

# *Saint Anne Catholic School*



*Handbook 2018- 2019*

# ST. ANNE CATHOLIC SCHOOL HANDBOOK 2018-2019

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The Principal is the final recourse and reserves the right to amend this handbook at any time for any reason.

## FACULTY & STAFF

Pastor	Father David Marstall
Principal	Pam Stead
Preschool	Jennifer Kephart
Kindergarten	Annette Clutter
Grade 1	Chrissie Barker
Grade 2	Amy Rowe
Grade 3	Christina Scherer
Grade 4	Karla Kreutzer
Grade 5	Edie Beugelsdijk
Grade 6	
Grade 7	Kathy Carey
Grade 8	
Religion	Janet Goetz
Music	
Librarian	Diane Campbell
P.E.	Eileen Adams
Computer	Diane Campbell
School Secretary	Erika Sarmiento
Church Secretary	Maria Sosa
Pastoral Assistant	Elke Marx
Financial Manager	Becky Paque
Food Service Director	Janet Marshall
Cook	Rebecca Parsons
Cook	Shannon Clark
Aide	Corriene Heath

Mission Statement

*At St. Anne Catholic School, we are all Christian disciples committed to life-long learning and growth*

St. Anne Catholic School  
Core Beliefs

- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world.
- We believe that it is best if a student does most of the thinking.
- We believe that there should be a logical connection between misbehavior and resulting consequences.

Diocese of Wichita Catholic Schools  
Core Values

1. **UNITY:** *“That they all may be one.” (John 17:21)* United as one family with our bishop, Catholic schools are at the service of the family, the parish, and the common good. Grounded in charity, we honor the dignity of every human person with respect for all life; for family and community; for peoples of all cultures, and especially for the most vulnerable. *“Let no one have contempt for your youth; but set an example for those who believe, in speech, conduct, love, faith, and purity.” (1 Timothy 5:12)*
2. **FAITHFULNESS:** *“Remain faithful to what you have learned . . .” (2 Timothy 3:14)* **Loyal** to the teachings of Jesus Christ as taught in our Catholic faith, we believe that the formation of disciples is our first purpose, our critical function, and our ultimate measuring stick. Trusting in God, we have a relentless passion for finding the best way to provide Catholic education, moving forward alone, if necessary. *“Stir into flame the gift of God which you have.” (2 Timothy 1:6)*
3. **STEWARDSHIP:** *“Place your gifts at the service of one another.” (1 Peter 4:10)* The grateful response of a Christian disciple who recognizes and receives God’s gifts and shares these gifts in love of God and neighbor. *“Guard this rich trust . . .” (2 Timothy 1:14)*
4. **SCHOLARSHIP:** *“For everyone to whom much is given, of him shall much be required.” (Luke 12:48)* As disciples of Jesus, the Divine Teacher, we will infuse virtue into instruction and activity so that our students will be respectful and courageous scholars who use their knowledge and gifts for the glory of God and in service to humanity. *“Be steadfast and persevering . . .” (1 Corinthians 15:58)*

## SCHOOL PERSONNEL AND ORGANIZATIONS

### PASTOR

The pastor is the delegate of the Bishop in directing our school, except in those matters the Bishop reserves to himself or others. He is the parish's chief administrative officer who shares in the "teaching" mission of the Bishop on the parish level.

### PRINCIPAL

The principal has responsibility for providing religious and academic formation within an orderly environment. The principal is directly accountable to the pastor.

### TEACHERS

In cooperation with the parents, Catholic school teachers exercise responsibility for forming the whole person spiritually, academically, socially, and physically. The Catholic school teacher is far more than an instructor; he or she gives witness every day to the distinctive character of St. Anne Catholic School, not only teaching according to gospel principles and moral values, but modeling the Church's values and beliefs through word and action. Teachers are accountable to the Principal.

### ST. ANNE SCHOOL ADVISORY COUNCIL

#### Mission Statement

*To provide input and feedback to the pastor and administration while being representative of those who wish to share in the development, implementation, and protection of the vision of Catholic education.*

The school advisory council serves in an advisory capacity to the pastor and principal. It assists the pastor and principal, in conformity to Church law and policies of the Wichita Diocesan School Council and is governed by a written set of by-laws approved by the Catholic School Office and diocesan legal counsel.

#### Responsibilities:

1. Elaborate and communicate a school vision and mission that is developed in consultation with the pastor, principal, parents, parish leadership groups, and the faculty and staff;
2. Provide, input, and recommend policies to the pastor and principal that are consistent with diocesan policy;
3. Carry out annual and strategic planning for the school in the areas of Catholic identity, curriculum and personnel, enrollment, facilities, finance, and communications;
4. Monitor and enhance the school's financial status with particular attention to the budget, salaries, and long-term (endowment) financial needs;
5. Strengthen the public image of the school through an informative and interactive community relations plan;
6. Evaluate the Council's progress in accomplishing its short and long-range goals on an annual basis;
7. Attend the mandatory Diocesan in-service for new Council members.

**PTO - PARENT TEACHER ORGANIZATION**  
**Mission Statement**

*To promote the mission of St. Anne Catholic School:*

All parents and guardians of our students are automatically members of this organization. We pray that you will be an active member in support of our teachers and administration by showing your support in our mission to further your children's Catholic education.

**Responsibilities and Objectives**

1. To help parents and teachers acquire a profound appreciation of the ideals of Catholic education.
2. To promote a clearer understanding of the mutual educational responsibilities of parents and teachers.
3. To encourage the home and school to a greater degree of cooperation in discharging their responsibilities.
4. To assist in providing for the material needs of the school in a manner consistent with stewardship.
5. To provide a network for action on public policy issues which affect Catholic school parents.
6. To follow and respect the established school policies and practices as set forth by the pastor, the school principal, the school advisory council, and the Diocesan requirements.

**Parental Rights and Duties**

At the Second Vatican Council the Bishops stated that the Catholic school "retains its immense importance in the circumstances of our times" and we recall the duty of Catholic parents "to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children." (Declaration on Christian Education, 8)

Parents have a most serious obligation to educate their children in the faith. Since the Catholic school is the most effective way for the Church to assist the parents in this responsibility, it is essential that parents be involved in developing, promoting, and protecting the vision and guiding principles of the school.

**ADMISSION TO ST. ANNE SCHOOL**

In accordance with Kansas state law, children entering Kindergarten must be 5 years of age on or before August 31<sup>st</sup> of the school year.

New school families must meet with the pastor and principal before being accepted for admission. Children transferring to St Anne from another school shall provide a copy of their report card from the most recent term at the previous school. A Baptismal certificate and certificate of First Communion are also required in such instances where these Sacraments were not received at St. Anne.

**ARRIVAL AND DISMISSAL**

Classes are in session from 7:50 a.m. - 3:15 p.m. unless otherwise noted. Doors are unlocked at 7:00 a.m.

## **ATTENDANCE AND ABSENCES**

A parent or guardian is asked to call the school, by 9:00am on the day a child is absent or will be late due to an appointment. A written excuse from parents is expected when a child is absent from school. Trips and extended absences are to be discussed with the principal at least two days in advance of departure and arrangements for assignments should be made with the teacher. A note to the teacher does not constitute an excused absence. A letter will be mailed home notifying parents of excessive absences.

Tardiness results in a loss of instructional time for the student and interrupts the instruction of the entire class. Please help us by making sure your child arrives on time. **Students are considered tardy if they are not in class when the bell rings at 7:50 a.m.** A doctor's note will be required for tardies to be counted as excused.

