaranteed. Student responsible for missed work.</p>
<p>Skipping/Truancy</p>	<p>Missing class, Advisory, Community Time, or leaving campus without approval</p>	<p>Administration and parent/guardian notified</p>	<p>The first offense will result in an automatic detention. Three offenses may result in In-School Suspension (ISS). No credit may be given for missed work or assessments missed due to truancy or skipping.</p>

III. Attendance Terms Definitions

- A. Excused Absence-** Absence approved for reasons including illness, medical appointments, funerals, religious observances, court obligations, school-sponsored activities, or other school-approved circumstances. Documentation may be required.
- B. Unexcused Absence-** Absence without appropriate parent/guardian communication or required documentation.
- C. Half-Day Absence-** Missing 1–4 class periods during the school day, including arrival during or after 2nd period.
- D. Full-Day Absence-** Missing 5 or more class periods during the school day.
- E. Community Time-** Community Time takes place between 2nd and 3rd period. Students are encouraged to participate in two or more clubs or activities throughout the school year.
- F. Action Plan-** A mutually agreed-upon support plan developed by the student, family, and school to improve attendance, punctuality, organization, academic progress, or overall student success. Supports may include academic check-ins, tutoring, adjusted timelines, or other interventions designed to support student success.
- G. Attendance Communication-** Parents/guardians are expected to notify the school regarding absences, tardies, late arrivals, and early dismissals. RKA will begin contacting parents/guardians regarding unverified absences each day beginning during 2nd period.



- H. Missed Work-** Students are responsible for communicating with teachers, understanding and following each course syllabus regarding missed work, late work, makeup assessments, and completing coursework in a timely manner. Timelines for make-up work are determined by course syllabi and teacher expectations. Outside employment, vacations, club sports, practices, and extracurricular conflicts are not considered excused reasons for missed academic work.
- I. Attendance Documentation-** The school reserves the right to request documentation for repeated absences, tardies, or dismissals. Forged notes, false parent communication, falsified attendance information, or leaving campus without permission are subject to disciplinary action.
- J. Transportation & Campus Departure-** Students with approved transportation permissions must still receive school approval before leaving campus during the school day.
- K. Attendance Records-** Attendance records are maintained by the Main Office. Families should address discrepancies promptly. Attendance records, including absences and tardiness, will be documented and may be reported on transcripts beginning in the 2026–2027 school year.
- L. Missouri Reporting Requirements-** Rosati-Kain Academy follows all Missouri mandated reporting laws regarding attendance and truancy.
- M. School Activities & Events-** Students are expected to attend assemblies, liturgies, retreats, field trips, and other school-sponsored activities unless excused by the school. Participation in extracurricular and co-curricular activities may be impacted by attendance, academic standing, conduct, or dress code concerns. Students are expected to demonstrate respect and courtesy during all school events and activities.
- N. Open Campus-** Seniors in good academic, attendance, and disciplinary standing may be eligible for open campus privileges during the fourth quarter. Parent/guardian permission and school approval are required.

Student Services

I. Advisory

All students are assigned an advisor and are expected to be present in advisory, seated, and in dress code by 8:00 a.m. each day. Advisory is intended to strengthen community, build relationships among classmates, communicate school and class information, and support student success. Attendance will be taken in advisory, and students are expected to report directly to first period afterward. Students are expected to visit lockers and get ready for the day before reporting to advisory.

II. Campus Ministry

- A. 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
 - a. All-school liturgical celebrations are scheduled on a monthly basis.
 - b. Individual classes have the opportunity to celebrate Class Mass once a semester.
 - c. Students are provided the opportunity to participate in the Sacrament of Reconciliation during Advent and Lent.
- D. Retreats
 - a. 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.
 - b. First-years, Sophomores, and Seniors participate in off-campus Prayer Days.
 - c. Juniors participate in an overnight Kairos retreat.



