



Rosati-Kain High School

Student Handbook
2010-2011

Educating Women Within
the Catholic Tradition
For Knowledge, Virtue,
Charity, & Humility.

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Calendar

The complete document may be found in the online handbook available at www.rosati-kain.org. The password for the protected documents in the parent section is rkparent.

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

PURPOSE AND ACKNOWLEDGEMENT OF THE HANDBOOK

This Student/Parent Handbook contains established policies and procedures for the 2010-2011 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

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

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

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

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

This handbook is available to parents through the parent tab of the Rosati-Kain website. The necessary password is rkparent. Parents may also request a hard copy of this handbook.

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

ROSATI-KAIN HIGH SCHOOL MISSION STATEMENT

Rosati-Kain is a Catholic Archdiocesan college preparatory school for young women who want to be challenged and supported in faith and in their efforts to acquire the knowledge and skills necessary to become their best selves contributing in the spirit of Jesus Christ to a changing multi-cultural world community.

CENTENNIAL SONG

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

HISTORY OF ROSATI-KAIN HIGH SCHOOL

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

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

Rosati-Kain continues its philosophy of developing creative thinking and responsible freedom in its students. More than 7500 members of the alumnae witness to the success of Rosati-Kain. The Rosati-Kain students of today are developing the possibilities of tomorrow.

PHILOSOPHY

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

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

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

SCHOOL WIDE CURRICULUM GOALS

Rosati-Kain High School students will:

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

ACADEMIC POLICIES

I. Curriculum

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

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

B. The requirements for graduation:

| | |
|--------------------|--------------------------------|
| English | 4 credits |
| Fine Arts | 1 credit |
| Mathematics | 3 credits |
| Physical Education | 1 credit |
| Practical Arts | 1 credit |
| Science | 3 credits |
| Social Studies | 3 credits |
| Theology | 4 credits |
| World Languages | 2 credits in the same language |
| Electives | 6 credits |

II. Grading

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

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

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

III. Honor Roll

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

A. First Honors: GPA of 3.6 and above, no grade below a B.

B. Second Honors: GPA from 3.2 through 3.599, no grade below a C.

IV. Student Conduct

- A. Conduct policies are determined by the teachers according to their published expectations of behavior.
- B. Students should always:
 - 1. Respect teachers and peers.
 - 2. Act with honesty and integrity.
 - 3. Be punctual and prepared for class.
- C. Conduct grades are given each quarter:
 - 1. "U" – unsatisfactory
 - 2. "N" – needs improvement
 - 3. "S" – satisfactory

V. Academic Policy

- A. Students must pass every course attempted.
- B. Any student who receives a progress report will be "scheduled" in the Study Center for one cycle or until her grade has been raised to an 80%.
- C. Failed courses must be retaken regardless of the number of credits that have been earned.
- D. Two quarter failures in one course at semester results in a semester failure.
- E. Two failing semester grades in one course is an automatic failure for the year.
- F. Two non-failing semester grades in one course is a passing grade regardless of the percentage.
- G. First semester failures in mathematics, history, science and world language may be made up by a passing grade for the second semester.
- H. Failed courses must be retaken in summer school with an accredited school or learning center at the approval of Rosati-Kain.
- I. All make-up courses must be pre-approved by the principal.
- J. Grades received for make-up classes are not included in a student's GPA.
- K. Students needing to make up more than two credits while at Rosati-Kain will not be able to return for the next school year.
- L. Students with a cumulative GPA below 2.0 will be placed on academic probation for a minimum of one quarter.
- M. Students on academic probation for more than one year may not be able to return to Rosati-Kain.

VI. Academic Integrity

- A. Students will demonstrate academic integrity by completing their own work on all homework assignments, tests, quizzes, and projects.
- B. As a community, Rosati-Kain values hard work and honesty; therefore, cheating, dishonesty, negative behavior, or a lack of academic integrity will not be tolerated.

- C. Teachers will instruct students and inform them when collaboration with classmates is expected and accepted. If students are unsure if they may collaborate with classmates, they should clarify the issue with their teacher. Examples of a lack of academic integrity are not limited to, but might include: plagiarizing (or not citing sources) from a book or web site, copying another classmate's assignment, or asking others about specific contents of a quiz or test.

VII. Grade Reports

- A. Grade reports are issued at the end of each grading period to inform students, parents/guardians of progress.
- B. Students and parents/guardians, who have completed the necessary paperwork, have access to Skyward to check student progress online.