In making every effort to work with parents and understand individual circumstances, we invite you to meet with the Principal to work out the problem for the benefit of the student. The Catholic Diocese of Wichita emphasizes that attendance is a key in the enhancement of student achievement. Parents, by law, are accountable for their child's attendance. All absences excused or unexcused, determine promotion, retention and summer school attendance.

In accordance with state law 72-1113, a student shall be considered truant if the child is inexcusably absent on either three (3) consecutive school days, five (5) or more days in any semester, or seven (7) days in a school year. The principal shall notify the County Attorney, DCF, or other appropriate officials in writing of a student(s) who has been determined to be truant from school, the number of days the student(s) has been truant and the name and address of the parents/guardians.

Parents are required to meet their children in the office for necessary appointments during the school day. The parent must sign the child out in the office. The child should be sent to the office to sign in when returning to school. Extracurricular group field trips are counted as unexcused absences and must be approved by principal.

## **FACULTY IN-SERVICES**

In accord with the Diocesan Catholic School Office and State requirements, we will have full-day in-services for teachers as indicated on the school calendar. Some in-service days are half-day with students being dismissed at noon. On the faculty in-service half days, the students will have a jean/spirit day. **They are to wear a St. Anne t-shirt or sweatshirt unless otherwise noted. Fall Festival Shirts are acceptable.**

## **RELIGION**

Religion is of prime importance, indeed the central element, in the school program. Knowledge of God must precede any real practice of religion. The child learns that religion is a life to be lived; that it is a part of all he does; that there are Commandments to be obeyed; it is brought home to him how he may daily prove his devotion to God by each deed of love and service to his neighbor."

*(Diocesan Handbook of Policies)*

## **ATTENDANCE AT MASS**

School Mass is scheduled so that all students will have the opportunity to participate twice a week. The Liturgy will be planned so students will have the opportunity to actively participate and grow to love the Mass more and gain a deeper understanding of its meaning. Kindergarten students will attend special liturgies and, beginning second semester, all Friday Masses.

## **ETIQUETTE FOR CHURCH**

1. Be on time for Holy Mass. Entering church after Mass has begun is always a distraction to the congregation. Coming early helps you find a place to sit and gives you time to prepare mentally and spiritually for Mass.
2. Upon entering the church, be mindful that you are entering the House of God. We begin our personal prayer at the entrance by making the sign of the cross with Holy Water, which reminds us of our Baptism when we became members of the mystical Body of Christ. We were Baptized with water in the name of the Holy Trinity. At this point there should be NO further talking, no chewing of gum, and a respect for others who are already gathered and are present in church for prayer.

3. When entering and leaving the pew, we genuflect before the Blessed Sacrament. This is a sign of our reverence and humble attitude before Jesus Christ in the Blessed Sacrament in whose presence we have entered.
4. When entering the pew, be sure to move to the center of the pew so that other people do not have to crawl over you to get in. We should always begin by kneeling and making the sign of the cross, even if we arrive after Mass has begun. During this time, we should try to clear our minds of distractions and reflect on why we are here. We are about to enter into the highest form of worship that we can offer God, the Holy Sacrifice of the Mass. We leave the world behind with all its noise and activity and direct our minds and hearts to God.
5. After we have placed ourselves in the presence of God and spend some time in prayer, we may be seated while we await the beginning of the liturgy.
6. When Mass begins, be ready to open the hymnal and join in the opening hymn.
7. In the introductory prayers we begin with the penitential rite where we call to mind our sins in a general way and ask the Lord for pardon and mercy.
8. We are then seated for the proclamation of the Word of God. We should be attentive and listen with both our mind and heart. We may want to follow along with the readings in the missalette.
9. After the Homily, the Profession of Faith and the Prayers of the Faithful, we begin the Liturgy of the Eucharist with the Offertory. The Eucharistic Prayer is the most solemn part of the Mass. After the Holy, Holy, Holy the entire congregation should kneel as we prepare for the Consecration. NO ONE should be walking around except in dire emergency. If you are returning to your pew you should immediately kneel until the entire Eucharistic prayer is concluded.
10. As we approach the altar for Holy Communion, we should assume an attitude of profound reverence. We always make a reverent bow before receiving Holy Communion. If you prefer to receive communion in the hand, please open your hand flat, placing it over the other hand. This should be done slowly and reverently. Of course, our hands should be clean before receiving the Body of Christ. If you are receiving on the tongue, be sure to open your mouth and extend the tongue in a reverent manner. Always remember to say "Amen" in response to the Eucharistic Minister.
11. When we return to the pew we should assume a kneeling position. This is a very special time for prayer, thanksgiving, and deep meditation.
12. After the priest has reposed the Blessed Sacrament in the Tabernacle, he will ask the congregation to rise for the closing prayer. We will conclude our celebration with the final blessing and the recessional hymn.

### **AFTER SCHOOL PROGRAM**

The After School Program begins September 5<sup>th</sup> at St. Anne Catholic School. The program will operate from 3:15 p.m. to 5:30 p.m. daily. Students in attendance will be provided a snack as well as an hour of tutoring and an hour of enrichment. A non-refundable registration fee of \$15 for a family will be charged.

School personnel will provide supervision. On days of noon dismissal and faculty meetings, there will be **NO After School Program provided**. This is all being brought to St. Anne's through a grant we received through the State of Kansas and Federal Government. Only students who can be in attendance each day for the entire time and students who have been approved by the Principal will be in the program. When the After School Program is not in session, Latchkey will then be provided.

**For the safety of our students, all students who are still on St. Anne property after 3:25 p.m. will be sent to the office and parents will be called and billed for the time accordingly.**

### **EMERGENCY CONTACT INFORMATION**

**It is absolutely essential** that all parents and/or guardians keep the office updated on any changes of emergency contact information. Please remember to keep us informed of any changes in your mailing address, email, or phone numbers. We also ask that you make teachers aware of any special needs your child may have so we may make every reasonable effort to accommodate these needs.

### **COMMUNICATIONS**

From time to time, we realize that unforeseen circumstances do arise and it may become necessary for parents to contact their children during school hours. In such cases, please call the school office at 522-6131 and we will make every effort, to deliver a message for you.



## **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones have become a valuable communication tool for parents and students, however the ability to text message and take pictures can lead to inappropriate actions. Therefore, cell phone use is absolutely prohibited while students are on school grounds with the exception of phone use after 3:15 dismissal outside of the school building, for rides after practices or after other school activities. If a student brings a cell phone to school, it must be turned off and kept out of sight in the student's book bag. Visible cell phones will be confiscated by teachers and staff and will not be returned to the student. A parent must come to school to see the administrator and serve a detention in order for the cell phone to be returned. We reserve the right to review the content stored on any confiscated phone. Continued abuse of this policy will result in additional consequences. No electronic devices of any kind should be brought to school. This includes laser lights, laser pens, iPods, gaming devices, electronic watches which operate for the intent of other things besides telling time, among other things that are determined by staff. St. Anne Catholic School is not responsible for lost or stolen items.

## **REPORT CARDS**

Report cards are issued at the end of each quarter as listed on the school calendar.

## **GRADING SCALE**

100-99 = A+	98-94 = A	93-92 = A-
91-90 = B+	89-85 = B	84-83 = B-
82-81 = C+	80-76 = C	75-74 = C-
73-72 = D+	71-67 = D	66-65 = D-
65-0 = F		

## **HONOR ROLL**

A student earns A Honor Roll distinction upon receiving all A's in the graded subjects and nothing lower than a B in conduct.

A student earns A/B Honor Roll distinction with A's and B's in the graded subjects and nothing less than a B in conduct.

## **CONFERENCES**

Conferences will be held at the end of the first quarter. The fall conferences are mandatory for each family. In situations where parents share custody, we require that they schedule a conference together.

