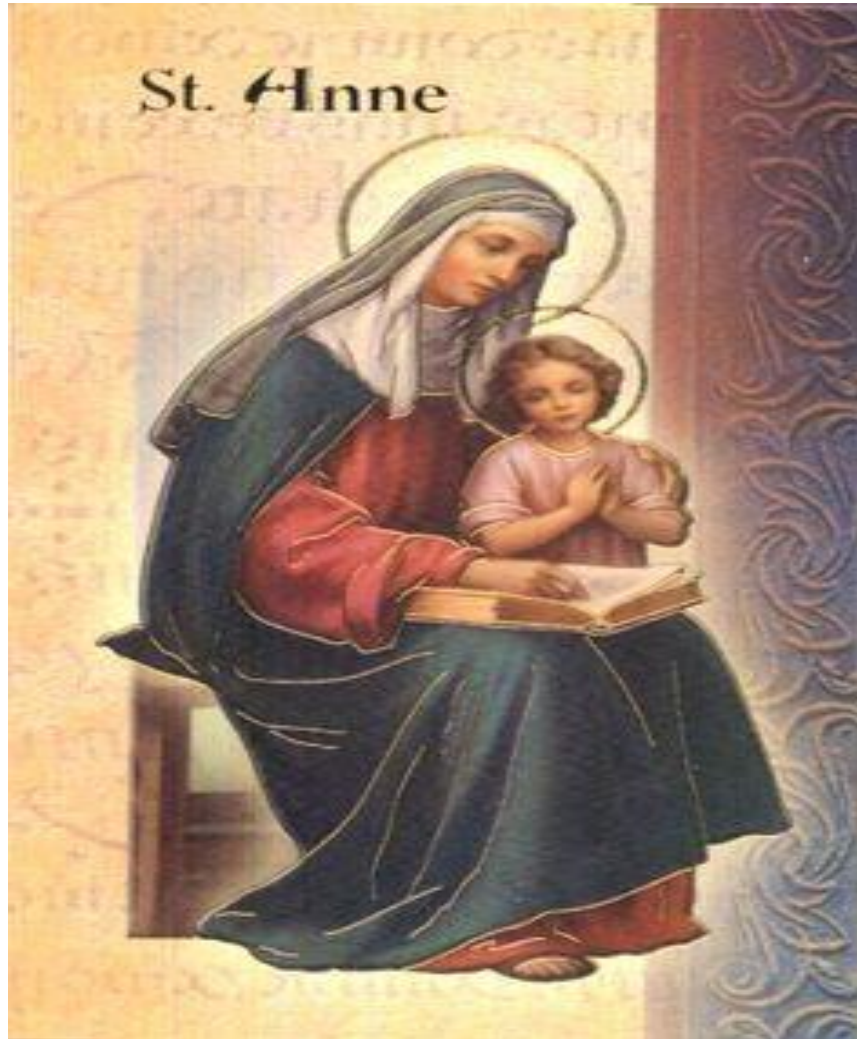


Saint Anne Catholic School



Parent and Student Handbook

2024- 2025

“To educate students while nurturing their Christ-like formation.”

**1121 W. Regal
Wichita, KS 67217
(316) 522-6131**

Table of Contents

Catholic Schools in the Diocese of Wichita	3	FIELD TRIPS	21
Vision:.....	3	FOOD SERVICE	21
Mission:.....	3	BREAKFAST PROGRAM:.....	21
Diocesan Catholic School Standards:	3	BREAKFAST PROGRAM.....	Error! Bookmark not defined.
Diocese of Wichita Catholic Schools Core Values ...	4	HOT LUNCH PROGRAM:.....	22
St. Anne Catholic School Mission Statement	5	Unpaid Meal Charge Policy:.....	23
FACULTY & STAFF.....	5	Health and Wellness FOOD Policy	23
SCHOOL ORGANIZATION	6	HEALTH POLICIES	24
RIGHTS OF PARENTS AND PARENTAL RESPONSIBILITIES:.....	6	COMMUNICABLE DISEASE REGULATIONS	24
ST. ANNE SCHOOL ADVISORY COUNCIL.....	7	GRADES - REPORT CARDS	27
Mission Statement	7	HONOR ROLL.....	27
PTO - PARENT TEACHER ORGANIZATION	7	HOMEWORK	27
Mission Statement	7	LATCHKEY	28
PTO Responsibilities and Objectives	7	LIBRARY.....	28
Parental Rights and Duties	8	LOCKERS.....	28
ADMISSION & FINANCE POLICIES	8	LOST OR STOLEN ITEMS	28
ARRIVAL & DISMISSAL.....	10	MONEY.....	29
CELL PHONES AND ELECTRONIC DEVICES	12	PARTIES AND INVITATIONS.....	29
CHILD ABUSE REPORTING	12	ROOM PARENTS.....	29
COMMUNICATIONS.....	12	MASS.....	30
CONCEALED FIREARMS	12	ETIQUETTE FOR CHURCH.....	30
CONFERENCES.....	13	SAFETY DRILLS & STORM ALERTS.....	31
DISCIPLINE POLICY	13	SCHOOL SAFETY PATROL.....	31
DRESS CODE	15	TECHNOLOGY	31
UNIFORMS - GIRLS	16	Artificial Intelligence (AI)	32
UNIFORMS - BOYS:.....	17	Google Workspace for Education Notice to Parents and Guardians.....	33
ALL STUDENTS:.....	17	TEXTBOOKS.....	33
GUIDELINES FOR NON-UNIFORM DAYS	18	VIRTUS TRAINING	33
CASUAL DRESS DAY / Spring Picture Day.....	19	VOLUNTEER SERVICES.....	34
CLASS PICTURE DAY	19	ATHLETICS & EXTRACURRICULAR ACTIVITIES	34
EMERGENCY CONTACT INFORMATION	20	CATHOLIC SCHOOLS ACTIVITIES LEAGUE SPORTS CODE	35
EMERGENCY DRILLS	20	ST. ANNE STUDENT ATHLETE RULES.....	36
EMERGENCY RELEASE PROCEDURE	20	EXIT	37
FACULTY IN-SERVICES.....	20	Change Log:	38

Catholic Schools in the Diocese of Wichita

Vision:

All God's Children will respond to Christ's call so as to become fully alive as missionary disciples.

Mission:

To form students as missionary disciples alive in their faith.

Head: Be attentive; Be Intelligent; Be Reasonable; Be Responsible

Heart: Be Contemplative; Be Empathetic; Be Humble; Be Loving

Hands: Be Present; Be Active; Be Compassionate; Be Effective

Diocesan Catholic School Standards:

Catholic schools seek, with God's grace, to form the total person in the image of Christ. This goal is not confined to the classroom but is achieved through the totality of experiences, lessons, and relationships. Accordingly, the school's resources are directed towards the fulfillment of the following standards.

Elementary & middle school students in the Catholic Diocese of Wichita are expected to:

- Know Church teaching, practice Christian virtue and participate in their parish faithfully; moreover, receive the sacraments, all of which were instituted by Christ, each with its own vital place in Christian living.
- Demonstrate a reverence for life and respect for self, family, authority, and all cultures.
- Have an informed conscience, distinguish right from wrong, and know how to make choices based on Catholic-Christian values.
- Be respectful, responsible, compassionate, and just toward others.
- Demonstrate the knowledge, skills, and desire to continue to learn successfully in middle school and high school.
- Be independent, responsible, and self-disciplined decision-makers who set priorities and boundaries, lead, and work on teams, make sacrifices to achieve goals, monitor progress, and apply creative and critical thinking skills.
- Have the reading, writing, listening, and speaking skills needed to communicate effectively.
- Read at or above grade level unless there is a handicapping disability.
- Master basic knowledge of religion, language arts, mathematics, geography, history, civics, and science, and the utilization of appropriate technology to access and communicate information.