VIII. Graduation

- A. Students must earn a minimum of 28 credits for graduation.
- B. Seniors who fail a course, regardless of the number of credits earned, will not be eligible to receive a diploma.
- C. Only students eligible to receive a diploma will be able to participate in the graduation ceremony.
- D. Other graduation requirements include an extended retreat during junior year and completion of a service requirement.

IX. Graduation Honors

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

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

X. Schedule

- A. Rosati-Kain High School follows a flexible schedule that offers students a combination of structured and unstructured time.
- B. The schedule is built on a six-day cycle. The advantages of a flexible schedule lie in the opportunities it provides for student-teacher contact outside of scheduled classes. If used properly, unstructured time can make a significant contribution to the educational accomplishment of each student.
- C. It is each student's responsibility to plan her day and use her time well.

1. Unscheduled time provides students with freedom of choice and the opportunity to become responsible and self-directed learners.
2. Unscheduled time may be used for silent study, group work, research, and conferences with teachers, counselors, and advisors.
3. Students may spend their unscheduled time in the library, study center, computer lab, or any available classroom. The cafeteria is open each day until the lunch mods are completed.
4. The main lobby, stage, gym, changing room, music room, guidance center, art room, yearbook room, campus ministry office and athletic director's office are not open for student use without direct teacher supervision.
5. Games, including card playing and electronic games are not permitted.
6. Sleeping is not permitted in school.
7. Students who need to be reminded of correct behavior during unscheduled time may be required to spend their unscheduled time in the study center.
8. Students are not to be in the halls except during the last three minutes of each mod.
9. Students are not permitted in the halls between the start of the last class and dismissal.

XI. Instructional Use of Copyrighted Material

- A. *All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet websites and resources.*
- B. *No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose with the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.*

CO-CURRICULAR PROGRAM

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

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

I. Academic eligibility standards

- 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 co-curricular activities including athletics, clubs, plays, musicals, teams (academic, speech, mock trial), ect. All coaches and moderators have the right to set additional standards for membership, participation and holding office.
- C. Any student receiving a failing mid-quarter or quarter grade in a continuing class will be ineligible for at least one cycle (six school days).
 - 1. A student who is ineligible may not try out, practice, or participate in any way on teams or in clubs, plays, etc.
 - 2. The student will regain eligibility when the coach or moderator receives written verification that the student is passing from the appropriate teacher after the cycle of ineligibility.
- D. Students must maintain a cumulative minimal GPA of 2.0 (C) and be current with credits at the quarter or semester to be eligible to participate in co-curriculars.
 - 1. Any student who loses credit due to a failure in a quarter or semester class, will be ineligible to participate for at least one cycle or until the deficiency is corrected.
 - 2. A student who is ineligible may not try out, practice, or participate in any way on teams or in clubs, plays, etc.
 - 3. The student will regain eligibility when the coach or moderator receives written verification that the student is passing from the appropriate teacher after the cycle of ineligibility.
- E. Students must pass 6 of 7 classes during the spring semester of the 2010-2011 school year in order to be eligible. Therefore, a second semester failure will result in loss of eligibility / participation in all co-curricular activities in the first semester of the 2010-2011 school year.
- F. Students missing any part of a school day (including Advisory) must have written permission from the principal or athletic director to participate in any co-curricular activity that day.

- G. Any student publications representing Rosati-Kain must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.
- H. Any student representing Rosati-Kain High School in a Missouri State High School Activities Association (MSHSAA) event must also conform to all standards established by the organization.
 - 1. Academic requirements and eligibility rules are found under MSHSAA By-Law 213.0

II. Opportunities to participate

- A. Students are encouraged to participate in at least one of these activities.
- B. Clubs and organizations:
 - Campus Ministry
 - Diversity Club
 - Environmental Club
 - French Club
 - Library Guild
 - Music Ministry
 - National Honor Society
 - OSM (Overseas missions)
 - Pro-life Club
 - Sci-Fi Club
 - Spanish Club
 - Speech and drama
 - Student Council
 - Wellness Club
- C. Athletic Teams:
 - 1. Fall sports:
 - Cross Country
 - Field Hockey
 - Softball
 - Tennis
 - Volleyball
 - 2. Winter sports:
 - Basketball
 - Cheerleading
 - Dance Team
 - Swimming & Diving
 - 3. Spring sports:
 - Soccer
 - Track & Field
- D. Moderators and coaches will personally supervise all meetings and practices. They will remain with students waiting for rides.

III. Athletic policies

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

IV. National Honor Society policies

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

V. World Language Honor Societies

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

ATTENDANCE

The regular school day begins at 8:00 a.m. and ends at 2:45 p.m. All students are expected to be punctual. Student absences are usually due to student illness, emergencies, unavoidable appointments, or a death in the

family. Work missed must be made up in a timely manner according to the policy set by each teacher.