Time will also be set aside during the third quarter for conferences.

We ask that parents do not come to the classroom unannounced or unscheduled to meet with a teacher as this puts teachers in the awkward position of dividing their attention between students and parents. This also interrupts instructional time for all students.

At any time when parents wish to discuss a problem or an issue, the proper chain-of-command for redressing concerns is as follows: First, the parents meet, by appointment, with the individual teacher to discuss the matter. If the problem is not resolved after a couple of discussions, then the principal should be notified and a conference will be arranged. Only under extreme circumstances should parents' by-pass a teacher and go directly to the principal. If all else fails, parents may consider seeking recourse to the pastor.

## **HOMEWORK**

Education is a continuous process. Some class projects may extend to after school hours and require some homework. Homework will be given, especially in the middle school. While we firmly acknowledge that homework encourages responsible growth, if you feel that your child is spending an unusual amount of time on homework please contact the individual teacher.

When a child is absent from school, either excused or unexcused, homework will be given when the child returns. Upon returning to school, students should check with their teachers to collect all homework assignments that were given during their absence. Gathering absent work is the responsibility of the student. The student has one day for every day he/she was absent to turn in make-up work.

All long term assignments are to be turned in on the due date. An absence is not an excuse for not turning in the assignment. The student may send the work with another student; the parent may drop off the work at the school office, etc. If the assignment is not at school by 8:30, the result will be a zero.

Any student who is suspended, expelled, or for any reason is out of school for disciplinary reasons, will be required to complete all missed assignments. However, no credit will be given for missed work resulting from an Out-of School suspension.

### **COURTESY and GENERAL DISCIPLINE**

School discipline is necessary if you want your child to learn. Training in character begins long before the child is old enough for Kindergarten. The teacher represents the parent in the classroom. There must be a genuine unity of purpose and practice between you and the teacher; otherwise your child will be torn between two authorities. The resulting confusion will make it difficult, if not impossible, for your child to learn. In order to form proper habits and attitudes, the following rules of good conduct are constantly emphasized in the classroom:

1. Obedience to all authority.
2. Respect for other people and their property, including church and school property.
3. Courtesy at all times and all places. We expect the children to conduct themselves in a refined and courteous manner whenever attending assemblies, social, and other gatherings. At no time will booing, whistling, stamping of feet, or improper yelling be allowed.
4. Trustworthiness and fair play. Disputes which arise during play time should be brought to the attention of the supervisor and should be settled in a democratic manner. Fighting on the school grounds is forbidden and will not be tolerated under any circumstances. Offense could result in suspension of any and all parties involved. Good sportsmanship is that quality of honor that desires to be courteous, fair and respectful, and is interpreted in the conduct of the players, spectators, coaches, and school authorities.
5. Snowballing or ice sliding is not permitted on school grounds or going to or from school. Parents are kindly asked to instruct their children to avoid throwing snowballs at any time. The bodily dangers involved and risks of permanent injury are too great.
6. Throwing of any objects not intended for that purpose, or the inappropriate playing with equipment or playing at the inappropriate time or place is forbidden. For example: throwing rocks, sticks, etc; playing ball when cars are arriving or leaving the parking lot, unsupervised play before or after school.

Any damage done to school or church property, materials, furnishings, equipment, and /or the building(s) must be repaired or replaced at the expense of the offender. This also applies to students' properties if inappropriately handled or without the permission of the owner.

A spirit of Catholic charity should permeate the school. Discipline is one means of achieving this goal and is aimed toward helping each child to grow in self-respect and responsibility as well as respect of others. Corrective measures will be taken by the classroom teacher or administration. If the child does not respond, improve behavior and/or attitude the parents will be called in for a conference. Some of the following measures may be employed: loss of recess time, community service, age and maturity of the child will be considered in assigning discipline measures. For more serious offenses, there might be suspension, probation and/or expulsion. Corporal punishment is not considered an effective means of discipline and is not used in the Diocese of Wichita. Discipline can only be effective when parents and teachers cooperate and support each other in the role of educators.

Any student active in Catholic Schools Activity League, who receives a behavior referral to the office and a consequence given, will be suspended from the team for the period of, usually one week. Although the student is not able to participate in actual games, he/she may participate in team practices.

## **BULLYING**

At St. Anne Catholic School we make every effort to provide a bully free environment. We ask all students to participate in the following:

- 1. We will not bully others.**
- 2. We will try to help students who are bullied.**
- 3. We will try to include students who are left out.**
- 4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.**

Students will sign a contract at the beginning of the school year which holds them to respectful behavior of other students, teachers and property. The first offense is a behavior warning; parents will be contacted and a behavior report will be completed and remain on file in the office. The policy for acceptable behavior will be clearly outlined. If bullying is of a severe nature, consecutive reports will result in further action which may include: mandatory counseling, in school suspension, out of school suspension or permanent dismissal as determined by the principal and pastor.

## **Violence Prevention Policy**

Any student who is found to have brought or is found to be in possession of any dangerous weapon, (such as loaded or unloaded firearms, replica firearms—including toy plastic guns—knives, and other illegal substances) to school shall be subject to appropriate disciplinary action, up to and including immediate expulsion.

## **Cheating**

Cheating is defined as dishonestly earning credit for work that was completed with the use of notes, open books, copying work from neighboring students, copying information from the Internet or reference books without citing the source, or requesting other students to complete work for credit given to another student. Cheating will not be tolerated and the Seventh Commandment forbids stealing of every kind. Students found to be cheating will receive a zero grade on that assignment and will be subject to other disciplinary action up to and including suspension.

## **Professional Counseling**

In some cases, the principal may require that in order to remain in school, a student receive professional counseling outside the school setting to address the issue at hand.

The guiding principle in our discipline procedures is the desire to act in a Christian manner, characterized by fairness and compassion. If a student is disciplined, he/she is told what was wrong and is given a chance to be heard. The final recourse in all disciplinary situations is the principal.

## **Acceptable Use of Technology Policy**

While using technology at school, adult supervision will be provided and required. Students and parents must sign a Computer Use Agreement every year.

Use of technology must be in support of education and research consistent with the moral and educational standards of the Catholic Church, the Catholic Diocese of Wichita, and the educational and religious objectives of St. Anne Catholic School.

## **Unacceptable technology/Internet behaviors include, but are not limited to:**

- Anything that violates Catholic morals, human dignity or any state or federal law or municipal ordinance such as accessing or transmitting pornography or offensive messages of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials, using obscene or offensive language, or insulting or harassing another person,
- Circumvention of security protocols, procedures, or passwords, or in any way gaining unauthorized access to local, network, or Internet resources, such as by hacking, or using unapproved devices,
- Accessing websites that are inappropriate and/or not part of an assigned lesson,
- Using any unauthorized storage device,
- Selling or purchasing any illegal items or substances,
- Creation, acquisition, or use of unauthorized, illegal, or pirated software,

- Unauthorized use of any technology device such as cell phones, PEDs, media players, or cameras,
- Any other use of technology, whether owned by the school or not, which violates the Diocesan Code of Conduct, Safe Environment policy, or policies against harassment,
- Violating the intellectual property or privacy rights of others.

**If a user violates the acceptable use provisions, the following will result:**

- Loss of access to technology provided by the Diocese of Wichita
- Confiscation of any unauthorized storage device
- Disciplinary action according to the St. Anne code of discipline
- Legal action, if appropriate, to include liability for damages
- Suspected violation of federal, state, or local law will be referred to the proper legal authorities for disposition.