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)*



St. Anne Catholic School Mission Statement

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

FACULTY & STAFF

Position	Name
Pastor	Father David Marstall
Parochial Vicar	Fr. Ty Taylor
Principal	Janet Jump
School Secretary	Erika Sarmiento
Kindergarten	Maria Ehmke
Grade 1	Alyssa Magee
Grade 2	Amanda Lucero
Grade 3	Christina Rood
Grade 4	Karla Kreutzer
Grade 5	Adam Butler
Science / Math 6-8	Audrey Birkenbaugh
English Language Arts 6-8	Melissa Conway
Religion	Matthew Ebberwein
Music / History	Nathan Carpenter
Technology / PowerSchool	Philip Rood
Title I	Danelle Urban
P.E.	Andre Pina
Paraprofessional	Tanya Webster
Food Service Director	Shannon Clark
Cook	Rebecca Parsons
Cook	Claudia Diaz
Nurse	Marisol Larin
Social Worker	Jennifer Segovia
Custodian	Angelina Medina
Maintenance	Gerardo Esquivel

SCHOOL ORGANIZATION

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.

PARENTS: *The parent is the first educator.* The greatest opportunity for success of a student in school will occur when a student comes to school with an intellectual curiosity, self-discipline, all basic health needs met, and a true spirit of cooperation and support between the school and home. This cooperation and support have always been one of the strengths of St. Anne Parish Catholic School, and it is our hope and expectation that it continues.

RIGHTS OF PARENTS AND PARENTAL RESPONSIBILITIES:

Parental rights include the following:

- To have children receive an academically sound education in a Catholic environment.
- To talk with school personnel and to have requests for meetings answered in a timely manner.
- To receive fair hearings on concerns and grievances.
- To have students supervised in a safe and appropriate manner.
- To review records and respond.
- To participate in the life of the school.

Important Note: If there is discussion as to the custodial rights of one or both parents, copies of legal papers verifying custodial rights must be on record at the school office.

By enrolling your child in a Catholic school, you agree to certain important responsibilities:

- To be a partner with the school in the education of your child.
- To understand and support the religious nature of the school.
- To read all communications from the school and to request clarification when necessary.
- To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings.
- To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities.
- To be as actively involved as you can be in the life of the school and to volunteer assistance when possible.
- To promote your school and to speak well of it to others.
- To meet your financial obligations in a timely manner and to support the fund-raising efforts of the school when possible.
- To appreciate that Catholic education is a privilege that many persons do not have.

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 Council will share responsibility with the Pastor and the Principal in the planning for the school, and in the establishing of basic school policies. Each school is to have a Catholic School Council of representative parishioners selected according to guidelines established by the local parish and school. The Catholic School Council is to be consultative in nature and is to be governed by a written set of by-laws approved by the Catholic School Office and diocesan legal counsel.

School Council Responsibilities:

- 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.
- Provide input and recommend policies to the pastor and principal that are consistent with diocesan policy.
- Conduct annual and strategic planning for the school in the areas of curriculum and personnel, facilities, finance, and public relations.
- Strengthen the public image of the school through an informative interactive community relation's plan.
- Evaluate the Councils progress in accomplishing its short and long-range goals on an annual basis.
- Attend the mandatory diocesan in-service for new council members. In carrying out its duties, each Council shall conduct itself according to the code of ethics and guidelines outlined in the diocese's "Guidelines for Catholic School Councils.

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.

Parents are the first and best educator of their children. Therefore it is essential that home and schoolwork together in a spirit of harmony to develop, promote and protect the mission of the school.

PTO Responsibilities and Objectives

- To help parents and teachers acquire a profound appreciation of the ideals of Catholic education.
- To promote a clearer understanding of the mutual educational responsibilities of parents and teachers.
- To encourage the home and school to a greater degree of cooperation in discharging their responsibilities.
- To assist in providing for the material needs of the school in a manner consistent with stewardship.
- To provide a network for action on public policy issues which affect Catholic school parents.
- 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 & FINANCE POLICIES

Catholic schools will, to the extent that available resources permit, and where there is complete parental cooperation, try to serve every Catholic student from active stewardship families. Catholic school’s welcome students of all abilities.

However, the school reserves the right to admit or deny admission or continued enrollment to any student, including Catholic students. Decisions concerning admission and continued enrollment of a student in a parochial school are based upon the student’s emotional, academic, and physical abilities, as well as the resources available to the school in meeting the students’ needs.

If the school determines that a student is not adequately prepared to move on to the next grade level, the school shall require successful remediation.

A Kansas Certification of Immunization and/or a Kansas Child Health assessment must be filled out and submitted to school authorities, prior to admission.

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

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.

ADMISSION & FINANCE POLICIES - Continued

- 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.
- Students also must take a test to show their academic strengths and weaknesses.

Non-Payment of Financial Obligations: Any family unable to meet the financial obligations should contact the school immediately.

Stewardship: St. Anne Catholic School encourages families to participate in all aspects of stewardship. However, failure to meet the requirements of stewardship can result in withdrawing a child from school. To avoid this unfortunate consequence, the administration strongly recommends that parents visit the parish stewardship office to ensure compliance. Opportunities to sign up for service hours will be available at enrollment.



ARRIVAL & DISMISSAL

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

7:00-7:50	Drop off for K-8 at the main entrance of the school. Students will report to the cafeteria
7:20-7:40	Breakfast
7:50-3:15	School hours
3:07	Kindergarten dismisses out of main doors of the Education Center
3:10	1 st Grade dismisses out of main doors of Education Center.
3:15	2 nd Grade dismisses out of main doors of Education Center.
3:15	3 rd Grade dismisses out of south doors of Education Center
3:15	4 th Grade dismisses out of north doors of Education Center
3:15	5 th Grade dismisses out of north doors of Education Center
3:15	6 th -8 th dismisses out of south doors of Education Center
3:15-5:30	Afternoon Latchkey

All students entering or leaving during the school day must be signed in or out by their parents in the attendance log, kept in the school office. Students will only be released to parents or person authorized by in writing by their parents. No student should be excused from school without the permission of the principal.

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 the principal.

ATTENDANCE AND ABSENCES

Regular attendance is a key factor in the success of schoolwork. The value of the work missed is difficult to make up for out-of-class work. Doctor/dentist appointments are best made for after school hours or on free days. 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:

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 students. The Catholic Diocese of Wichita emphasizes the importance of attendance on the enhancement of student achievement. Parents, by law, are accountable for their child's attendance.

All absences excused or unexcused, determine:

- Promotion
- Retention
- Summer school attendance

The state compulsory **education law 72-1113**, requires students between the age of 7 and 18 to be in school. Being absent for such reasons as vacations, sporting events, school activities where the student is not a participant, shopping, babysitting, or travel is not acceptable, and parents should not ask for their children to be excused for such reasons.

The school retains the right to determine which absence and tardiness will be excused, which will not, and appropriate consequences for unexcused absences. When a tardy or absence is determined to be unexcused less than full credit shall be awarded for make-up work. **When a student has missed more than five sessions of any class in a semester, the student may be required to make up work after school, on Saturday, or in an approved summer school program before credit is awarded.**

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
- 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.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones have become a valuable communication tool for parents and students, however the ability to text and taking 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 turned into the teacher at the beginning of the day.** It can be collected at the end of the day. 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 the student must serve a detention 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 that operate for the intent of other things besides telling time, among other things that are determined by staff.

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 because of physical abuse are required to report such abuse to the Kansas Department for Children and Families. Employees are immune from prosecution or reprisal for reporting. Not to report could be a violation of state and federal law. The principal is to be notified.