I. Hours

- A. The café is open at 6:30 in the morning for students to wait for the rest of the building to open.
- B. The library and school building is open from 7:30 a.m. to 3:15 p.m.

II. Absence

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

- A. An important component of academic success is a habit of consistent attendance and punctuality. Although a student may be very conscientious about making up assignments that are missed due to absence, there is no way to recreate the experience of any particular classroom presentation or discussion. The personal interaction, which takes place among the students and teachers, is an integral part of education.
- B. A student participating in a school-sponsored event during the school day is not considered absent.
 - 1. She must inform the teachers of classes to be missed in order to arrange for make up work.
 - 2. The teacher sponsoring the activity will provide the entire faculty with the names of the participating students in a timely manner prior to the activity.
 - 3. Any teacher may recommend that a student not attend a field trip for academic reasons.
- C. Any student who misses any class, whether for absence, tardiness, or early dismissal, must present an admit slip from the office to the teacher of that class. The signed admit slip should be returned to the office at the end of the day following the absence.
- D. A student is marked absent for a full day if she is absent for more than two hours of the school day.
- E. A half-day absence is recorded if she misses between forty-five minutes and two hours of the school day.
- F. A tardy is marked if she misses up to forty-five minutes of the day.
- G. If a student is tardy ten times in one semester, she will be placed on scheduled study for the rest of the semester.
- H. Unscheduled time is part of the school day.
- I. Excessive absences may have a negative impact on a student's grades and could possibly result in loss of credit.

1. It is very important that parents communicate with the principal regarding extended absences
2. Excessive absences will be referred to the administration.
3. In some cases the administration may require physician's report documenting the length of the absence and/or permission to return to school.
4. Consequences for excessive absences are included in each teacher's class expectations.

III. Planned Absence

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

IV. Early dismissal

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

V. Tardiness

- A. *A student is tardy who arrives after the time fixed by school policy for the start of the school day.*
- B. The warning bell rings at 7:55 a.m. The advisory bell rings at 8:00 a.m.
- C. **A student who is not in her advisory at the beginning of the advisory period will be marked tardy.**
- D. Any student arriving at school after advisory has begun must report to the office before going to advisory.
- E. Five (5) tardies in one quarter is considered a serious problem. Students will be placed on a scheduled study program for a two-week period when the fifth tardy is accumulated.

- F. If a student is tardy ten (10) times in one semester, she will be placed on scheduled study for ten days.
- G. The individual classroom teachers handle class tardiness. In the case of excessive classroom tardiness students will be referred to the principal and may be scheduled.

VI. Absence procedures

- A. On the day of the absence a parent or guardian must inform the school by telephone before 8:15 a.m. and give the reason for the absence.
- B. When returning to school following an absence, the student must:
 - 1. Bring a note signed by a parent giving the dates and reason for absence to the front office.
 - 2. Receive an admit slip from the front office (students will not be admitted to missed classes without the admit slip).
 - 3. Present the admit slip to the teacher of any class that was missed, even if that class does not meet on the day the student returns.
 - 4. Return the admit slip to the office at the end of the day.

VII. Skipping scheduled events

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

VIII. Truancy / leaving the building without permission

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

IX. Out of School Activities

- A. In order to leave the school building for field trips or for any other school activity, the student must complete paperwork provided by the sponsoring teacher.
- B. Students whose paperwork is late or incomplete will not be permitted to leave school.

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

X. Assemblies

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

STUDENT SERVICES

I. Advisory

- A. Each student is assigned an advisor each year who will assist her in achieving success.
- B. Advisory meets daily. Students must report to advisory on time.
- C. Special advisory activities and events will be scheduled throughout each semester.
- D. Regular advisory activities include prayer, morning announcements, Student Council reports, attendance, etc.
- E. Purpose of advisory:
 - 1. To encourage each girl to achieve her true potential
 - 2. To establish mutual respect for individuals that will promote a friendly, courteous atmosphere
 - 3. To promote more effective communication among the administration, faculty and students
- F. Responsibilities of the advisor:
 - 1. The advisor is available to assist the student as needed. This assistance could include referral to other sources of support such as a teacher, counselor, or administrator.
 - 2. The advisor takes a personal interest in helping the student develop a mature attitude toward studies.
 - 3. The advisor receives a copy of each student's schedule in order to help the student plan best use of time.
 - 4. The advisor checks on the academic progress of the advisee. If a student is in academic difficulty, the advisor may monitor the agreement made between the teacher of the course and the student.
 - 5. The advisor receives copies of all academic notices and report cards.
 - 6. The advisor will assist students with registration for the next school year and carefully check each registration form.
 - 7. The advisor facilitates activities that promote awareness of study skills, careers, personal talents and challenges.