**Cyberbullying**

“Cyberbullying” is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. St. Anne Catholic School reserves the right to discipline students for actions taken off-campus, in accord with our Anti-Bullying and Harassment policy and/or Acceptable Use of Technology policy, if such actions are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

**Sexual Harassment**

Sexual harassment includes, but is not limited to, the following behaviors:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations, or comments.
2. Visual contacts such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
3. Retaliation for having reported or threatened to report sexual harassment.

All allegations will be taken seriously and promptly investigated. Confidentiality will be stressed. Suspected violation of federal, state, or local law will be referred to the proper legal authorities for disposition. Furthermore, students who are determined to have engaged in the various forms of conduct referenced here will be subject to discipline, from mandatory counseling, up to and including expulsion.

**Child Abuse Reporting**

Under the “Kansas Code for Care of Children” all professional staff, including directors of pastoral care, sisters, principals, teachers, and other employees of a school who have reason to suspect that a child has been injured as a result of physical abuse are required to report such abuse to the State Department of Social and Rehabilitation Services.

**ST. ANNE DRESS CODE**

By requiring uniform dress, St. Anne Catholic School seeks to do several things: create a clean, neat and orderly learning environment; teach students that they are appreciated at school not for their wardrobe but for their character and intellect. Students are expected to come to school looking clean, neat, and dressed in a manner that is modest and in good taste. Uniforms should be a good fit, appropriately sized. Personal appearance should not disrupt the educational process or call undue attention to the individual. Cleanliness is important. It includes personal hygiene, such as deodorant, etc., which is enhanced by a daily change of shirts as required. We humbly encourage parents to monitor their child’s appearance and encourage good hygiene habits to ensure that the dress code is followed. During the school day and while on school property, shirts and blouses must be tucked in at all times and no more than two buttons are to be opened at the top. A dress code demerit will be issued to Middle School students. After five dress code violations, the student may serve a detention or receive other appropriate disciplinary actions.

## **GIRLS**

Grades K-5 will wear jumpers. Grades 6-8 will wear skirts and both are to be purchased from Parker Uniform Company. Skirt length must touch the floor when kneeling. .

Blouses: Short or long sleeve white blouses or knit shirts maybe purchased anywhere as long as they are buttoned down the front and have a round or pointed collar. Red shirts must be solid red in color and meet the approval of the principal. Unacceptable items of clothing include lace, trim, ties, decorations on collars, emblems on shirts, or off-the shoulder blouses. No colored undergarments or t-shirts that show through the blouse may be worn. It is recommended that these shirts be purchased from Parker Uniform to ensure a standard color of red is maintained but it is not required.

Optional: Dress pants may be purchased from the uniform company or anywhere as long as they are plain dark navy blue dress pants. Pants must have belt loops as belts are mandatory for grades K-8. Pants may only be worn during the colder months, January thru March. Buttons should not be showy or extravagant.

Cold weather wear: White turtlenecks are permitted to be worn during the winter months or during very cold weather. The turtlenecks can only be worn under the school uniform, sweater, or sweatshirt. Sweatpants under skirts are not acceptable, except during recess or to and from school.

Skirts: Middle and Elementary school girls are required to wear shorts under their skirts. No spandex, volleyball or short shorts are allowed.

Tights or Leggings: Girls may wear white, red, black, or navy blue tights or ankle length leggings with appropriate socks during the winter months.

## **GIRLS HAIR, MAKEUP AND ACCESSORIES:**

Girl's hair must be groomed, off the eyebrows and secured back out of the face. No unnatural hair color or extravagant, outlandish cuts/styles will be permitted. No excessive accessories or jewelry such as multiple large necklaces, rings, bracelets, or large earrings. No earrings to exceed one inch. Only two earrings per ear allowed. If teachers feel accessories are distracting, the student will be required to remove the accessory. Middle school girls may wear very small amounts of foundation, soft color lipstick or blush. No eye makeup will be allowed. Fingernail polish is permitted as long as it is tasteful and traditional in color. No fake, acrylic or any long fingernails will be allowed due to the safety concerns in physical education and at recess. This applies to all grade levels.

## **BOYS:**

Shirts: You may purchase from the uniform company or anywhere else, short or long sleeve white dress, knit, or oxford shirts. Red shirts must be solid red in color and meet the approval of the principal. It is recommended that these shirts be purchased from Parker Uniform to ensure a standard color of red is maintained. Emblems and brands, such as Izod, foxes, rabbits, monograms, etc., of any kind are unacceptable. All shirts must be tucked in at all times while students are on school property. White turtlenecks are permitted during winter months or during cold weather, but only if they are worn under a sweater or sweatshirt. No colored t-shirts that show through may be worn.

Pants: You may purchase pants from Parker Uniform or anywhere as long as they are plain, dark navy dress pants. As pants become faded and worn, we ask that they be replaced accordingly. Pants must have belt loops as belts are required for grades K-8. Pants must have two front pockets and two back pockets. No cargo pants and no corduroy pants are allowed.

## **BOYS HAIR:**

All male haircuts must be traditional in style and groomed off the eyebrows when combed straight down, above the middle of the ear and cut above the top of the shirt collar. No long hairstyles may be worn. No outlandish cuts will be permitted, including designs in the hair, unordinary lines or other cuts popularly referred to as "fauxhawks" or Mohawks. This also includes a ban on all designs with "tails", designs shaved into the hair, and unnatural hair color. Boys must be clean shaven. Earrings nor excessive jewelry are not to be worn to school or any school-associated function.

## **ALL STUDENTS:**

Sweaters/St. Anne Sweatshirt: (Optional) you may purchase a dark navy blue, cardigan sweater that buttons down the front, or a dark navy pullover sweater. These sweaters are available from Parker Uniform Company but can be purchased elsewhere. Again, no emblems, brands, or monograms are acceptable. These are the only sweaters that will be approved to wear in the classroom. Sweater vests are permitted for middle school students. The St. Anne sweatshirt will be sold at school. St. Anne hooded sweatshirts may not be worn in the classroom. A uniform shirt must be worn, with collar

showing, beneath both sweaters and sweatshirts. Students will be asked to remove sweatshirts during warmer months, Shirts must be tucked in at all times while on school property.

**Belts:** Plain belts are to be worn at all times. Acceptable colors are navy blue, black, or brown.

**Socks:** For hygiene purposes, white, navy, black or hunter green socks must be worn at all times. Socks must reach above the ankle bone; “no show” socks are not allowed. They must be visible. Socks with logos or designs are not allowed.

**Shoes:** Students K-5 are required to wear tennis/athletic shoes or leather type shoes that tie at school. Please do not wear shoes with black rubber soles which easily mark up the floors. Shoes must be laced and tied tightly on the outside at all times for safety reasons. Middle School students are required to wear athletic shoes, or leather or leather type plain dress shoes. They should be brown or black, with no pattern. Sandals or ballet/flats shoes are not permitted. Examples of other types of shoes not permitted are platform or thick sole/heel shoes, open back/toe shoes. No boots are not to be worn except during inclement weather and only worn to and from school.

**Coats:** Any type of coat or jacket is not a part of the uniform and may not be worn during class or in the lunchroom.

### **JEAN OR SPIRIT DAYS**

On jean or spirit days, students will be allowed to wear nice blue jeans without hole or tears. A St. Anne T-shirt or sweatshirt may also be worn unless otherwise specified. Sagging of the jeans is not allowed and no tank tops or exposed midriff will be permitted. The shoe and sock policy remain in effect on jean days. Blue jeans are the acceptable jean attire if you do not have these you may wear uniform pants. No jeans with patterns, pictures; jeggings or leggings; color jeans are not allowed; skinny jeans are not modest therefore they will not be allowed. Boot cut jeans are appropriate for school.