- d. 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
 - a. Central to the CSJ charisms 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 four years, students will complete a minimum of 100 hours of service.
 - b. First-years complete 15 hours of service in their communities, neighborhoods, parishes, families, etc.
 - c. Sophomores complete 25 hours of service.
 - d. 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:
 - a. Transition issues, into and out of high school.
 - b. Academic testing and interpretation.
 - c. College and career counseling.
 - d. Assisting students with personal and social development via planned class activity programs and individually as needed.
 - e. Coordinating the school's response to students with special learning needs.
- C. Students of all grade levels are encouraged to meet with the academic and/or wellness counselors when needed.
 - a. Individual conferences may be initiated by the student, parent, or the counselor.
 - b. Counselors will make appointments during students' unscheduled times whenever possible.
 - c. The academic counselor will schedule required individual meetings with all sophomore students to develop a two-year academic plan.
 - d. Juniors will be required to meet individually with the Academic Counselor and at least one parent/guardian/caring adult to discuss the college goals of that student and prepare for the college application process.
- 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.
 - a. These tests are mandatory for all students as a part of our college preparatory program.
 - b. Students will receive interpretation of the results.
- E. **College Preparatory Program-** The Office of Student Support Services maintains a four-year program which is essential for college readiness.
 - a. 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.
 - b. 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.
 - c. 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.

- d. 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. 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.
 - e. 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 one-on-one with their college counselor as needed, especially in, but not limited to, the first semester. The senior informational meeting will be held during the first quarter.
 - f. The Academic Counselor processes college application materials on behalf of students and maintains correspondence and relationships with colleges, 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.
 - i. Students are responsible for communicating with the academic counselor what documents they need from Rosati-Kain along with the deadlines by which they need these materials sent.
 - ii. 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.
 - g. 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.
 - h. 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. **Holistic Wellness Plan-** The Office of Student Support Services maintains a four-year plan along with best practices in the field to support students’ social and emotional development.
- a. The Wellness Counselor leads a school Care Team called SOAR which meets regularly to formulate possible interventions for individual student success.
 - b. 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.
- G. **Learning Intervention-** As part of the Office of Student Support Services, the Learning Interventionist 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.
- H. **Professional Therapy Dog-** 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.
- a. The dog will be supervised at all times by a trained adult.
 - b. This therapy dog is fully registered, insured, and undergoes 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.
 - c. The program is 100% voluntary; students and parents/guardians may opt out of the program by notifying the Rosati-Kain main office in writing.
 - d. Mrs. Wald and Mrs. Burke will work with students or staff who have opted out on an individual basis so that the same level of service may be provided to the entire community.
 - e. In order to maintain the highest level of security and safety, no other animals of any



kind including, but not limited to, service, therapy, or emotional support animals will be allowed without specific permission from the Rosati-Kain administration.

- I. **A+ Schools Program-** 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.
- a. 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.
 - b. Failing to comply with any of the aforementioned standards will result in a student becoming ineligible for the A+ Schools Program per the Missouri State Statute.
 - c. 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.

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.
 - a. The office staff will contact a parent/guardian or other person designated on the emergency form to determine a course of action. Parents/guardians are required to keep emergency contact information current.
 - b. Rosati-Kain does not have sick room facilities to accommodate students who are ill.
 - c. Parent/guardian is to arrange transportation in a timely manner.
 - d. If appropriate, arrangements will be made for the student to be sent home.
- D. No student will be permitted to drive another student home during the school day. 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:



- a. The direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner, signed and properly filed with the school.
 - b. The current prescription label on the container may serve as a physician's order.
 - c. Physicians' orders may be faxed to the school.
 - d. Parents/guardians must complete and submit the RKA Medication Form giving written consent for school personnel to administer the medication.
 - e. The medication must be in the original container.
- B. Students may not carry medication on their persons unless an exception has been approved by administration.
- C. The transfer of medication between students is prohibited. Under no circumstances should students share medication.