II. Campus Ministry

- A. It is the role of the campus ministry to nurture faith in the Rosati-Kain community with an emphasis on prayer and worship, our communal life, and Christian service. Campus ministry seeks to create an environment where gospel values are learned and lived.
- B. The campus minister heads the Liturgical Committee that works to provide leadership for the school liturgies and prayer services.
- C. Spiritual Activities
 - 1. All-school liturgical celebrations are scheduled on a monthly basis. In addition, there are opportunities for class prayer services and liturgies in the context of theology classes. Prayer opportunities and spiritual direction are available to interested students.
 - 2. Reconciliation services are held for each class. Students also have the opportunity for reconciliation individually.
- D. Retreats
 - 1. The retreat program is a vital and integral part of the total school program.
 - 2. All students participate in a Kairos retreat during their junior year.
- E. Days of recollection
 - 1. Days of recollection are planned for the freshman, sophomore, and senior classes.
 - 2. These special days of prayer are usually spent away from the Rosati-Kain campus.
 - 3. Days of recollection are required. Students who miss these days must make arrangements with the campus minister to complete a prayer day at another time.
- F. Service project
 - 1. The emphasis is on service as an expression of the love of Jesus Christ. It is hoped that each student will feel called to continue a life of service.
 - 2. All students complete an extended service project while at Rosati-Kain High School as part of their graduation requirements.
 - 3. The formal service project begins during junior year.
 - 4. Service projects will be completed with an agency whose sole purpose is to serve other people in some capacity.
 - 5. Students will provide a minimum of seventy-five hours of service.
 - 6. Service projects will be approved by and completed under the direction of the campus minister.

III. Guidance services

- A. Two counselors are available in the Guidance Department at Rosati-Kain.

- B. Services include:
 - 1. Academic testing and interpretation
 - 2. College and career counseling
 - 3. Assist students with personal and social development
 - 4. Implements the school's response to students with special learning needs
- C. Counselors meet students individually and in groups to offer personal, academic, college, and career counseling.
- D. A majority of the personal conferences are voluntary appointments arranged by the student; however some may be initiated by the counselors.
- E. Efforts are made in individual counseling sessions to help the student grow in self-knowledge, enabling her to appreciate her strengths, while trying to accept and improve her weaknesses.
- F. The counselors also help students realistically assess their talents, academic interests, and career possibilities. The emphasis is always placed on the student's personal responsibility for her decisions, helping her to develop the ability to make her own choices and accept their consequences.
- G. As directors of the testing program, the counseling staff supervises the administration of all national testing.
- H. Students are tested annually and receive group instruction on interpretation of the results.
- I. The college search and application process:
 - 1. This is a major priority during junior and senior years.
 - 2. Juniors receive a comprehensive handbook detailing the college application process that is updated in the fall of their senior year.
 - 3. Prep HQ is a secure web-based guidance resource for parents and students that provide college and scholarship search components as well as a message center and application tracking system.
 - 4. Prep HQ can be accessed through the Rosati-Kain website. All students are officially registered in the spring of their junior year.
 - 5. The counselors offer a series of appointments, seminars, and meetings geared toward the college admission process.
 - 6. They are also responsible for processing college applications and often correspond with colleges as a liaison for the student.
 - 7. A college planning timeline and other related materials are printed at the end of this handbook.
- J. The counseling staff maintains a resource room for student and parent use. They routinely host college representatives wishing to make student contact.

- K. The school Care Team meets regularly to formulate possible involvement and review student cases.

IV. Health services

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

V. Administration of medication

- A. *Ideally, all medication, prescribed and over-the-counter should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illness or disabilities. If a student requires medication during the school day, the following must be in place:*
 - 1. *The direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner, signed and properly filed with the school.*
 - a. *The current prescription label on the container may serve as a physician's order.*
 - b. *Physician's orders may be faxed to the school.*
 - 2. *Written consent of the parent/guardian for school personnel to administer the medication.*
 - 3. *The medication in the original container.*

4. *Proper training of personnel on medication administration.*
- B. *Students may not carry medication on their person, with certain exceptions.*
- C. *The transfer of medication is prohibited.*