If any students’ attire is deemed to be inappropriate, parents will be contacted to bring appropriate attire to school. In some cases, the parents may be called to pick up their child to remedy the situation (example: correcting hair code violations) and the child may not be allowed to return to school until the dress code violation is corrected accordingly.

The principal, teachers, and staff will monitor the dress of the students. The consequences for dress code violations are as follows:

1. The first infraction will require the student to call a parent in the presence of an administrator, teacher, or staff member and ask the parent to bring the appropriate uniform to school. The student will not be allowed to return to the class-room until they are dressed according to the code.
2. Any student who is consistently out of the prescribed dress code may face further disciplinary action that could result in further consequences at St. Anne Catholic School.
3. Students who continually violate the school dress code will not be allowed to wear Spirit Dress for the remainder of the year.

### **GUIDELINES FOR NON-UNIFORM DAYS**

Please observe these guidelines on non-uniform days to ensure that our students always dress modestly and appropriately.

### **DRESS UP DAY**

Dress up days will be scheduled on the calendar and in most cases, a reminder will be sent home prior to these dates.

Girls will be permitted to wear the following: dresses, a skirt and blouse, or nice slacks with a blouse. Leggings or jeggings are NOT considered slacks or dress pants. Skirts/dresses must be knee length or longer. Sweaters are acceptable. Boys must wear dress slacks and a belt will be worn if the pants have belt loops. The shirt must be button down or polo type shirt (no T-shirts). Jeans are not allowed on Dress-up days.

### **SCOUTS**

Boy Scouts and Girl Scouts may wear their scout uniforms on days of meetings provided they wear the full uniform. Skirts/skorts must be knee length and shorts are not permitted.

### **FIELD TRIPS/FIELD DAYS, ETC.**

When choice of shirt is optional the shirts may not advertise musical groups, celebrities, or products of any type as well as obscenities, vulgarities, alcohol, drugs, or tobacco. Teacher’s discretion, depending on the activity, will determine whether shirts are to be tucked in. No tank tops or exposed midriff will be permitted and the uniform shoe policy will remain in effect. Special exceptions and/or requirements may be given in advance of the Eighth grade class trip.

**HOT LUNCH PROGRAM:**

The School Lunch Program is Non-Profit, supervised by Federal and State authorities. All funds paid into the program must be spent on the program. Every possible effort is made to provide tasty and nutritious meals at a reasonable price. Provisions are made for free and reduced price lunches for families who meet the Federal specifications.

**School Lunch Fees—School year 2018-2019**

- Meal cards: \$2.85 per day**
- K-8 Grades \$57.00 – 20 days**
- \$28.50 – 10 days**
- \$14.25 – 5 days**

**STUDENT BREAKFAST FEES ARE \$2.00 PER DAY, ADULT PRICE IS \$2.15.**

An additional option is to send any amount over the indicated prices for your child’s or children’s account(s) at any time.

- Each student can only be scanned once a day so siblings will not be able to use each other’s accounts. If the card is lost or damaged, it will be replaced at no charge.
- Milk can be purchased for 40 cents from a student’s account.
- Students who bring their own lunches are requested to bring their own silverware, napkins and cups.
- **Pop, candy and fast food are not permitted in the lunchroom during serving time.**
- Parents who wish to eat lunch with their child/children are very welcome. Students and their guests will eat in the room north of the library. We ask you to let us know by 9:00a.m.on the day you plan on eating with us. Adult lunches are \$3.75 each. Please try to have the correct change.
- Middle school students will be allowed to have second servings of all fruits and vegetables, however, all other items must be purchased.
- Food Service Director Janet Marshall is the authorized representative of our school lunch program. All questions or concerns about the school lunch program should be referred to her. Her office phone number is 529-1421.
- National School Lunch Week and Kansas School Lunch Week will be observed.
- Lunch or milk money should be turned in to the lunch program office no later than 9:00a.m. The green envelopes provided at registration must be used when sending money to school. Please fill in the child’s name, grade, and parent’s name and amount. Please send a check or cash. **YOU MAY ALSO PUT MONEY ON YOUR STUDENTS ACCOUNT THROUGH THE ONLINE ACCOUNT.**
- Refunds will not be given throughout the school year except for special circumstances as determined by the principal.
- Reminders will be sent home with the children when they have the equivalent of 2 lunches or less left in their account. Charges will not be permitted.

**Unpaid Meal Charge Policy**

- When a student’s account falls below \$5.00, a notice is sent home to the parents asking for payment on the account. We ask that a payment be made the first time an envelope goes home. If the amount becomes a negative balance, the parents will get a phone call. The student will not be refused a meal and will not go hungry, but it is very irresponsible when payment is not made promptly.
- You may make a payment with check, cash, or go online to our parish website, and make a payment through the Vanco system with a credit or debit card. You may also monitor the balance in your child/children’s account through powerschool, so you can see when their balance is getting low. If you would like assistance with either the Vanco system or powerschool, the parish or school secretary would be glad to help walk you through that.

If you have any questions about this policy, please feel free to contact:.

Janet Marshall  
 Food Service Director, St. Anne Catholic School  
[jmarshall@stanne wichita.org](mailto:jmarshall@stanne wichita.org)  
 316-529-1421

(We are an equal opportunity program.) If you have been discriminated against because of race, color, national origin, age, sex, or disability, writes immediately to the Secretary of Agriculture, Washington, D.C. 20250)

## **HEALTH AND WELLNESS POLICY**

In accordance with the State of Kansas and Diocese of Wichita a wellness policy (Wellness Policy 420) is available on request in the school office that has been adopted by St. Anne School. We have been trying to focus on encouraging healthy eating habits and physical activity. However, we recognize birthdays as special occasions and the wellness policy can be relaxed for that. If you are looking for healthier options, below is a list of snack items, in accordance with this policy, which can be served for school parties or brought for treats.

### **Due to many food allergies in the students only store bought items like cupcakes are allowed.**

- Cupcakes or cookies can be made with 100% whole wheat flour or half white, half wheat. If using a box cake mix, substitute the oil with applesauce.
- Pudding cups
- Popcorn
- Fruit or applesauce cups
- Raw vegetables such as celery, carrots, cauliflower, broccoli, green pepper, cucumbers or zucchini, can be served with a low fat dip
- Celery sticks w/peanut butter
- Fresh fruit in season, cut in slices or halves, such as apples, pears, oranges, bananas, peaches, grapes, melons, plums or strawberries, fruit kabobs are fun
- Low fat quick breads and muffins, such as pumpkin, blueberry, banana or zucchini
- Non-sugared cereals, snack mixes made with popcorn and whole grain cereal, such as chex mix made with cheerios, nuts, raisins or dried cranberries
- Low fat yogurt with fresh, frozen or canned fruit
- Shakes with low fat milk or yogurt and fruit
- Granola, cereal, or fruit and grain bars
- Crackers, pretzels with cheese
- 100% fruit popsicle
- Dried fruit – raisins, Craisans, dried peaches, apple, banana chips, apricots, and a trail mix of dried fruit
- Drinks – would be unsweetened fruit juices or water
- String cheese
- Graham crackers, teddy grahams, or animal crackers
- Rice Krispy treats
- Fig Newtons

### **Under no circumstances will soda pop be allowed for parties and birthday treats.**

## **HEALTH POLICIES**

**PHYSICAL EXAMS** – Required for Kindergarten students and recommended for 4<sup>th</sup> and 7<sup>th</sup> grades.

**DENTAL EXAMS** – There will be a dental screening at school this year. If you visit your dentist on a regular basis please ask your dentist for the Wichita Public Schools Dental Care Card and send it to the school office so we may put it in our student health files. If a student has a dental card on file it will not be necessary to screen him/her.