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. **Students may NOT use their personal devices during school hours.**

There are several means of communication between the parent and the school:

- **ClassDojo – First point of contact**
- Mail: 1121 W. Regal St.
- Office Phone/Voice Mail: (316) 522-6131
- Email: school@stannewichita.org
- Staff email: To contact a specific faculty or staff member through email, type the person’s first initial, followed by last name@stannewichita.org

CONCEALED FIREARMS

Firearms, even if licensed under state law, are forbidden in all diocesan school buildings and playgrounds.

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 addressing 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 bypass a teacher and go directly to the principal.** If all else fails, parents may consider seeking recourse to the pastor.

DISCIPLINE POLICY

St. Anne is a Catholic school, and as such we attempt to follow the example of Jesus Christ in our work, worship, and relationships.

Our aims are:

- To be a prayerful community based on Christian values, notably Love, Justice, Peace, truth, and tolerance, and to encourage individuals in their commitment to these ideals.
- To provide a secure, welcoming, and ordered environment in which individuals learn to value and respect both themselves and others.
- To give individuals the opportunities to develop their full potential as human beings, and to encourage and challenge them to do so.
- To encourage everyone to live to do well and to strive for the highest standard in all areas of activity.
- To help children grow into confident, open, resourceful young people with a sense of responsibility and of service.

As a Catholic learning community, we have a responsibility to promote and develop in our treatment of people, those values that lie at the heart of the Gospel message. Staff should demonstrate their own adherence to the underlying Christian values of the school by the way they promote good behavior and in their responses to students. In exercising their authority staff should be honest, fair, and just. Good working relationships are seen as fundamental to the creation of a positive and progressive atmosphere in the school.

The aims of this policy are to:

- Promote Gospel values and the teachings of the Catholic Church
- Enable teachers to fulfill their responsibilities of maintaining order and good discipline.
- Foster mutual respect and prepare learners for the adult world.
- Explain the standard of behavior expected of students at St. Anne and how that standard will be achieved, the school rules, rewards for good behavior and any disciplinary consequences for breaking the rules.
- Create consistency of expectations and consequences

DISCIPLINE POLICY cont.

We want our policy to:

- Create a safe learning environment.
- Encourage, recognize, and reward.
- Give clarity of expectation to staff and students
- Give a clear understanding of staff roles.

VIRTUE BASED RESTORATIVE DISCIPLINE

St. Anne Catholic School is committed to restorative practices, in line with Virtue Based Restorative Discipline (VBRD), a Catholic Response to bullying and discipline. As a community, we strive to support VBRD's guiding principles:

- We will dedicate ourselves to living virtue.
- We will support others in living virtue.
- We will commit to constructive thoughts, words, and deeds.
- When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

Discipline is to be consistent with the diocesan philosophy of education, including respect for the role of the parent. Discipline policy is established by the pastor and principal after consultation with the School Council and will be communicated to parents/guardian. The principal develops regulations to implement and oversee consistent enforcement of the policy and regulations. The teachers and staff implement the policy. Conduct detrimental to the school, whether inside or outside of school, is subject to disciplinary action. Parents will be provided a copy of the disciplinary policy and be asked to sign a statement that they agree to read and abide by the policy and by amendments. The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause.

- Corporal punishment will not be used.
- Probation – students may be placed on probation as a disciplinary measure. Such probation may be for a specific period of time or until certain conditions have been met by the student.
- Suspension (in or out of school) – Student may be suspended by the principal for delinquency, immorality, incorrigibility, defiance of authority, other serious breaches of school regulations, or for an accumulation of lesser violations. The principal will notify the parents and pastor before suspension, if at all possible.
- Expulsion – A student may be expelled if all other means of discipline have failed or for involvement in a single act that presents a serious threat to the welfare of the school community. Prior to any expulsion, the principal will confer with the pastor and superintendent.

Unacceptable behaviors on or off the school grounds at any school activity, function, or event whether during before or after school hours include but are not limited to:

- Bullying and harassing
- Verbal/Physical assault
- Threat or Harassment of a School Employee
- Threats to self or others of violence or suicide
- Use of language, actions or gesture that could reasonably be considered profane, indecent, or obscene at or toward any school employee or student.
- Damage to and/or theft of property!
- Gum is never permitted on the school premises during school hours.

DISCIPLINE POLICY cont.

Unacceptable behaviors cont.

- Possession, use and/or abuse of controlled substances including alcohol, tobacco, illegal drugs, vaping and or tobacco products and other controlled substances.
- Possession of any real or look-alike weapons.
- In Catholic schools, the faith community of students and adults should respect, protect, and share the God-given life and worth and dignity of every person. Because of this, bullying and/or harassing behavior including sexual harassment will not be tolerated and will be subject to progressive discipline.

Adult Threats to Others

Any adult who makes a threat of violence to others shall be banned from the school premises and activities until:

1. Such time as the adult complies with any or all conditions set by the administration;
2. The administrator, in his or her discretion, believes that the adult is no longer a threat to the school, its employees, its families and its students.

A report of a threat may be made to the proper authorities. A second occurrence will result in a permanent ban of the adult, removal of the adult's children from the school, and, where appropriate, prosecution.

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.

DRESS CODE

The purpose of the St. Anne Parish Catholic School dress code is to provide a uniform appearance, to promote school identification, and to encourage pride and responsibility in personal appearance. It helps to 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, and 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.

The dress code should also reduce the cost of buying school clothing and should reduce competition among students based on their clothing. You can find uniforms at Schoolbelles in Wichita.

Schoolbelles
2021 N. Amidon, Suite 125
Wichita, Kansas 67203
Online: www.schoolbelles.com

Dress Code Cont.

At the discretion of the principal and/or pastor, certain dress situations may be determined to be unacceptable, at which time the student and his/her parents will be notified and expected to comply with the code that the principal and/or pastor set forth in that particular instance.

If any item of clothing causes a disruption, the student will be asked not to wear or bring that item to school. Parents will be notified if any dress code violations are brought to the attention of the principal. A dress code demerit will be issued to Middle School students. After three dress code violations, the student may serve detention or receive other appropriate disciplinary actions.

UNIFORMS - GIRLS

Shirts:

- Solid red or white (Prefer *Schoolbelles* red)
- Short or long sleeve knit shirts.
- Buttoned down the front (no more than two buttons opened at the top)
- No lace, trim, ties, decorations on collars, emblems, or off-the shoulder blouses.
- No colored undergarments or t-shirts that show through the shirt may be worn.

Jumpers (Grades K-5):

- Purchased from *Schoolbelles Uniform Company*
- Length must touch the top of the knee.

Skirts (Grades 6-8):

- Purchased from *Schoolbelles Uniform Company*
- Length must touch the top of the knee.

Shorts: (Girls Grades K-8)

- Fingertip length shorts under their skirts.
- No denim jeans, spandex, volleyball, or short shorts are allowed.

Tights: (only during the winter months: November – March)

- White, red, black, or navy-blue tights or ankle length leggings with appropriate socks

Pants: (only during the winter months: November - March.)

- Buttons should not be showy or extravagant.
- Must be plain, dark navy blue girls' pants, with belt loops with a navy blue, black or brown belt,
- Belts are mandatory for grades K-8.
- Pants may be purchased from *Schoolbelles Uniform Company* or anywhere plain, dark navy-blue pants are sold.
- Sweatpants under jumpers or skirts are only acceptable during recess or to and from school and only during winter months; **November – March.**

GIRLS HAIR, MAKEUP AND ACCESSORIES:

- Hair must be groomed, off the eyebrows and secured back out of the face.
- No unnatural hair color (highlights) or extravagant, outlandish cuts/styles will be permitted.
- No excessive accessories or jewelry such as multiple large necklaces, rings, or bracelets. Necklaces should only be of religious medals or crosses. Rings are limited to one per hand. Earrings are acceptable if they are small stud types, no larger than earlobes. Dangling or hoop earrings will not be permitted. Only two earrings per ear allowed, piercing is allowed on earlobes only.
- 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. No eye makeup will be permitted.