VI. Students with Special Needs

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

VII. Cafeteria

- A. *Lunch is served during mods M through R (usually from 11:15 a.m. to 12:45 p.m.).*
- B. **Eating and drinking are not permitted outside the cafeteria.**
- C. *Students are expected to bus tables before leaving the cafeteria.*
- D. *The cafeteria is open to students at 6:30 a.m. Breakfast foods are available.*
- E. *The cafeteria will be closed daily following lunch.*

VIII. Books and learning resources

- A. *Each student is responsible for the care of learning materials and textbooks and is required to reimburse the school for damage or loss of any resources she is given to use.*
- B. *All textbooks are to be covered in order to preserve their usefulness. Book covers are available in the library.*
- C. *Each year students are able to use computers for internet access and other schoolwork after agreeing with the*

technology policies and signing the *Rosati-Kain Technology Agreement*.

IX. Lockers

- A. Assigned lockers and locks are to be used for student belongings.
- B. Backpacks and bulky bags are not permitted in class. Any purse or bag carried during the school day must be small enough to fit under a student's desk.
- C. **Students are to lock their lockers to avoid losing valuables or inheriting undesired items.**
- D. For safety reasons, student belongings left in public areas may be confiscated and a fine assessed.
- E. Open food and drinks are not allowed in lockers.

X. Bus passes

Metro bus passes are sold in the office. These passes can also be used on Metro Link.

XI. Lost and found

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

XII. Messages

- A. Parent communication with students during the school day is to be directed through the main office.
- B. Students are informed of these through the bulletin board near the office.
- C. Students will be notified immediately in case of emergency.

SCHOOL POLICIES

I. Admissions

- A. Rosati-Kain High School does not discriminate with respect to race, color, national origin, or handicap that can be reasonably accommodated.
- B. All students regardless of religious background and affiliation participate in the religious components of the curriculum and school life.
- C. All members of the Rosati-Kain community are expected to value and promote the religious and spiritual dimensions of Rosati-Kain High School.
- D. Ordinarily, students apply for admission in November of their eighth grade year, following the application process coordinated by the Archdiocesan Catholic Education Office.
- E. The criteria for acceptance to Rosati-Kain are based on performance in the upper grades and include:
 - 1. Nationally normed standardized test scores at the seventieth percentile or above
 - 2. Above average academic performance in sixth, seventh and eighth grade

3. A record of good attendance and conduct
- F. Students wishing to transfer must submit an application including previous elementary and secondary work.
 1. Acceptance is based on the criteria above and above average performance in a course of studies consistent with the normal Rosati-Kain curriculum.
 2. Recommendation from previous high school will be sought.
 - G. Acceptable transfer credits will be determined by the administration prior to registration.
 1. The transfer student's GPA will be recalculated using Rosati-Kain's point system.
 2. When typical school records are not available, credit may be awarded based on satisfactory performance on assessments developed or approved by the administration.
 - H. Ordinarily, local transfer students are not accepted at the junior or senior level.
 - I. *Current diagnostic evaluation and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and provide for them the appropriate adjustments during their term of enrollment are required.*
 - J. Final decision on all admissions and acceptable credits rests with the administration of Rosati-Kain High School.

II. Registration

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

III. Physical Exams

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

IV. Student records

- A. *Access to records*
 1. *Parents/guardians have the right to inspect and review the official active file of their children.*
 2. *A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's information.*

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

V. Student residency

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

VI. Communication

- A. The school communicates with the parents through a monthly newsletter.
 - 1. The newsletter is published ten times a year. There is no newsletter in July or December.
 - 2. The newsletter includes calendar up-dates, announcements of report card dates, notice of parent meetings, events sponsored by the parents' club and

news of student awards and accomplishments, as well as policy clarifications and/or revisions.

- B. Student progress is communicated through quarterly report cards.
- C. Parents and students have the opportunity to access grade information through the online grading program, Skyward.
- D. Mid-quarter academic reports are mailed to parents with a student on academic probation or with grades 79% or below.
- E. Teachers and/or advisors may make additional reports of concern on an as-needed basis.
- F. Formal parent-teacher conferences are held at least once a year.
 - 1. Individual conferences can be requested at any time by parents, teachers, counselors, advisors or administrators.
 - 2. Parents are encouraged to make appointments with any member of the faculty as they see necessary. Faculty contact information is published annually in the parent directory.
- G. The guidance counselors, campus minister, and administration are committed to being available to any student or parent for consultation. It is preferable that these meetings be scheduled in advance when it is possible.
- H. Parents and guardians assume the responsibility for providing pertinent information to the school office, including complete emergency information, student health issues and current custody agreements. This information must be kept up to date.
- I. A telephone broadcast system can be activated that enables school personnel to notify all parents by phone if an emergency or unplanned event causes a change in the expected schedule on any given day. This system may also be used to communicate general announcements or reminders.
- J. *Names, addresses, and e-mail addresses of students and their parents/guardians are not released to any unauthorized person or agency.*

VII. Discipline

- A. The goal of discipline policies and procedures at Rosati-Kain is to educate and remediate rather than to merely punish.
- B. Each Rosati-Kain student is expected at all times to abide by the norms of behavior described in this handbook. In particular, it is always the expectation to treat everyone with respect and dignity.