**PHYSICAL CONDITION** – A note should be sent to the school regarding allergies to medications, seizures, heart problems, diabetes, additional shots, eye exams, hearing tests, etc., or any other information pertinent to school progress. This information will be placed in the student's health folder. It would be wise to inform classroom teachers each year about conditions such as these, although we attempt to make teachers aware of such information.

**CONTAGIOUS DISEASE** – A note is to be sent to the school when a student is ill with a contagious disease such as chicken pox, strep throat, impetigo, head lice, etc. This will enable the school to forewarn others so that precautions may be taken. We will follow all Regulations from the Public Health Department for communicable disease.

**MEDICATIONS** – Any students taking medication must bring the medication to school in its ORIGINAL container. This should be given to the teacher upon a child's entry in the classroom. All medication MUST be kept in the health room along with the following required forms. The exception would be students in grades 5-8 who may carry inhalers if



the proper forms have been filled out and are on file in the school office. Students, who are on prescription or over-the-counter medication regularly, or for a prolonged period of time, will be given a medication policy form to be filled out, signed by the parent and attending physician's office, and returned to the school office to be kept on file for future reference. Forms are available at school or the attending physician's office or the doctor's office can fax a form to us giving us permission to administer a medication at school. Our fax number is 469-0096.

**IMMUNIZATIONS** – All students must be fully immunized or be excused with a legal alternative before being allowed to enter school the first day. A 90-day grace period is allowed if the series has been started and time is not sufficient to be completed.

**SCREENINGS** – All accredited schools in Kansas are required to provide health screenings. These screenings will be scheduled during the school year for dental, vision, hearing, and scoliosis.

All children will be included in these screenings unless we receive a written request from the parents that their children be exempted.

Vision – Screening is provided for K, 1, 3, 5, 7 & new students.

Hearing – Screening is provided for K, 2, 5, 8 & new students.

Dental – Screening is for all students except those with current dental cards on file.

All new students will be given these screenings and others by request.

**HEALTH ROOM** – A health room is available during school hours to provide care for those becoming ill or injured at school. The health room is staffed by volunteers. We need volunteers to help in the health room as aides. If you are available at least half-a-day, one day a month or more, and would like to volunteer your services, it would be greatly appreciated. Please call the school office to be placed on our aide schedule. Thank you for donating health items on the supply list as this significantly helps reduce operating costs and provides for the needs of our students.

**HEAD LICE** – It is not uncommon for even those most hygiene conscious families to suffer the ill-effects and embarrassment of head lice infestations. However, with a few precautions, these occurrences can be minimized, if not altogether avoided. It is recommended that parents check their children frequently for head lice. In the event that an infestation is detected, please notify the school immediately. Notes will be sent home to parents and often an inspection is conducted to see if there are other unreported or undetected infestations in a classroom. We have guidelines on how to treat head lice and what precautions to take as directed by the Public Health Department. Copies of these guidelines are available to parents upon request in the school office.

**STUDENT PREGNANCY** – Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's response must first of all reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young man and a young woman when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct. Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances that require specific interpretation and application. The administration and pastor have the responsibility for making such interpretation and decision.

#### **PUBLIC HEALTH REGULATIONS FOR THE CONTROL OF COMMUNICABLE DISEASES**

A child who has any of the following diseases shall be excluded from school, other public places and contact with other children until a release is obtained from the Wichita-Sedgwick County Health Department:

- Pertussis (Whooping Cough)
- Diphtheria
- Meningitis
- Typhoid Fever
- Tuberculosis
- Any unusual disease

No Health Department release is necessary for the following diseases. However, the child shall be excluded from school, all other public places and contact with other children according to the following regulations:

- Streptococcal disease, including strep throat: excluded until 24 hours after appropriate antibiotic therapy has begun or for 10 days if antibiotics are not administered. Antibiotics must be continued for a complete course of therapy. Inadequate therapy may lead to rheumatic fever.
- Ringworm of the skin and scalp: excluded until child has been under active treatment by a physician, but should not participate in athletic activities involving skin-to-skin contact until lesions are completely healed.
- Chicken pox/Shingles: excluded until 6 days after the first crop of eruptions or when all blisters have formed scabs. Scabs are not infectious.
- Hepatitis A: excluded until 7 days after the onset of jaundice.
- Impetigo: excluded until receiving antibiotic treatment for 24 hours.
- Measles: excluded until 4 days after rash appears.
- Mumps: excluded for 9 days from onset of illness.
- Pediculosis: Students infected with lice shall be excluded from school or child care facilities until treated with an antiparasitic drug and until all nits have been removed.
- Pinkeye: excluded until 24 hours after starting antibiotic treatment.
- Rubella (German measles): excluded for 7 days after the onset of rash.
- Scabies: excluded until the day after treatment has begun.
- Shigella: excluded until diarrhea has stopped and a negative stool culture obtained.
- Salmonella: excluded until diarrhea has stopped.

A child may be excluded for an additional period of time if the principal or other school personnel feel it is necessary for the child's protection or the protection of the other children. A child excluded from school because of any contagious disease shall not attend day care, stores, movies, parties, public gatherings, or be in contact with other children. If a child is excluded because of a suspected communicable disease, certification by a licensed provider is required for re-admittance.

In the event of an outbreak of any of these or other communicable diseases, the Health Officer may issue restrictive requirements as needed.

(Source of information: Sedgwick County Health Department.)

## **IMPLEMENTATION OF THE IMMUNIZATION LAW**

The Kansas Immunization Law as revised in 1981 states that every student enrolled in school must be fully immunized with exceptions for religious belief or endangerment to life or health.

This must be done prior to the start of the first day of school unless the basic series has been started too near the starting date to allow completion. Students who have not complied will not be allowed to start school or will be excluded after the 90 day grace period if the series has not been completed by then.

## **OTHER SCHOOL POLICIES**

### **LIBRARY**

Library books may be taken home for up to two weeks for middle school students, and one week for students K-5. Overdue books are fined \$.05 each school day. Weekends or break days will be counted. A \$20 fee will be assessed for a lost or damaged book. This will cover the cost of the book plus shipping and handling. Library privileges will not be available to a student until this matter has been satisfactorily resolved.

### **TECHNOLOGY LAB**

Computers are placed where teachers can monitor them and Web Content Screening Software is utilized to prevent access to inappropriate sites.

### **SCHOOL SAFETY PATROL**

For the safety of students, safety patrol officers will monitor the crosswalks in the parking lot, on Regal. We urge parents to impress upon their students the necessity of following their patrol and not crossing in an undesignated area. We also expect parents to show respect and courtesy toward our patrol officers at all times and to stress parking lot safety.

## **FIELD TRIPS**

It is the policy of St. Anne Catholic School that permission slips must be signed by a parent or guardian before any student is allowed to go on a field trip with her or her class. No telephone call may substitute for the signature of the parent. These slips will be sent home with ample time for return and a student cannot be allowed to go if the slip has not been returned. All children will be required to wear seatbelts while riding with volunteer drivers to and from field trips. Field trips are a privilege. Students can be denied participation if they fail to meet academic or behavioral requirements as set forth by the teacher. During field trips, students are expected to respond immediately and appropriately to directions from their teachers and accompanying adults. Polite and respectful behavior is a must. Diocesan Policy requires all drivers attend Virtus Training.