VI. Medical Issues and Diagnoses

- A. Medical Conditions
- a. A student enrolled who has a significant or potentially life-threatening medical condition may require special accommodations.
 - b. 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
- a. 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 medical needs and provide the appropriate accommodations for them during their term of enrollment.
- C. Learning Needs
- a. An effort to address special learning needs will be made within the parameters of the school's financial and human resources.
 - b. In the event that the school cannot meet the student's particular special needs, assistance will be given to find appropriate alternatives.

VII. Cafeteria

- A. Lunch is served during a designated period, 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 and put up chairs before leaving the cafeteria. Students are reminded to model respect for other students and staff, especially our custodians.
- C. Cafeteria service is open to students at 7:30 a.m. Continental breakfast foods are available.
- D. The cafeteria closes daily following lunch.
- E. Only water is permitted outside of the cafeteria. It must be in a closed container.
- F. Textbooks, notebooks, iPads, other school supplies, and school bags are not allowed in the café at lunch. They are to be stored on the west bleachers in the gym during the lunch period.
- G. Use of food delivery services that include but are not limited to UberEats, GrubHub and DoorDash is not allowed.

VIII. Books, iPads, and Learning Resources

- A. Each student is responsible for the proper 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

- A. Assigned lockers and locks are to be used for student belongings.
- B. Backpacks and bulky bags are not permitted in class. Only one purse may be carried during



the school day and must be small enough to fit under a student's desk.

- C. Students are to take proper care when storing their iPads in their lockers.
- D. Student lockers are to be closed and locked when not being directly accessed by the students assigned to them.
- E. 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 directly contacting students during the school day.
- B. Students will be notified by the office immediately in case of emergency.

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 students must adhere to the policies in the Athletic and Activities Handbook

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 each 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 all extra-curricular activities. 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. 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.
- D. Students must have passed 6 of 7 classes during the Spring semester of the 2025-2026 academic year in order to be eligible to participate in athletics and theater productions in the first semester of the 2026-2027 school year. The missing credit must be completed prior to the start of the 2026-2027 school year.
- E. Students who receive 2 Fs for 1st semester will be Academically Ineligible for participating in 2nd semester extra-curricular activities. Extracurricular participation includes, but may not be limited to sports, theater productions, robotics, off-campus field trip opportunities, and Student Council.
- F. Students who are Academically Ineligible will be required to attend after-school tutoring and will be scheduled into Academic Support during all unscheduled time until grades are



- reassessed at either the 2nd mid quarter or the 4th mid quarter.
- G. 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.
 - H. Students must be at school by second period in order to participate in extracurricular activities including athletics and theater. Otherwise, a student needs written permission from an administrator.

II. Opportunities to Participate

Students are encouraged to participate in at least one of the following 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
- Creative Writing Club
- Diversity Club
- Knitting and Crochet Club
- Library Guild
- National Honor Society
- FRC Robotics Team
- Scholar Bowl Team
- Spanish Club
- Spanish Honor Society
- STEM Club
- Student Council
- *The Occasional* Student Magazine
- Youth and Government

B. Athletic Teams:

- Basketball
- Cheerleading
- Field Hockey
- Soccer
- Swimming and Diving
- 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 a 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:
 - a. Juniors and seniors who have a cumulative GPA of at least 3.934 on the 4.5 scale are eligible to be considered for membership during the first quarter of each year.
 - b. Eligible students will be invited to submit evidence of their qualifications for membership.
 - c. 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.
 - d. Portfolios will be submitted to the NHS advisor in August.



- e. Faculty and staff are invited to give input into selection.
- f. A faculty committee, appointed by the administration, selects new members.
- g. The NHS moderator is a non-voting member of the selection committee.
- h. Students are notified of the decisions in writing.
- i. 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
 - a. Eligible students are chosen by their scholarship in Spanish.
 - b. To remain in good standing, members must continue to exemplify the high standards by which they were selected.