- C. Minor infractions of school policies will usually be addressed with reminders and an expectation of improvement.
- D. Failure to remediate or frequent repetition of minor infractions may require more drastic action. In these cases, loss of freedom and privileges may be in order.
- E. Suspension is the removal of a student from all classes for a specified period of time.
 - 1. In the event of suspension, the parents are notified as quickly as possible.
 - 2. While suspended, the student may not participate in any activities related to Rosati-Kain or represent Rosati-Kain High School in any way.
 - 3. Conditions required for readmission will be determined by the administration. Professional alcohol/drug dependence evaluation may be required in the case of possession of a controlled substance.
- F. Probation is the continued enrollment of a student, but with specified conditions.
- G. Withdrawal for cause is the permanent end of enrollment of a student from school. *Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.*
- H. Any student behavior in or out of school that brings negative attention or dishonor to Rosati-Kain High School will be addressed by the administration. Personal misconduct or media messaging may result in disciplinary sanctions.
- I. Rosati-Kain students bringing guests to school functions assume responsibility for the conduct of their guests. Consequences incurred by guests apply equally to the Rosati-Kain host.
- J. The president makes the final decision in all serious discipline matters.

VIII. Dress code

- A. *Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.*

- B. With respect for the educational setting and as an expression of her own positive self-regard, each student accepts the responsibility to look **neat and clean**.
- C. All clothes must be in good repair, appropriate to each student's body type and not form fitting.
 - 1. Frayed hems are not acceptable.
 - 2. All clothing must be worn as it was meant; right side out, not rolled up, and not dragging on the floor.
 - 3. A sense of appropriateness is the desired goal.
- D. It is each student's responsibility to know and follow the dress code.
 - 1. **Students are expected to remain in correct dress code throughout the entire school day, which includes lunch and unscheduled time.**
 - 2. Advisors will check for dress code compliance every morning during the advisory period.
 - 3. Students are expected to correct any dress code problem immediately.
 - 4. Violations, which can be corrected, may be fined more than once in the same day if the problem continues or is repeated.
 - 5. Each violation comes with a **\$5.00** fine.
- E. The administration can make discretionary decisions regarding student appearance.
- F. Dress Code regulations:
 - 1. Shirts:
 - a. An R-K polo or R-K mock turtle spirit shirt must be worn at all times.
 - b. Uniform R-K polo shirts are purchased through the bookstore.
 - c. Mock turtle spirit shirt may be worn as an outer shirt, not covered by a sweater or sweatshirt.
 - d. Sleeveless R-K polo shirts may be worn during the first and fourth quarters.
 - e. T-shirts worn under the polo shirt must be white or the same color and shade as the polo shirt. Any graphics on the t-shirt must not be visible through the polo shirt.
 - f. T-shirts must not be visible at the sleeves or bottom hem
 - g. Dress code shirts may be left untucked only if they are not longer than any sweater or sweatshirt.
 - 2. Slacks and shorts:
 - a. Slacks and shorts must be solid khaki.
 - b. Pants must be made of cotton twill material. Knits are not permitted.
 - c. Decorative ties, zippers, oversized outer pockets and color trims are not permitted.