## **VIRTUS**

Anyone who has or will be volunteering at the school or parish and will be working with children is required to attend Virtus Training before beginning involvement with children. This includes all staff, coaches, scout leaders, tutors, health room volunteers, PSR teachers, Confirmation leaders, youth leaders, nursery volunteers, Room Parents, Field Trip drivers, and any other volunteers who work regularly with minors. The Virtus Program offers much information for all who work with children, so whether you are a volunteer or not, it would be advisable for parents to attend one of these sessions. A record of those who have completed Virtus training is maintained in the parish office. The training sessions are presented at different locations around the Diocese and are published regularly in the Catholic Advance.

## **PARTIES AND INVITATIONS**

Two classroom parties will be held during the school year; a fall party and one on Valentine's Day. Invitations for outside events such as children's birthday parties, etc., should not be sent to school unless there is one for each student in a classroom. If parents wish to send treats for their child's birthday, please make arrangements with the classroom teacher. Soda pop may not be brought in as a birthday treat and we encourage small treats that do not cost a lot of money. If parents choose to send something personal on a special occasion, please have it delivered to the school office where notification will be sent for the student to pick it up at the end of the day.

## **LOST AND FOUND**

In the hall next to the secretary's office is a Lost & Found barrel where items may be placed. Please check this location if an item is missing.

## **SAFETY DRILLS & STORM ALERTS**

We are required by the state of Kansas to conduct nine fire drills a year and a minimum of 2 tornado drills. A record is maintained in the school office of these drills and is available to the State Department and Diocesan Office. In case of snow storms, please tune in to our local radio or television for Catholic School closings. The Superintendent of Catholic Schools makes the determination for all Catholic Schools. If radio and television give no notice of closing, classes will be held as usual. We will also make use of the School Messenger emergency notification system once again this year. Please ascertain that your emergency contact information is up-to-date to ensure that proper notification can be given in emergency situations.

## **EMERGENCY RELEASE PROCEDURE**

Should students have to be released during an emergency such as a fire, intruder, bomb threat, tornado, etc., the following procedures will be followed.

1. A release station will be set up and manned by school personnel.
2. Parents will remain outside the release station, away from the students, until their student has been released.
3. No student will be allowed to leave the grounds unless cleared for release through the release station.

## **MONEY**

We discourage all students from carrying money on their persons during school hours.

## **GUM**

Gum is never permitted to be chewed on the school premises during school hours.

## **VOLUNTEER SERVICES**

We appreciate the willingness of our parents to serve on the various school volunteer service organizations. If you have not been contacted but would like to help volunteer in some way, please call the school and we will direct you to the chairperson of the organization in which you are interested.

## **GUIDELINES FOR BEING A ROOM PARENT**

### **ROLE OF THE HEAD ROOM PARENT**

- Coordinate one party.
- Arrange for special faculty luncheons and coordinate recess duty on these occasions.
- Possibly coordinate events in recognition of Teacher Appreciation Week.

7<sup>th</sup> Grade Head Room Parent – Coordinate 8<sup>th</sup> grade graduation and reception in conjunction with the teachers.

A Head Room Parent has the option of sharing duties with a Co-Head Room Parent, in order to divide duties throughout the school year.

All Head Room Parents must check with the classroom teacher prior to planning any parties or event in order to avoid any conflicts with lessons or testing.

### **ROLE OF THE ROOM PARENT**

- When requested by the Head Room Parent, Room Parents will be asked to prepare items or work at a party or event.
- Depending on how much help is needed, Room Parents may not always be contacted to assist with parties and events.
- Generally speaking, any and all assistance that can be given on special occasions is appreciated, but always be certain to check with the classroom teacher ahead of time before any planning occurs.

## **CATHOLIC SCHOOLS ACTIVITIES LEAGUE SPORTS CODE**

### **ARTICLE I**

The mission of the CSAL will be to provide the opportunity and privilege for the student of member schools to participate in organized curricular, extracurricular and athletic activities. The mission and policies of the Catholic Schools in the Diocese of Wichita guide this participation.

### **ARTICLE II**

Students who are failing classes due to lack of effort, positive participation or incomplete assignments will not be allowed to compete in CSAL activities. School principals and teachers will monitor and check student athletes' grades throughout the various sport seasons. Grades will be figured each week during the seasons. If a student has a cumulative grade of "F" in any subject area at any time, she/he will be ruled ineligible for at least the next week. If a student receives a second "F" grade at any time after this first ineligibility period, she/he will be ineligible for the remainder of the sport season. While ineligible, students will not be allowed to participate in any practices, games or contests.

### **ARTICLE III**

All participants (players, coaches, Athletic Directors, administrators, and fans) in CSAL events are expected to maintain a positive and Christian attitude and sense of decorum throughout their participation. Portraying good sportsmanship at all times is of the utmost importance. The Head Coach of each team in the league is responsible for the conduct of its players, assistants, and fans during an activity. The Principal and Athletic Director of the school are also considered responsible. In the event a fan(s) of a team becomes unruly and abusive towards the other team and/or game officials, the official in charge will warn the head coach and present administrators of the offending school/team.

### **ARTICLE IV**

The proper order in which to lodge a complaint about officials, coaches, teams, and parents, etc., is as follows:

1. Your team's coach
2. Athletic Director
3. Principal

The Athletic Director works as an administrator in overseeing matters related to sports and reports directly to the principal. Therefore, do not bypass this procedure to bring sports-related complaints to the principal unless all other avenues and options have been exhausted.

### **ST. ANNE STUDENT ATHLETE RULES**

1. Vulgar, rude or obscene language will not be tolerated in a match, game, contest, or at any practice, other athletic event or function.
2. Student athletes with a conduct grade less than a “C” may be suspended from play regardless of the other academic grades received.
3. Only student athletes who have current physical examinations on file in the elementary school office may practice or participate in an athletic event.
4. Student athletes will dress modestly for practice, games, or meets.
5. Only student athletes and parents are to be in the gym during practices. Siblings of the players may not be present unless accompanied by a parent who supervises them at all times. Interruptions at practice will not be tolerated.
6. Student athletes and parents will receive notification for violation of the above articles or rules. If a second warning is given, the student athlete(s) will be dismissed from the team and will not be allowed to participate for the remainder of the matches, games or meets.
7. The Coaches Committee will be contacted as pertaining in Article IV of CSAL rules.

### **REGISTRATION PRIORITY LIST**

**Before the assigned deadline for registration for the new school year, students who meet the qualifications for acceptance and whose families have turned in the necessary paperwork and fees will be accepted in the following order with preference going to those who registered first, until classes are full:**

1. Students returning to St. Anne Catholic School
2. New students with a sibling already in St. Anne Catholic School
3. New students who are active members of St. Anne Parish
4. New Catholic students from other parishes
5. New non-Catholic students

After the assigned deadline, all students will be accepted on a first come, first-served basis.