Dress Code Cont.

GIRLS HAIR, MAKEUP AND ACCESSORIES Cont.:

- Only **CLEAR** fingernail polish will be permitted. **No fake, acrylic or any long fingernails will be permitted due to the safety concerns in physical education and at recess. This applies to ALL grade levels.**

UNIFORMS - BOYS:

Shirts:

- Solid red or white (Prefer *Schoolbelles* red)
- Short or long sleeve knit shirts.
- Round or pointed collar.
- Buttoned down the front (no more than two buttons opened at the top)
- Unacceptable shirts include shirts with decorations on collars, or emblems.
- No colored T-shirts that show through the shirt may be worn.

Pants:

- Plain, dark navy blue with two front pockets and two back pockets.
- **NO** cargo pants or corduroy pants.
- Pants must have belt loops as belts are mandatory for grades K-8.
- Pants may be purchased from *Schoolbelles Uniform Company* or anywhere plain, dark navy-blue pants are sold.
- As pants become faded and or torn, we ask that they be replaced accordingly.
- Belts: Plain navy blue, black or brown.

BOYS HAIR:

- 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 highlights
- 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 all designs with “tails,” designs shaved into the hair, and unnatural hair color.
- Boys must be clean shaven.

NO earrings or excessive jewelry are to be worn at school or any school-associated function. Necklaces should only be of religious medals or crosses. Rings are limited to one per hand.

Cold Weather Wear: (November – March)

- Red or White turtlenecks are permitted only if they are worn under the school uniform shirt, sweater, sweatshirt, or ¼ zip sweatshirt.

ALL STUDENTS:

Sweaters, Cardigans ¼ Zip & Sweatshirts: (Optional)

- Dark navy blue, cardigan sweater that buttons down the front, a dark navy pullover sweater or a St. Anne ¼ zip (available from *Schoolbelles Uniform Company*).
- **ONLY** the cardigan and pullover can be purchased elsewhere.
- No emblems, brands, or monograms on cardigans or pullover sweaters are acceptable.
- Sweatshirts can be purchased through the PTO.

Dress Code Cont.

- A red or white uniform shirt must be worn, with collar showing, beneath cardigans, pullovers, ¼ zip and sweatshirts. These are the **only cardigans, sweaters, ¼ zip and sweatshirts** that will be approved to wear in the classrooms/lunchroom.
- **Dark navy blue sweater vests** are permitted for middle school students **ONLY**.
- **NO hooded or zipper type sweatshirt/jacket may be worn in the classroom or lunchroom.**

Socks: (K-8)

- For hygiene purposes, solid white, navy, or black socks must be worn at all times.
- Socks must be visible and reach above the ankle bone.
- **“No show” socks are not permitted.**

Shoes: (K-8)

- Tennis/athletic shoes or leather type shoes that tie are required.
- No Crocs, flip flops, slides, Mary Janes’s, etc.
- Please do not wear shoes with black rubber soles which may easily mark up the floors.
- Sandals, ballet/flats, platform or thick sole/heel shoes, open back/toe shoes are **NOT permitted.**
- Shoes must be always laced and tied tightly on the outside for safety reasons.
- **NO** boots are to be worn except during inclement weather and **only worn to and from school.**

Coats: Any type of coat/jacket/hoodie are not a part of the school uniform and may not be worn in the classrooms or Lunchroom.

JEAN SPIRIT DAYS

On jean spirit day, nice blue jeans without holes, rips or tears will be allowed.

- **No** colored jeans, jeans with prints, patterns or pictures, jeggings or leggings will be permitted.
- The sagging of the jeans is also not permitted. No tank tops or exposed midriff will be permitted.
- The shoe and sock policy remains in effect on spirit days.
- If you do not have these, you may wear uniform pants.
- The above-mentioned jeans or uniform pants may be worn with a St. Anne uniform shirt, sweatshirt ¼ zip, t-shirt, or Festival shirt, unless otherwise specified.

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/Fall Yearbook Picture Day/8th Grade Graduation - NO jeans will be permitted.

Dress up day/Fall yearbook picture day will be scheduled on the calendar and in most cases, a reminder will be sent home prior to the date.

Girls: will be permitted to wear the following:

- Dresses: must touch the top of the knee and if shoulders are exposed/visible a sweater or cardigan will be required to be worn to cover the shoulders.
- Skirts; must touch the top of the knee,
- Dress pants or slacks with a blouse or sweater.
- Leggings or jeggings are **NOT** considered slacks or dress pants.
- **NO T-shirts or ties.**

Boys:

- Must wear dress pants/slacks and a belt will be worn if the pants/slacks have belt loops.
- The shirt can be a button-down dress and/or polo shirt; Ties are optional. **NO T-shirts.**

CASUAL DRESS DAY / Spring Picture Day

- Students will be allowed to wear jeans without holes, rips, or tears.
- **No** colored jeans, jeans with prints, patterns or pictures, jeggings or leggings will be allowed.
- Sagging of the jeans is not allowed.
- If you do not have these you may wear uniform pants, with a belt.
- The shoe and sock policy remains in effect.

Girls:

- May wear a blouse, sweater or an appropriate t-shirt with no drug or alcohol references.
- **NO** tank tops for exposed midriff will be permitted.
- No leggings, skinny jeans or “jeggings,” or yoga pants

Boys:

- May wear a button down or polo type shirt, sweater or an appropriate t-shirt with no drug or alcohol references.

CLASS PICTURE DAY

Students will take a class picture towards the end of each school year. A reminder will be sent home prior to the date.

- Students will need to be in full school uniform.
- No Jeans Permitted

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 students will not be allowed to return to the classroom 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.
3. Students who continually violate the school dress code will not be allowed to wear Spirit Dress for the remainder of the year.

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.
- The 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.
- The uniform shoe policy will remain in effect.

SCOUTS

Boy Scouts and Girl Scouts may wear their scout uniforms on days of meetings provided they wear the full uniform.

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 to 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. These include allergies, medications, illnesses, etc.

In case of an emergency, each student is required to have on file in the school office the following information:

- Parent(s), both custodial and non-custodial or guardian(s) name(s)
- Complete and up-to-date address
- Home phone number, day phone number, cell phone and parent(s)/guardian(s) work phone number
- Emergency phone number of friend or relative in local area
- Physician's name and phone number
- Medical alert information.

EMERGENCY DRILLS

Four fire, two tornado, and three lockdown/crisis drills are held on a regular basis throughout the year. All drills will be conducted under the guidance of local authorities to ensure the safest measures are followed.

In the event that a threat of violence occurs: If the threat comes from a student, 911 will be contacted, as well as local law enforcement, to ensure the safety and the security of the school. The student will be dismissed until a mental health specialist can verify the student is no longer a threat to harm self or others. After all has been evaluated, the superintendent and pastor have been notified, and the student has been determined as safe by a mental health specialist, then it is the prerogative of the pastor and administrator to determine whether or not the student may return to school.

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 staffed 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.

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 12:30.

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. All field trips are to be from St. Anne directly to the destination, and then from the destination directly back to St. Anne. **NO STOPS** should be made unless it is an emergency. 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 to attend Virtus Training.

FOOD SERVICE

Refer to the Food Service Enrollment Packet for complete information.