- d. Shorts must not be more than two inches above the knee.
 - e. Capri pants are permitted.
 - f. Khaki jeans are not acceptable as appropriate school attire (i.e. no double stitching, rivets or sewn on outer pockets).
3. Skirts:
- a. Plain khaki or the plaid uniform skirts are permitted.
 - b. Skirts must not be more than two inches above the knee.
 - c. If there is a slit in the skirt, it must not be more than two inches above the knee.
 - d. Skirts must be zipped and buttoned at the waist.
 - e. Any other clothing worn under a skirt must not be visible.
4. Sweatshirts and sweaters:
- a. Any R-K sweatshirt (crew or hooded), pull-over, or fleece may be worn.
 - b. Non R-K sweatshirts (crew or hooded), may not advertise any other high school.
 - c. Sweaters must be cardigan or pullover (crew or v-neck) style.
 - d. Shirrtails must not be visible at the bottom hem of any sweater or sweatshirts.
 - e. Jackets, windbreakers, or flannel shirts may not be worn during school.
5. Shoes:
- a. Shoes must be worn and be quiet and safe.
 - b. Athletic shoes and sandals may be worn.
 - c. Platform shoes, athletic slides, and beach-type flip-flops may not be worn.
6. Leg-wear:
- a. Socks of any color may be worn but are not required.
 - b. Tights and leggings must be a solid color.
 - c. No fishnet is allowed.
7. Accessories:
- a. Caps, hats, bandannas, scarves and sunglasses are not to be worn during the school day.
 - b. Simple jewelry and make-up are permitted.
 - c. Hairstyles should be simple.
 - d. Even when hair is color treated, it must be a natural hair color.
 - e. Only two piercings allowed per ear, all other piercings are not allowed.
 - f. Body art, excessive writing, or drawing on self is not permitted.
 - g. Visible tattoos are not permitted.

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

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

X. Search and Seizure

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

XI. Student Safety and Violence

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

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

needed support should be provided to assist these individuals in coping with the threat.

XII. Harassment

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

XIII. Weapons and firearms

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

XIV. Emergency Evacuation

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

XV. 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.

XVI. Outside areas

- A. During periods of pleasant weather, students may be in the courtyard during lunch.
 - 1. Lunch is to be eaten in the cafeteria, not the courtyard.
 - 2. Students using outside areas must be considerate of those in nearby classrooms.
 - 3. If the behavior of students in the courtyard disturbs the learning atmosphere of nearby classrooms, the privilege will be rescinded.

- B. As a special privilege, seniors may use the patio area behind school at designated times.
 - 1. Food and drink are not permitted outside.
 - 2. Students using outside areas must be considerate of those in nearby classrooms.
 - 3. If the behavior of students in the patio area disturbs the learning atmosphere of nearby classrooms, the privilege will be rescinded.

XVII. Parking

Rosati-Kain is fortunate to have recently acquired designated parking that will accommodate all student parking needs on a daily basis. The parking is offered with no cost to the student. For convenience and safety reasons, all students are expected to use the designated lot. In the event of special needs to the injury or illness, alternate arrangements can be made by contacting the school office.

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

XVIII. Personal electronic equipment, including cell phones

- A. Students may not use or be seen with any electronic equipment from 8:00 a.m. to dismissal.
 - 1. These items include but are not limited to personal radios, MP3 players, tape players, telephones, Blackberries, iPods, or cameras.
 - 2. Special permission may be given in certain circumstances.
- B. These items will be taken from students and given to the principal.
- C. Items will be returned after communication with parents and a **\$15.00** fine is paid.
- D. Student phone calls during the school day must be made from the front office

XIX. Snow days

- A. In the event of bad weather or hazardous road conditions, consult KMOX radio or KTVI, KSDK, or KMOV television stations for changes in the school schedule.
- B. Notice will also be posted to the school website as soon as possible.

- C. Parents are to make decisions regarding their daughters' attendance based on unique factors related to their own transportation and safety needs.

XX. Media

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

XXI. Transportation of students

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

XVII. Students who become parents

- A. As an Archdiocesan high school, Rosati-Kain High School follows the Archdiocesan directives regarding student pregnancy and seeks to offer the support needed for the student to carry the pregnancy to term. There is no attempt to discipline the student for the purpose of punishing a moral offense.
- B. There is no encouragement for pregnant students to get married or to terminate their education because of the pregnancy. They are expected to assume responsibilities related to bringing human life into the world. This implies a change in priorities. A pregnant girl must care for herself as a mother-to-be. 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.
- C. As a Catholic school, we respect and promote the sanctity of all human life, especially the life of an unborn child. A student may be subject to removal from school if abortion is chosen.

XVIII. Visitors

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

XIX. Waiting for rides

- A. The school building is officially closed at 3:15 p.m. on normal school days. Students who wait for a ride later than 3:15 p.m. must wait in the convent.
- B. Under no circumstances may a student stay alone in the building. Parents must arrange for students to be gone from school no later than 5:00 p.m. unless the student is part of a supervised after school activity.
- C. Families violating this policy will be subject to disciplinary action.

FINANCIAL RESPONSIBILITIES

I. Registration Fee

- A. A registration fee is due in the spring preceding the year for which the student wishes to register.
- B. This payment must be made for registration to be finalized and a schedule prepared for the student.