Church Office

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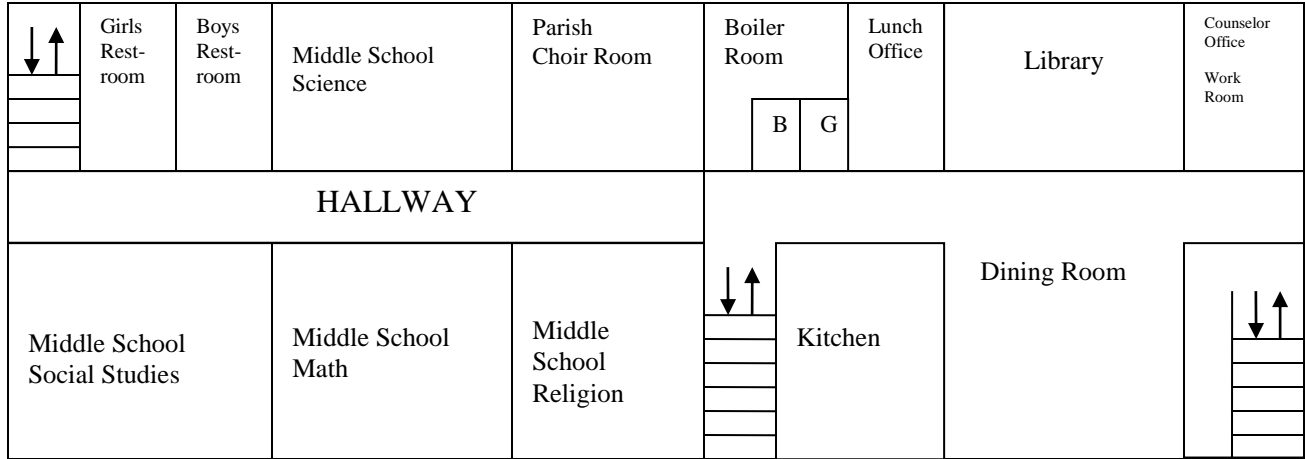
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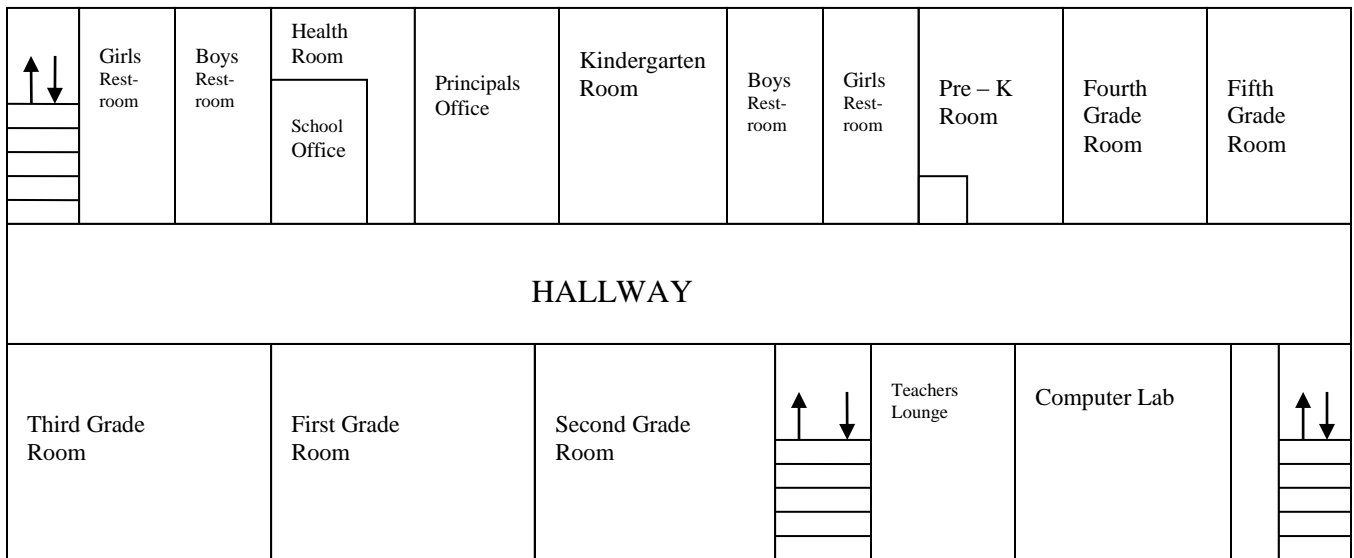
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# ELEMENTARY BUILDING LAYOUT

## Basement Level, L - R = South end to North end



## Upper Level, L - R = South to North

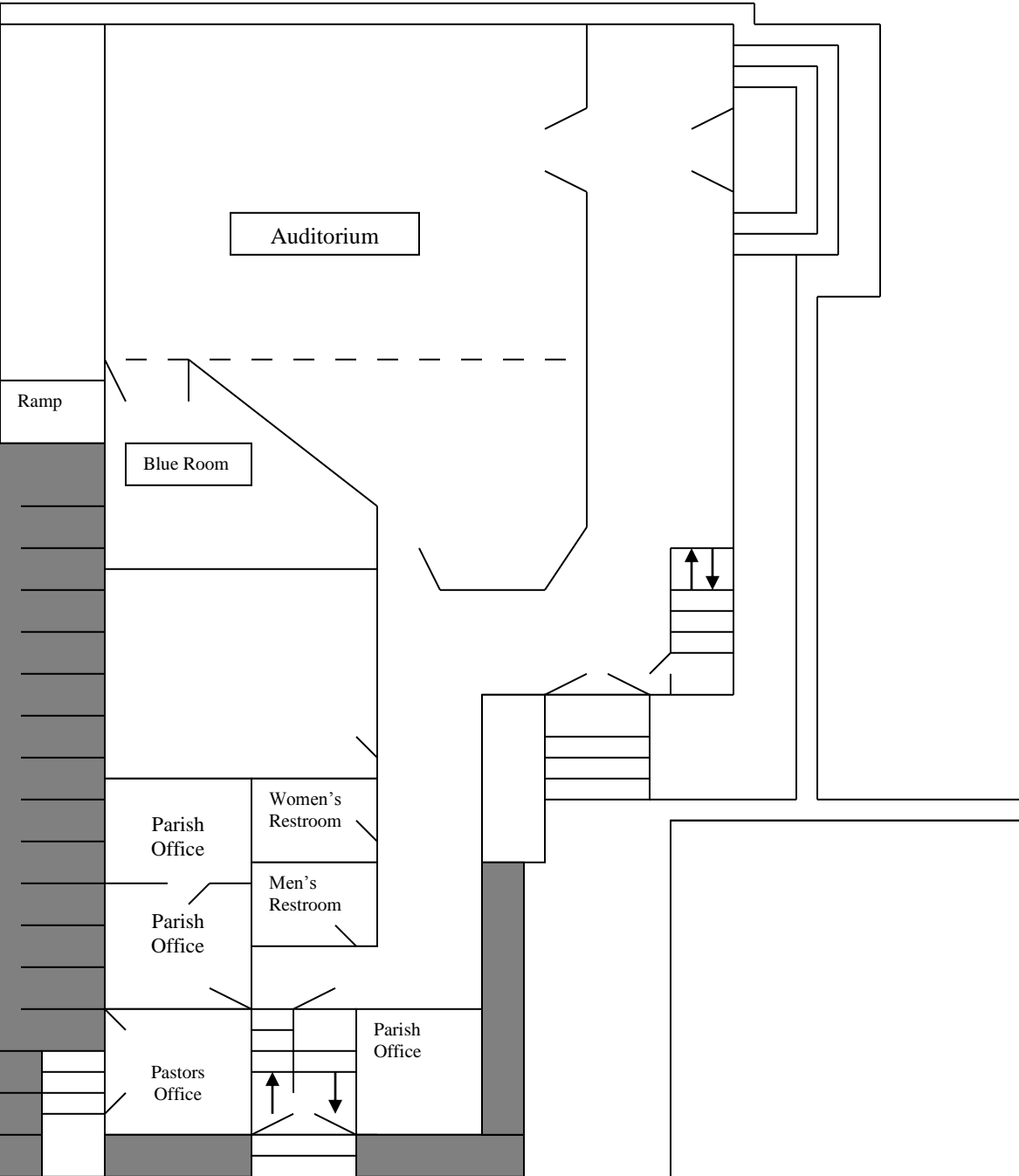




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# PARISH OFFICE BUILDING

## Main Floor Level



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