Food Service Director Shannon Clark is the authorized representative of our school breakfast and lunch program. All questions or concerns about the school breakfast and/or lunch program should be referred to her.

Money for both breakfast and lunch may be given to the lunchroom director before the start of the school day or the student's teacher.

Funds may also be added to the student's accounts online. This option can be found on our website: stannewichita.org. Please be mindful of the 2.2% processing fee. This is explained in your Food Service Enrollment Packet; Online School Lunch Payments and on our website under Lunchroom Documents.

- Refunds will not be given throughout the school year except for unusual circumstances as determined by the principal and Food Service Director.
- On 12:30 Dismissal days **BOTH** breakfast and lunch **WILL BE** served.

BREAKFAST PROGRAM:

The School Breakfast 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 breakfasts for families who meet the Federal specifications. Breakfast is served daily from 7:20-7:40 a.m. in the school cafeteria.

Breakfast Fees (School year 2024-2025)

Full Price Student Breakfast: \$2.35

Reduced Price Student Breakfast: \$.30

Adult Breakfast: \$2.75

- Students are **NOT** allowed to bring breakfast items/drinks from home and/or convenient stores or fast-food restaurants to eat during breakfast meal serve.
- Students are **NOT** allowed to eat, share, and/or exchange **ANY** part of a school breakfast. This is for health and sanitation reasons as well as food allergies

HOT LUNCH PROGRAM:

The School Lunch Program is also a 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. (Please let us know by 9 a.m. if you'd like to eat with your student and correct change)

School Lunch Fees (School year 2024-2025)

Full Price Student Lunch: \$3.05

Reduced Price Student Lunch: \$.40

Milk (for home lunch): \$.50.

Middle School Seconds: \$1.00

Adult Lunch: \$4.60

Grades K-8:

- **NO** soda, fast food or convenient store food, snacks or drinks are allowed in home lunches and/or in the lunchroom **ANYTIME** during meal serve.
- Students are **NOT** allowed to eat, share, and/or exchange **ANY** part of a school meal or home lunch.
- Each student can only be scanned once a day so siblings will not be able to use each other's accounts.
- Students who bring their own lunches are asked to bring their own silverware, napkins, cups, and condiments if applicable.
- **Students who bring their own lunch are also encouraged to bring cold items, nothing that needs heating up. We do not have the staff necessary to monitor the lunchroom effectively and heat up food items at the same time. If you do send hot items, please heat them in the morning and place them in some type of thermos to keep them hot till lunch time.**

Grades 6-8 (Middle School)

- Please hang home lunches on one of the hooks along the library wall in the cafeteria before school starts. Please let your teacher know when lunch count is being taken that you'll be having a home lunch.
- Will be allowed to have second servings; **once** all middle school students have been served & seated. **IF** we have extra, and lastly, **IF** all food items chosen at the serve window are eaten, their tray has been checked by either the Food Service Director, parent volunteer/lunch monitor and/or another lunchroom employee.
- Second servings of all fruits and vegetables are free, however, all other items must be purchased for **\$1.00** each from the students' account. **NO Grain** items will be served as seconds, KSDE regulations.

Unpaid Meal Charge Policy:

We ask that a payment be made the first time a Class Dojo message is sent.

If the amount falls **below \$10.00**, the parents will get a phone call, asking for payment before the next meal. The student will not be refused a meal and will not go hungry, because we believe that the body and mind need food to function properly. We feel that it is neglectful and irresponsible when the account goes more than two days in the negative. If we have an account that is considered bad debt, funds may be transferred from the PTO account to cover these charges at the end of the school year. Parents will be responsible for paying the PTO back for the amount needed to bring the student's account to a positive balance.

You may make a payment with check, cash, or go online to our parish website, and make a payment through the online system with a credit or debit card. **Please v the add 2.2% box to contribute to the processing costs**, if you do not, I will deduct the fee from your deposit and apply the remaining amount to your child(ren)'s lunch account(s). 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 online system or PowerSchool, the parish or school secretary would be glad to help walk you through that. The school number is 522-6131, and the parish number is 522-2383.

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

Shannon Clark, Food Service Director, St. Anne Catholic School

sclark@stanne wichita.org

316-522-6131

Health and Wellness FOOD 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. As a Team Nutrition school, we focus on encouraging healthy eating habits and physical activity. **St. Anne will no longer allow the large, frosted cupcakes or frosted sugar cookies that are purchased from Dillon's/Walmart/Sam's/Aldi for school parties or birthday treats.**

Also, due to the many food allergies among the students, only prepackaged, unopened store-bought snack items will be permitted for school parties, birthday treats and take-home treat bags. Below is a list of snack items, in accordance with this policy, **which can be served and/or sent home.**

- **ONLY Glazed donuts; no additional icing or sprinkles etc.** from Krispy Kreme/Winchell's/Dillon's/Walmart/Sam's/Aldi.
- Pudding, ice cream, fruit, or applesauce cups.
- Pre-packaged popcorn, fruit snacks, trail, or Chex mixes.
- Pre-packaged muffins, crackers, pretzels, cookies, graham crackers, teddy grahams, animal crackers or rice Krispy Treats.
- Pre-packaged cereal, Nutri-grain, or granola bars.
- Go-gurts, low fat yogurt smoothies or string cheese.
- Bottled Water/Juices

Under no circumstances will soda pop be allowed for ANY parties or birthday treats.

HEALTH POLICIES

The health room is staffed by a registered nurse during school hours to provide temporary care or first aid for those becoming ill or injured at school.

Children with fever, vomiting, or diarrhea should not be sent to school. In addition, when a child is sent home with a fever over 100 degrees, that child may not return to school until he/she has been fever-free (a normal temperature) for 24 hours. The temperature must be down on its own, without the help of fever-reducing medication.

The 24-hour rule applies to vomiting and diarrhea. Children who have been prescribed antibiotics for any contagious conditions such as strep throat and pink eye may not return to school until they have taken the medication for 24 hours.

Please notify the school nurse if your child has been diagnosed with a contagious illness OR is injured outside of school and may require assistance. 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.

COMMUNICABLE DISEASE REGULATIONS

The school is to be notified when a student is ill with a contagious disease. 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 diseases.

In accordance with Sedgwick County Health Department, any child who has any of the following diseases shall be excluded from school and contact with other children until written release is obtained from the Health Department:

- Measles, Rubella, Mumps
- Pertussis (Whooping Cough)
- Diphtheria
- Meningococcal Disease
- Tuberculosis
- Any unusual disease

The following communicable diseases MUST be reported to the Sedgwick County Health Department. Disease investigators will provide directions regarding exclusion, exposure to contacts and preventative measures.

- Chickenpox (varicella): excluded for 6 days after onset of rash or until the lesions are fully encrusted, whichever comes first. Each susceptible contact of an infected person shall be vaccinated within 72 hours of notification or excluded until 21 days after the onset of the last reported illness in the classroom.
- Hepatitis A: Infected person shall be excluded 14 days after the onset of the illness or seven days following the onset of jaundice.

COMMUNICABLE DISEASE REGULATIONS Cont.:

The following diseases are not reportable, but infected person must be excluded:

- Pediculosis (Head Lice) - Symptoms: itching and presence of nits (lice eggs) on hair shafts. Excluded from school until treated with a parasitic drug (lice killing shampoo or cream rinse).
- Mononucleosis (mono) - Symptoms: fever, tiredness, sore throat, and enlarged glands in the neck. Students with mono who have been fever free for 24 hours may return to school.
- Pinkeye (bacterial conjunctivitis) - Symptoms: the eye is red, the child will complain of itching or burning, the eye lid is swollen and there is a discharge from the eye, frequently this is in the form of pus. Excluded from school until 24 hours after antibiotic treatment has begun.
- Ringworm (Tinea) - Symptoms: a flat, spreading ring-shaped lesion. School attendance is allowed if the student is receiving treatment, but they should not participate in skin-to-skin contact (i.e., wrestling) until skin lesions are completely healed.
- Scabies (itch mite) - Symptoms: skin eruption accompanied by intense itching. Excluded from school until appropriate treatment has begun.
- Staphylococcal Infections (such as impetigo, abscesses, and infected lacerations) are excluded from school until 24 hours after starting antibiotic treatment.
- Streptococcal disease, including strep throat- Symptoms: fever, sore throat, and swollen glands in the neck. Excluded from school until 24 hours after treatment with an antibiotic has begun and the fever is no longer present. 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 for 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 readmittance.