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:
 - a. Nationally-normed standardized test scores.
 - b. Above average academic performance in sixth, seventh, and eighth grades.
 - c. A record of good attendance and conduct.
- F. Students wishing to transfer to Rosati-Kain Academy must submit an application including previous elementary and secondary work.
 - a. Acceptance is based on the criteria above and above average performance in a course of study consistent with the normal Rosati-Kain curriculum.
 - b. Recommendation from previous high school will be requested.
- G. Acceptable transfer credits will be determined by the administration prior to registration.
 - a. The transfer student's GPA will be recalculated using Rosati-Kain's point system. 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. Enrollment

- A. The enrollment process includes:
 - a. Completion of the registration form.
 - b. A completed emergency form.
 - c. A registration form indicating documented learning differences.
 - d. Verification of the date of birth by a review of the birth certificate or baptismal certificate.



- e. 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 Examinations

- A. Students should have a complete physical examination upon entrance to ninth grade.
- B. All transfer students are required to have a physical examination or provide documentation of a physical examination completed within the previous twelve months prior to enrollment.

IV. Student Records

- A. Access to records
 - a. Parents/guardians have the right to inspect and review the official active file of their children.
 - b. 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
 - a. 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 18 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.
 - b. Students' records may be released without prior consent when a court has them subpoenaed.
 - c. Release of Student Discipline Information
 - i. 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 email, a digital parent newsletter, a telephone broadcast system, and the Rosati-Kain website: www.rosati-kain.org.
 - a. A digital parent newsletter includes general information, 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 learning management system 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.
 - a. Individual conferences can be requested at any time by parents/guardians, faculty members, counselors, advisors, the academic interventionist, or administrators.
 - b. 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. A telephone broadcast system can be activated to enable 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 never released to any unauthorized person or agency.

Student Conduct & Community Expectations

At Rosati-Kain Academy, student behavior is rooted in our Catholic values of Caritas, Virtus, Scientia, and Humilitas. These values call us to live in "profound love of God and the dear neighbor without distinction" and to act with integrity, respect, and accountability in all aspects of school life.

I. Community Expectations

A. Caritas – Love in Action

- a. Welcome: Make others feel seen and valued by greeting them, inviting them in, and offering small acts of kindness daily.
- b. Sensitivity: Care about how others are feeling. Respond with empathy when someone is hurting or quiet.
- c. Forgiveness: Let go of grudges and choose reconciliation.
- d. Loving the Dear Neighbor Without Distinction: Treat every person with dignity and compassion.

B. Virtus – Choosing What Is Right

- a. Respect: Speak and act with honor toward others—using kind words, listening well, and valuing each person's contributions.
- b. Accountability: Own your actions. Admit mistakes, make amends, and follow through on your responsibilities.
- c. Non-judgment: Be slow to criticize and quick to understand. Avoid gossip.

C. Scientia – Wisdom and Understanding

- a. Listening: Listen fully—with your ears, eyes, and heart.
- b. Inclusion: Recognize the value in every story and experience. Make room for voices different from your own.
- c. Relationship: Build real connection through conversation, collaboration, and shared experiences.



D. Humilitas – Groundedness and Growth

- a. Grace: Allow others to be imperfect. Give space for people to make mistakes and try again.
- b. Vulnerability: Be honest, even when it's uncomfortable. Support others when they do the same.

II. Daily Conduct Expectations

- A. Students are expected to:
 - a. Be present, prepared, and on time.
 - b. Follow all classroom expectations set by teachers.
 - c. Use respectful language and behavior in all settings (in person and online).
 - d. Follow directions from faculty and staff promptly.
 - e. Keep hands and body to yourself and respect personal space at all times.
 - f. Contribute to a focused, distraction-free learning environment.
 - g. Keep all food and drink in the Cafe. The only exception is water in a closed container.
- B. Technology & Personal Devices
 - a. Phones, headphones/earbuds, smartwatches, and other personal technology must be out of use and kept in locker during the school day.
 - b. Use of personal electronic devices during the school day will result in disciplinary action.