II. Tuition

- A. Rosati-Kain charges a yearly tuition that covers a part of the yearly cost of educating each child. Some families receive assistance in meeting this financial obligation through grants-in-aid.
- B. Any parent who anticipates a need for financial assistance of any kind must have a Grant-in-Aid application on file.

III. Scholarships

- A. Rosati-Kain offers three pastoral scholarships (\$500) to each class upon entrance that are based on scholastic merit and are renewable up to four years.
- B. The Alumnae Association grants eleven scholarships of \$300-\$500 to each class based on school spirit.
- C. The Archdiocesan Teachers Association gives a scholarship (\$500) based on financial need each year.

IV. Tuition Payment Options

One of five available options must be chosen. Parents are asked to notify the office which of the following options will be used in paying tuition IF THERE IS A CHANGE FROM LAST YEAR.

Option 1: Full Payment due by July 1, 2010, includes a \$100.00 discount. Payment is made directly to Rosati-Kain. Discount is forfeited if payment is made after July 7. A \$50.00 late fee is charged if payment arrives after July 15.

Option 2: Semester Payments: ½ due July 1, 2010
½ due Dec. 1, 2010

This option contains a \$35.00 discount. Payment is made directly to Rosati-Kain. Discount is forfeited if either payment is 5 days late. A \$25.00 late fee is charged if either payment is 10-21 days late.

Option 3: Quarter payments due July, October, January, and March, paid through the F.A.C.T.S. Program.

Option 4: Monthly payments from July through April paid through the F.A.C.T.S. Program.

Option 5: Semester Payments: ½ due July 1, 2010
½ due Dec. 1, 2010

Payment is made at Rosati-Kain by MasterCard or Visa. No early payment discount applies.

All tuition accounts must be current for the student to begin classes for the semester and to take exams. Failure to meet financial responsibilities may result in suspension, withholding report cards, access to Skyward, transcripts, and academic records, as well as forfeiting eligibility for extra-curricular activities.

If a student at the time of graduation has a balance due, diplomas, grades, report cards, and transcripts will not be issued until the account has been settled. No student is allowed to participate in graduation ceremonies if she is not eligible to receive a diploma.

RULES AND CODE OF ETHICS FOR ROSATI-KAIN TECHNOLOGY USERS

The copy of the complete **Rules and Code of Ethics for Technology Users** will be given to each student at the start of the school year. A copy of this agreement will be signed by students and parents and kept on file by the technology coordinator.

Students will not have Internet access until the signed agreement is on file.

Failure to abide by the policies regarding technology and computer use will result in a student losing computer privileges for three (3) weeks and being scheduled for the same amount of time.

Highlights of the acceptable use agreement are listed here.

- Students will not sign on using another student's user identification.
- Students will not allow another student to sign on with their user identification.
- The use of computers at Rosati-Kain is for academic purposes only.
- The use of the Internet is for academic purposes only.
- Students will back up their critical work to their own media (floppy disks, jump drives, etc.).
- Students are not allowed to access email, social networking sites, chat rooms, game rooms, and bulletin boards using any computer at Rosati-Kain.
- Students are prohibited to use software or websites designed to bypass the security that is in place.
- Students will use the software provided by Rosati-Kain. No other software may be downloaded or installed.
- Students will not use computer systems to disturb or harass others.

MLA Quick Style Guide

(½ inch from top)

Kain 1

(1 inch from top)

Rosie T. Kain

Mrs. Kougar

Class Name, Section #

27 September 2010

Centered Title with Appropriate Capitalization

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

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

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

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

SCHEDULES

Regular Schedule

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

Late Start Schedule Snow Schedule

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

Extended Advisory

| | |
|----------|-------------|
| Advisory | 8:00-8:50 |
| ABCD | 8:50-9:40 |
| EFGH | 9:40-10:35 |
| IJKL | 10:35-11:30 |
| MN | 11:30-12:00 |
| OP | 12:00-12:30 |
| QR | 12:30-1:00 |
| STUV | 1:00-1:50 |
| WXYZ | 1:50-2:45 |

90 Minute Morning Activity Schedule

| | |
|----------|-------------|
| Advisory | 8:00-8:15 |
| Activity | 8:15-9:40 |
| ABCD | 9:40-10:20 |
| EFGH | 10:20-11:00 |
| MN | 11:00-11:30 |
| OP | 11:30-12:00 |
| QR | 12:00-12:30 |
| IJKL | 12:30-1:15 |
| STUV | 1:15-2:00 |
| WXYZ | 2:00-2:45 |

One Hour Afternoon Activity Schedule

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

One Hour Morning Activity Schedule

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