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

IMMUNIZATIONS AND HEALTH RECORDS

All students must have proof of all required immunizations before attending the first day of school. If students/parents cannot provide documentation that the student has met the immunization requirements, the students will be excluded from attending school until the requirements are met. A new medical exemption form (Form B) must be submitted yearly for those students being medically exempt from certain immunizations. All required health forms must be on file to complete registration.

LEAVING SCHOOL - ILLNESS OR INJURY

In case of illness or injury in which it does not seem advisable for the student to remain in the classroom, parents will be immediately notified to come to school to pick up their student. Pick-up should be done as quickly as possible. Please be sure to keep contact information up to date. When the parent is not available by phone, the emergency numbers provided by the parents will be used, and that person will be asked to pick up the student.

MEDICATIONS AT SCHOOL

We follow the Guidelines for Medication Administration in Kansas Schools. Parents are encouraged to arrange for medication to be given outside school hours. If this is not possible, students may bring prescribed medication, in its original container only marked with the student's name. Medication must be accompanied

by a “Medication at School” form and signed by a parent and the physician. Annual renewal is required.

Written request of the physician is required for:

- Sitting out of recess or PE.
- All medication to be administered, including ANY “over the counter drugs” such as Tylenol/Ibuprofen and cough drops. Details of medication guidelines and a form for requesting administration of medication are available in the health room and school office, and at registration.
- All student medication, including over-the-counter medications, MUST be kept, and administered through the nurses’ office. Parents are allowed to come to school and give the medication themselves if that is their preference.

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 EXAMS

- As required by Kansas law, all children entering kindergarten and new students under the age of 9 years, who are attending a Kansas school for the first time, will need a school entry physical completed by a licensed Kansas physician within 12 months prior to the first day of school.
- All new students to St. Anne must also present a current health/physical exam form signed by a physician. Documentation of the physical must be provided to the school prior to attending.
- Physical Exam forms will be available in the school office and health room. Physicals performed by a chiropractor are not accepted.
- Middle school physical exams required for sports participation are the responsibility of the school office.
-

SCREENINGS

All accredited schools in Kansas are required to provide health screenings. These screenings will be scheduled during the school year. All students will be included in these screenings unless we receive a written request from the parents that their children be exempted. Opt-out option will be available during pre-registration.

- Vision – (K, 1, 3, 5, 7, new students, and students who failed the screening the previous year)
- Hearing – (K, 2, 5, 8, new students, and students who failed the screening the previous year)
- Dental – Screening is offered for all students and is performed by local out-reach clinic.

Parents or teachers may request vision and/or hearing screening for students in other grades on an individual basis.

GENDER DYSPHORIA

Every child is loved by God and therefore deserves respect and protection in a Catholic school. Especially at a young age and in schools, it is important that our children understand the depth of God’s love for them and their intrinsic worth and beauty. Children should always be and feel safe and secure and know they are loved. (See Student Bullying and Harassing Policy 408a). Children, youth, and parents who are struggling with gender dysphoria deserve compassion, sensitivity, and respect. All of these can be expressed without infringing on the legitimate concerns about privacy and security on the part of the other students and parents.

All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies;

GENDER DYSPHORIA Cont.:

the use of changing facilities, showers, locker rooms, and bathrooms; titles, names, and pronouns; and official school documents.

Pastoral care will be available to assist the family in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school will provide or direct the family to appropriate counseling services. If the matter is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

GRADES - REPORT CARDS

Report cards will be sent home at the end of each quarter through email as listed on the school calendar.

GRADING SCALE

A+	100-99	A	98-94	A-	93-92
B+	91-89	B	88-86	B-	85-83
C+	82-80	C	79-77	C-	76-74
D+	73-71	D	70-68	D-	67-65
F	64				

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.

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 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.

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.

MAKE-UP WORK:

The school will provide make-up work for absences. Students should visit their teacher when they return to school about their missed work. As a general rule, students will be allowed one day to make up assignments for every day absent. Students absent more than three days, though, should visit the teacher to work out an arrangement for completing the work. For long term illness situations, parents need to visit the principal. Homework is not given prior to an absence.

LATE WORK POLICY:

For assignments turned in late, the following structure applies: K-5: 10% will be deducted from the grade. For grades 6-8, 15% of the grade will be deducted. The classroom teacher will specify the deadline when an assignment will not be accepted for credit.

LATCHKEY

The Latchkey program begins August 16th 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, time for study hall/homework, and physical activities. A one-time registration fee of \$15 per student, or \$20 per family, and \$5 a day per student will be charged. Latchkey will be located in the gym or playground. On days of 12:30 dismissal and faculty meetings, there will be **NO After School Latchkey provided.**

- Only people listed with pickup permissions listed on PowerSchool will be allowed to pickup students from latchkey. Pickup person is required to step out of their vehicle.
- Eye contact and a wave must be exchanged with the teacher before students are dismissed. Teachers are required to have visual confirmation of the person picking the student up.

For the safety of our students, all students who are still on St. Anne property after 3:30 p.m. will be sent to latchkey/gym and parents will be called and billed for the time accordingly.

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.

LOCKERS

Lockers are to be kept clean and orderly. Valuable should not be stored in lockers. No decals or pictures are to be pasted on lockers. Lockers are subject to inspection by the administration. Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing student and school values. Sixth grade students will be issued a locker to use each year.

LOST OR STOLEN ITEMS

St. Anne Catholic School is not responsible for lost, stolen or damaged items. Personal and valuable items should be left at home. All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. Students can check lost and found box or with the office if missing items. Unclaimed Items may be donated to the needy.

MONEY

We discourage all students from carrying money on their persons during school hours. We are not responsible if it becomes lost. No items or food should be bought or sold at school.

PARTIES AND INVITATIONS

Classroom Parties

- **Scheduled Parties:** Two classroom parties will be held during the school year: a fall party and a Valentine's Day party.

Invitations

- **Outside Events:** Invitations for outside events, such as children's birthday parties, should only be sent to school if there is one for each student in the classroom.

Birthday Treats

- **Arrangements:** Parents wishing to send treats for their child's birthday should make arrangements with the classroom teacher in advance.
- **Guidelines:**
 - Soda pop is not allowed as a birthday treat.
 - Small, inexpensive treats are encouraged.

Personal Deliveries

- **Special Occasions:** If parents choose to send something personal for a special occasion, it should be delivered to the school office. Notification will be sent to the student to pick it up at the end of the day.

ROOM PARENTS

Role of the Head Room Parent

- **Coordinate Events:**
 - Organize two classroom parties.
 - Arrange special faculty luncheons and coordinate recess duty on these occasions.
 - Possibly coordinate events for Teacher Appreciation Week.
- **Specific Grade Responsibilities:**
 - **1st Grade:** Coordinate the First Communion reception in conjunction with the teacher.
 - **7th Grade:** Coordinate the 8th-grade promotion and reception in conjunction with the teachers.
- **Collaboration:** Head Room Parents can share duties with a Co-Head Room Parent to distribute responsibilities throughout the school year.
- **Teacher Coordination:** Always check with the classroom teacher before planning any parties or events to avoid conflicts with lessons or testing.