III. Accountability & Demerit System

- A. RKA uses a demerit system to ensure consistency and accountability:
 - a. Demerits are assigned for behaviors that do not meet school expectations.
 - b. 4 demerits = 1 detention
 - c. Detentions are assigned and monitored by administration.
 - d. Detentions must be served at the time given by the administrator; the skipping of a detention will result in additional detentions being assigned.
 - e. Excessive detentions may result in a suspension.
- B. Demerits may be issued for:
 - a. Disruption of the learning environment.
 - b. Failure to follow directions.
 - c. Inappropriate or unauthorized technology use.
 - d. Tardiness or lack of preparedness.
 - e. Using inappropriate language and/or tone toward peers or staff.
 - f. Dress code violations.

IV. Addressing Concerns & Communication

- A. Students are expected to advocate for themselves respectfully and appropriately. Learning to communicate directly, respectfully, and professionally is an expectation of all Rosati-Kain students.
- B. If a student feels there is an issue with a demerit, the student should:
 - a. Speak directly with the responsible adult who issued the demerit to seek clarification or resolve concerns.
 - b. If additional communication is needed, students may send a respectful and clear email.
 - c. If the issue is still not resolved, the student should seek support from a counselor or administrator.

V. Major Violations

- A. The following behaviors are considered serious breaches of community expectations:
 - a. Academic dishonesty (including unauthorized AI use)
 - b. Harassment, bullying, or discrimination
 - c. Fighting or physical aggression
 - d. Use or possession of drugs or alcohol
 - e. Theft or vandalism
 - f. Serious and/or acute insubordination toward faculty or staff



- g. Repeated or significant disruption of the school environment
- B. These may result in:
 - a. Immediate administrative action and/or withdrawal for cause.
 - b. Loss of privileges.
 - c. Suspension or further disciplinary consequences.

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 insignia that supports hate groups, contains sexual innuendo, or promotes drugs, alcohol, or tobacco is not permitted.
- B. With respect for the educational setting and as an expression of self-respect, students are expected to present themselves in a neat, clean, and professional manner.
- C. All clothing must be worn as intended; clothing may not be rolled, excessively oversized, torn, frayed, or dragging on the floor.
- D. It is each student's responsibility to know and follow the dress code.
 - a. Students are expected to remain in dress code throughout the entire school day, including lunch, Community Time, and unscheduled periods.
 - b. Advisors and faculty will check for dress code compliance during Advisory.
 - c. Students are expected to correct dress code concerns immediately. Students not in compliance by 8:00 a.m. may receive a demerit.
 - d. Uniform items borrowed to correct dress code violations must be returned in advisory the following school day. Failure to return borrowed items may result in a demerit.
- E. The administration reserves the right to make final decisions regarding student appearance and may adjust dress code expectations as needed.
- F. Dress Code Regulations
 - a. Shirts
 - Only official RKA polos and button-down shirts purchased through the Kougars Kloset may be worn.
 - Approved polo colors are white, heather grey and purple.
 - Approved button-down shirt colors are white and light purple.
 - Undershirts may not extend beyond sleeves or bottom hems, and graphics may not be visible.
 - b. Ties- Approved RKA ties purchased through the Kougars Kloset may be worn.
 - c. Pants and Shorts
 - Approved black uniform pants purchased through the Kougars Kloset may be worn.
 - During the 2026–2027 transitional school year, students may continue to wear previously approved khaki pants and 2025–2026-approved polos.
 - Beginning in the 2027–2028 school year, khaki pants and discontinued polos will no longer be permitted.
 - Sweatpants, pajama pants, and knit athletic pants are not permitted.
 - Decorative zippers, oversized pockets, or color trim are not permitted.
 - Shorts must extend beyond a student's fingertips when arms are resting naturally at their sides.
 - d. Skirts
 - Approved plaid uniform skirts may be worn.
 - Skirts must extend beyond a student's fingertips when arms are resting naturally at their sides.
 - Skirts must be properly zipped, buttoned, and worn at the intended waistline.
 - e. Sweaters, Cardigans, and Sweater Vests
 - Solid black, purple, white, or gray sweaters, cardigans, and sweater vests may be worn.



- RKA blazers and cardigans purchased through the Kougar Kloset may also be worn.
- f. Shoes
 - Tennis shoes or other closed-toe shoes with a full back or secured back strap may be worn.
 - Athletic slides and Beach-style flip-flops are not permitted.
 - Heels may not exceed 2 inches in height
- g. Legwear
 - Socks of any color may be worn but are not required.
 - Leggings or tights worn under skirts must be solid black.
 - Fishnet stockings are not permitted.
- h. Accessories
 - Caps, hats, hoods, hair bonnets, and sunglasses may not be worn during the school day.
- i. Spirit Fridays
 - On Fridays, students may wear approved RKA spirit wear in place of the standard uniform.
 - Approved spirit wear includes official RKA athletic, club, activity, and school spirit apparel purchased through or approved by Rosati-Kain Academy.
 - Students must still follow all dress code expectations regarding shoes, and overall appearance.
- j. Dress Down Days
 - Crop tops, cut-outs, spaghetti straps, and bare midriffs are not permitted.
 - Bottoms must extend beyond a student's fingertips when arms are resting naturally at their sides.
 - Shirts must fully cover the waistband of bottoms.
 - Safe shoes must be worn. Beach-style flip-flops are not permitted. Heels may not exceed 2 inches in height.
- k. Formal Days- there may be occasions when students are asked to dress in their formal uniform due to Liturgy, a field trip, or other circumstances where a more formal uniform is required.
 - Formal Attire includes:
 1. An RKA Blazer or cardigan
 2. A button down shirt (ties are optional)
 3. Any uniform bottom
 4. Closed-toe shoes

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. Parents/guardians will be notified of their student's absence as soon as possible.
- C. Students and guests are to remain at the dance until the stated time on the permission slip.
- D. Students and guests are to be properly attired and display appropriate behavior/dancing.
- E. Dress for all in attendance must be modest and appropriate for the occasion.
 - a. Students displaying inappropriate behavior may be dismissed from the dance.
 - b. Parents/guardians will be notified by the administration or the faculty moderator.
 - c. 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 random breathalyzer tests.



X. Drug, Tobacco, Alcohol, and Other 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 prescription drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs by minors is illegal.
- B. The possession, use, or transfer of non-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 is 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 or cannabis 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 not prescribed 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. Administration may require drug testing. If this is the case, the parent/guardian of the student will be alerted.
- D. Outside of situations involving the Division of Family Services, no student will 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 parents/guardians 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 this Catholic school 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 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.
- E. If a student engages in serious, threatening, or violent behavior the following steps will be taken:
 - a. Remove the student from any contact with the school.
 - b. 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.

- c. 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. The Parent/guardian of the student who made the threat will be informed that the police were notified.
- d. 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 who are coping with the threat.

XIII. Harassment

- A. 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.
- B. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, visual, 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 community spaces. Students are encouraged to gather in these spaces 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, weather permitting.

XVIII. Parking

Rosati-Kain Academy offers student parking at no cost. Students who drive to school may apply for a



parking permit through the process communicated by the school administration. Parking is a privilege, and students are expected to follow all school parking expectations and local parking ordinances.