Role of the Room Parent

- **Event Assistance:** Assist with preparing items or working at a party or event when requested by the Head Room Parent.
- **Rotation of Duties:** Not all Room Parents may be contacted for every event. If you are not contacted for one event, you will be contacted for the next, ensuring all parents have the opportunity to participate.
- **Teacher Coordination:** Always check with the classroom teacher before any planning occurs to ensure alignment with classroom activities.

MASS

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.”

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

Arriving at Church

- **Be on Time:** Arrive early to find a seat and prepare mentally and spiritually for Mass. Entering after Mass begins distracts the congregation.
- **Entrance Conduct:**
 - Make the sign of the cross with Holy Water at the entrance, reminding you of your Baptism.
 - Maintain silence, no chewing gum, and respect those already praying.

In the Pew

- **Genuflection:** Genuflect before the Blessed Sacrament when entering and leaving the pew as a sign of reverence.
- **Seating:** Move to the center of the pew to allow others to sit easily. Always begin by kneeling and making the sign of the cross, even if Mass has started. Clear your mind of distractions and reflect on the significance of the Mass.
- **Prayer and Preparation:** After personal prayer, you may be seated while awaiting the beginning of the liturgy.

During Mass

- **Hymns and Prayers:** Join in the opening hymn and be ready for the introductory prayers, including the penitential rite to seek pardon and mercy.
- **Listening to the Word:** Be attentive during the readings and Homily, listening with both mind and heart. Consider following along with the readings in the missalette.
- **Eucharistic Prayer:** The most solemn part of the Mass begins with the Offertory. After the Holy, Holy, Holy, the entire congregation should kneel for the Consecration. Remain kneeling until the Eucharistic prayer is concluded, moving only in emergencies. If returning to your pew, kneel immediately.

Receiving Holy Communion

- **Approaching the Altar:** Approach with profound reverence and bow before receiving Communion.
- **Receiving Communion:**
 - **In the Hand:** Place one hand over the other, open flat, ensuring your hands are clean.
 - **On the Tongue:** Open your mouth and extend your tongue reverently.
 - **Response:** Always say “Amen” in response to the Eucharistic Minister.
- **Post-Communion Prayer:** Kneel upon returning to your pew for prayer, thanksgiving, and meditation.

Concluding Mass

- **Recessional:** After the priest reposes the Blessed Sacrament in the Tabernacle and asks the congregation to rise, join in the closing prayer and the recessional hymn.

SAFETY DRILLS & STORM ALERTS

We are required by the state of Kansas to conduct four fire drills a year and a minimum of two 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 snowstorms, 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.

SCHOOL SAFETY PATROL

For the safety of students, safety patrol officers will monitor the crosswalks in the parking lot, on Regal and in the parking lot. 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 always show respect and courtesy toward our patrol officers and to stress parking lot safety.

TECHNOLOGY

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. Neither the staff nor students are allowed to bring software from outside the school to be used on the computers or copy software for use outside of the 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.

Technology cont.

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

We have a zero tolerance policy for Cyberbullying, regardless of where it occurs. “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.

Artificial Intelligence (AI)

The Technology Committee at the Catholic Diocese of Wichita values the use of Artificial Intelligence (AI) to support educational excellence. We recognize the potential benefits AI offers in enhancing learning and assisting teachers. However, we are currently cautious about its implementation in our classrooms and have established the following guidelines for its use:

1. Student Use of AI:
 - Students are not permitted to use AI to complete homework or assignments.
 - Students using AI to complete assignments violate moral codes and will be disciplined according to existing policies on Academic dishonesty.
 - AI may be used to understand concepts, but not to solve problems or complete tasks.
 - Parents may use AI to help students understand problems but should not solve problems for them. It is recommended that the teacher is contacted first.
2. Teacher Use of AI:
 - Teachers are allowed to use AI tools as long as they adhere to the Acceptable Use Policy.
 - No personally identifiable information (PII) of students or staff members is permitted to be used with AI tools.

Google Workspace for Education Notice to Parents and Guardians

St. Anne Catholic School leverages Google Workspace for Education to foster an enriched learning environment, offering essential tools like Gmail, Docs, Classroom, and more. This brief outlines the nature of personal information Google collects and its application within our students' accounts for educational endeavors.

- **Core Services:** Students engage with services including Assignments, Classroom, Drive, and Docs, integral for educational tasks. These platforms operate without ads, safeguarding personal information from advertising use.
- **Additional Services:** Subject to consent, students can access supplementary Google services, such as YouTube and Maps. Advertisements within these services are not tailored based on the personal information of K-12 students.
- **Privacy and Data Use:** Google's collection of data, such as account specifics and interaction metrics, is aimed at service enhancement. This information is strictly non-utilitarian for ad targeting within Core Services. Conversely, Additional Services refrain from personalizing ads based on student data.
- **Sharing and Disclosure:** Data sharing is confined to educational contexts and contingent upon consent. Google might also disclose information for legal compliance or through external processing, adhering to rigorous privacy protocols.

Consent Implications: Absence of consent precludes access to Google Workspace for Education, significantly hindering your child's capability in academic collaborations and assignments.

Important Note: If consent is not provided on PowerSchool, a mandatory meeting will be scheduled with the Technology Coordinator to discuss the matter. If no resolution is reached, the issue will be escalated to include the Principal. As St. Anne Catholic School heavily relies on Google Workspace for Education, and much of our learning is conducted through electronic means, it is crucial to have parental consent regarding student data usage.

For further inquiries or information, please contact [the school](#).

TEXTBOOKS

Students will be held responsible for lost and/or damaged textbooks and library books. Books should come to school on a daily basis

VIRTUS TRAINING

All adults eighteen or older who have or will be volunteering at the school or parish and will be working with children are required to attend Virtus Training before beginning involvement with children.

This includes all staff, coaches, scout leaders, tutors, PSR teachers, Confirmation leaders, youth leaders, nursery volunteers, Room Parents, Field Trip drivers, and any other volunteers who work regularly with minors. 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.

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.

All volunteers must be VIRTUS trained.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

Athletic Eligibility Policy: Participating in athletics and extra-curricular activities such as band, Religion Bowl, Scholar Bowl, and other clubs is a privilege and is secondary to the spiritual and academic progress that a student maintains in school. Besides the students' spiritual and academic interest, this policy is concerned with how St. Anne Parish Catholic School is represented by the student. With that in mind, this eligibility policy will be followed for the duration of the school year.

Rules and guidelines are given to participants and are expected to be followed. All extra-curricular school related activities must first be cleared through the principal. These programs are made possible by the fees paid by each participant.

Athletic Competition: To participate in sports, or any competition that represents our school, a student must:

- Maintain a minimum 70% grade in all classes, including music and Physical Education AND
- Be in good standing in classroom and school conduct.

St. Anne Parish Catholic School participates in the Catholic Schools Athletic League (CSAL)

Academic Probation:

- Initial grade review begins two weeks after the season begins.
- Any student who has not maintained a 70% for this first review will be placed on academic probation.
- Grades are checked weekly after the initial review; 70% or higher is required to participate.

Consequences:

- A student on academic probation will be able to participate in practices and can attend games but cannot suit out or participate in the games during the probationary period.
- Once the student is no longer on probation, he or she may return to the team for full participation in practices and games.
- There is no limit on the number of times a student can be on academic probation.

Conduct Probation: This type of probation is based on issues of respect, following rules and general disciplinary record of the student.