- A. Student drivers must complete the required parking permit form in order to park on campus.
- B. Open parking spots in the Faculty Lot will be assigned based on availability, student grade level, and completion of the parking permit process. Seniors will receive priority consideration.
- C. Students who are not assigned a spot in the Faculty Lot are to park in the Rosati-Kain Cathedral Lot located at the corner of Lindell Blvd. and Taylor Ave.
- D. Rosati-Kain parking permits must be visibly displayed at all times while parked on campus property.
- E. Students may not park in unauthorized areas, including the Engineers' Club lot, reserved faculty spaces, visitor parking, or any location prohibited by posted signage or local ordinances. Vehicles parked in unauthorized areas are subject to ticketing and towing.
- F. In the event of special circumstances related to injury, illness, or accessibility needs, alternate parking arrangements may be made through the Main Office.
- G. Rosati-Kain Academy is not responsible for loss, theft, or damage to vehicles parked on or near campus property.

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.
 - a. Cell phones must be turned off and remain in student lockers during school hours.
 - b. Personal electronic equipment may include but is not limited to smartphones, smartwatches, laptops, tablets, earbuds, headphones, or cameras.
 - c. Special permission for use 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 only allowed under direct permission and supervision by an instructor within a class period.
- 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 a phone call or text message via the telephone broadcast service.
- B. Notice will also be emailed and 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 transportation in private vehicles, the following criteria are required:
 - a. Drivers have a valid, non-probationary driver's license and no physical disability that could impair the ability to drive safely.
 - b. The vehicle should have valid registration and meet safety requirements.
 - c. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
 - d. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
 - e. Every person in the private vehicle must wear a seat belt.



XXIII. Students Who Become Parents

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 a 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. Exterior 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 seventh or eighth grade students interested in attending Rosati-Kain Academy or prospective families on tour.
- 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. from after-school supervision.

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 that are renewable for up to four years.

IV. Tuition Payment Options

- A. 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.
- B. Final transcripts for matriculating or transferring students will not be provided for any student who is not paid in full or has not 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 in the area of my 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 a 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 or iPad 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.

16. Online behavior, including social media activity occurring on or off campus, may result in school disciplinary action when it disrupts the learning environment, threatens student safety, or negatively impacts members of the Rosati-Kain community.



Daily and Special Schedules

<u>Regular</u>	
Advisory	8:00-8:15
Period 1	8:15-9:10
Period 2	9:10-10:05
Community Time	10:05-10:45
Period 3	10:45-11:40
Period 4	11:40-12:35
Lunch	12:35-1:10
Period 5	1:10-2:05
Period 6	2:05-3:00

<u>1 Hour Liturgy Schedule</u>	
Advisory	8:00-8:15
Period 1	8:15-9:10
Period 2	9:10-10:00
MASS	10:00-11:00
Period 3	11:00-11:50
Period 4	11:50-12:40
Lunch	12:40-1:15
Period 5	1:15-2:05
Period 6	2:05-3:00

<u>10:00AM Late Start</u>	
Advisory	10:00-10:15
Period 1	10:15-10:55
Period 2	10:55-11:35
Period 3	11:35-12:15
Lunch	12:15-12:50
Period 4	12:50-1:35
Period 5	1:35-2:15
Period 6	2:15-3:00

<u>Afternoon Activity (75 min)</u>	
Advisory	8:00-8:15 <input type="text" value="8:00-8:15"/>
Period 1	8:15-9:05
Period 2	9:05-9:55
Period 3	9:55-10:45
Period 4	10:45-11:35
Period 5	11:35-12:25
Lunch	12:25-12:55
Period 6	12:55-1:45
Activity	1:45-3:00

<u>12:15 Dismissal</u>	
Advisory	8:00-8:15
Period 1	8:15-8:55
Period 2	8:55-9:35
Period 3	9:35-10:15
Period 4	10:15-10:55
Period 5	10:55-11:35
Period 6	11:35-12:15

<u>Afternoon Community Time</u>	
Advisory	8:00-8:15
Period 1	8:15-9:10
Period 2	9:10-10:05
Period 3	10:05-11:00
Period 4	11:00-11:55
Lunch	11:55-12:30
Period 5	12:30-1:25
Period 6	1:25-2:20
Community Time	2:20-3:00