- A suspended student may not participate in practices or games for the duration of the suspension.
- A second suspension will mean dismissal from the team.
- The principal will determine the appropriate consequence for conducting probation.
- **A student who receives a conduct probation twice will be dismissed from the team.**

CATHOLIC SCHOOLS ACTIVITIES LEAGUE SPORTS CODE

ARTICLE I

The mission of the CSAL will be to provide the opportunity and privilege for the students at 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

Principals will conduct grade checks weekly beginning three weeks after each nine-week period begins.

If a student has a cumulative grade of “F” in any subject area at this time, he/she will be ruled ineligible for at least the next week. While ineligible, students will be allowed to participate in practice, but not in games, contests, or meets. They can attend the games, but not be in uniform. If a student receives a second “F” grade at any time after this first ineligibility period, he/she may be ineligible for the remainder of that sport season. Each member school has the right to expect students to perform to their highest academic ability, and principals have the option to make students ineligible for not doing so.

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:

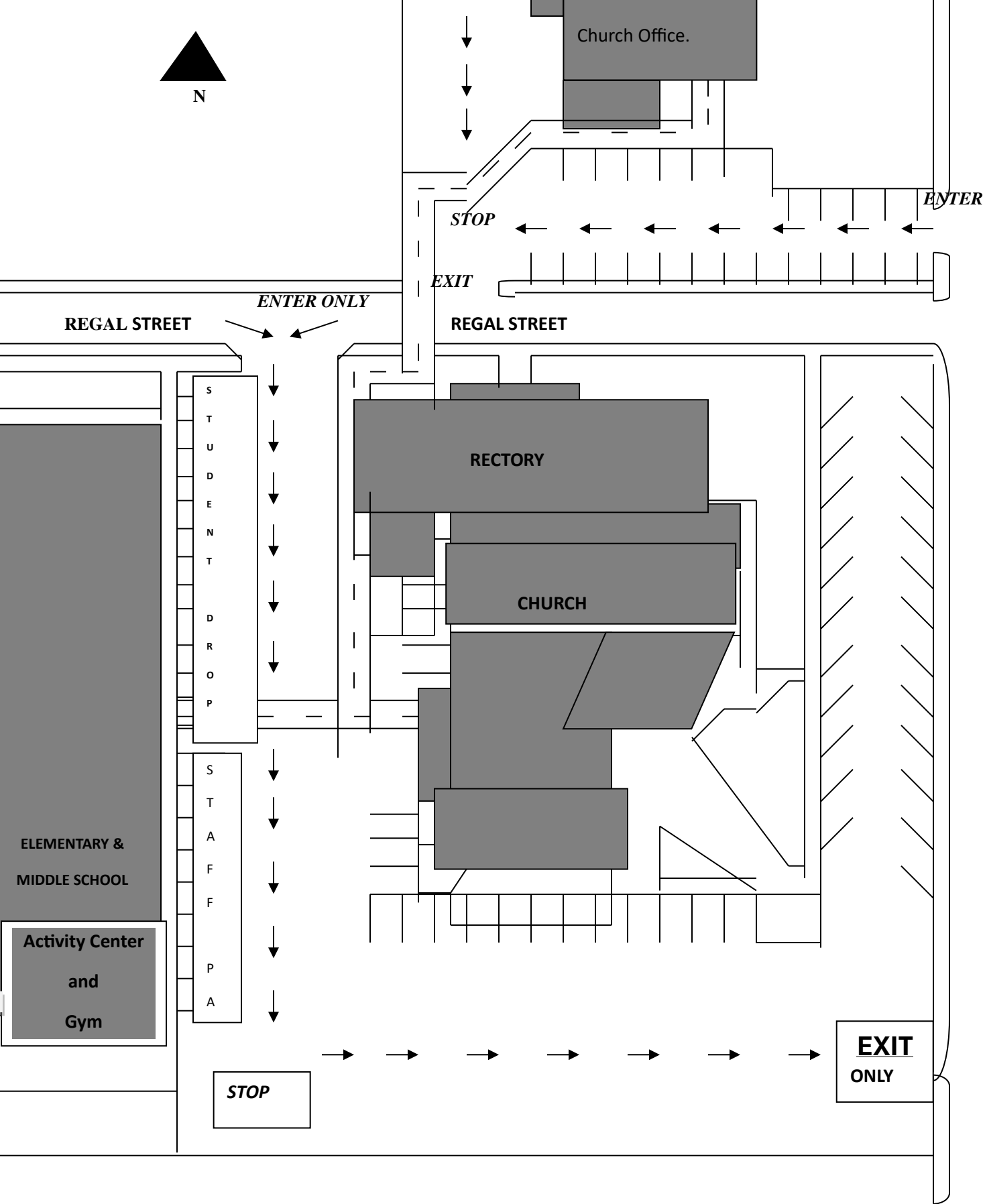
1. Your team’s coach
2. Athletic Director
3. Principal

The Athletic Director works as an administrator 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. Only students who have attended school for at least a half the day will be allowed to practice or participate in contests, games, or events. (A school may apply this rule to Friday attendance for Saturday events). The school principal must approve exceptions to this rule.
2. Vulgar, rude, or obscene language will not be tolerated in a match, game, contest, or at any practice, other athletic event, or function.
3. Student athletes with a conduct grade less than a "C" may be suspended from play regardless of the other academic grades received.
4. Only student athletes who have current physical examinations on file in the elementary school office may practice or participate in an athletic event.
5. Student athletes will dress modestly for practice, games, or meets.
6. 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.
7. 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.
8. The Coaches Committee will be contacted as pertaining in Article IV of CSAL rules.





Change Log:

(2024)

- **Admission & Finance Policies:** New requirement: Students transferring to St. Anne must provide a report card, Baptismal certificate, and First Communion certificate. Updated emphasis on stewardship requirements and potential consequences for not meeting them.
- **Arrival & Dismissal:** Time adjustment: Minor adjustments to the drop-off and dismissal times. Fee increase: Daily fee for the Latchkey program increased from \$3 to \$5.
- **Cell Phones and Electronic Devices:** Policy change: Cell phones must be turned into the teacher at the beginning of the day instead of being kept in the student's book bag. Confiscation policy: Confiscated phones now require a mandatory detention for return.
- **Dress Policy:** Hair: Clarified that no highlights are allowed.
- **Emergency Contact Information:** Requirement addition: Specific required information to be kept on file in case of emergencies, including custodial parent names, addresses, phone numbers, emergency contacts, physician's information, and medical alerts.
- **Field Trips:** Virtus Training requirement: All volunteer drivers must have Virtus Training. Reinforced policy: No stops during field trips unless in an emergency.
- **Homework Policy:** Late work policy addition: K-5 (10% grade deduction), 6-8 (15% grade deduction) for late assignments.
- **Latchkey:** Updates to cost and added safety measures during pickup, parents must exit vehicle and make eye contact.
- **Safety Drills & Storm Alerts:** Additional drills: Included three lockdown/crisis drills along with four fire drills and two tornado drills.
- **School Safety Patrol:** Reinforced necessity: Emphasis on the importance for parents to respect and support the safety patrol officers.
- **Technology Policy:** Detailed unacceptable behaviors: Added specifics such as accessing inappropriate websites, using unauthorized devices, and violating intellectual property rights.
- **Parties and Invitations:** Formatting update: Made the section easier to read while maintaining the content.
- **Room Parents:** Formatting update: Improved readability by using bullet points for clarity.
- **Church Etiquette:** Formatting update: Enhanced the readability of the etiquette guidelines for church.
- **AI Usage:** New policy: Added the school's stance on AI and allowed usage.
- **Google Workspace for Education:** Notice addition: Included a notice to parents and guardians about the implementation and usage of Google Workspace for Education.

DISCRIMINATION POLICY

(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)