

MCS Handbook - Table of Contents

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Magdalen Catholic School opened in 1951 under the direction of Dominican sisters who shaped a proud tradition of integrating faith and knowledge.

It is a priority on all grade levels to have excellent communication with parents. We offer a strong emphasis on serving the diverse needs of our students. Another priority is that all students feel safe at school, physically and emotionally.

Please read the handbook carefully, since each year there are changes and additions.

Our efforts are unified in the goal of leading all our students to be faithful stewards and disciples of Christ.

In Christ Jesus,
Rev. David Marstall
Mrs. Jennifer Patterson, Principal
Mr. Tom Angelo, Assistant Principal

Magdalen Catholic School Mission

Accompany families. Grow Disciples. Inspire lifelong learning.

Diocese of Wichita Mission

Together with the family, the parish and each other, we will form each student into a disciple of Jesus Christ seeking the Truth, growing to love it, and learning to live it.

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 to 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 and each of which has 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 and responsible, compassionate and just toward others.
- Demonstrate the knowledge, skills, and desire to continue to learn successfully in middle school or 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, science, and fine arts.
- Utilize appropriate technology to access and communicate information.

Statement of Policy

The following portion of the handbook is meant to give you as much detail on school policy and guidelines as possible. Although it would be impossible to have a "policy or rule" for every situation that may occur during the school year, the administration reserves the right to make the final decision on any situation that may occur during the school year. It is our desire to have a good working relationship between home and school.

Inclusion of Students

Magdalen Catholic School is committed to the inclusion of our students with disabilities to the maximum extent possible with our available resources. If a student has a documented disability as diagnosed by a psychologist, physician, or public-school comprehensive evaluation, parents should contact administration and the Learning Strategies Coordinator and provide the documentation. The Learning Strategies Coordinator will set up a meeting to write an Individual Learning Plan (ILP) if deemed appropriate. If a student is having challenges but has no diagnosis, parents can contact the Learning Strategies Coordinator to set up intervention and discuss steps for evaluation. Magdalen may request parents utilize public school services or outside tutoring resources if we are unable to provide for the needs of the student for the entire school day.

Partnering with parents is central to our policy and critical for student success. Parents are part of developing the initial ILP and thereafter are invited to review their child's ILP twice a year at conference time with the classroom teacher. If students are receiving intervention in reading or math, progress monitoring will be ongoing, and data will be shared with parents at least twice a year.

The Resource Room is staffed full-time and is available for students who need testing accommodations and modifications in accordance with the ILP. In addition, Magdalen classroom teachers are expected to make reasonable accommodations and modifications to meet the needs of students with disabilities in the classroom. The

Learning Strategies Coordinator is available to consult with students, teachers and parents to help design interventions for success at home and school.

School Council

The School Council serves in an advisory capacity to the pastor & school administration.

In conformity with Church law and policies of the Diocese of Wichita Board of Education, the Council assists in planning and evaluating school policies and programs, especially strategic planning. School council members serve a three year term.

2026-2027 School Council Members

Rev. David Marstall, *Pastor*
Mrs. Jennifer Patterson, *Principal*
Mr. Tom Angelo, *Assistant Principal*
Mrs. Leah Krueger, *Chair*

Please see the Magdalen website for an updated list of School Council members.

School Council Meetings

Meetings are usually held on the fourth Wednesday of each month. Meetings involve strategic planning and immediate concerns. Meetings begin at 5:00 p.m.

School Council Agenda

Agenda items from non-council members must be submitted in writing ten days prior to meetings. The principal and council president determine final agenda items.

Faculty and Staff

Pastor - Rev. David Marstall
Parochial Vicar - Rev. Miles Swigart
Parochial Vicar - Rev. Kyle Demel
Deacon – Jeff Jacobs

Principal - Mrs. Jennifer Patterson
Assistant Principal – Mr. Tom Angelo

PSC & Registrar - Mrs. Anne Lutz
Secretary - Mrs. Tracy McKinney
Counselor - Mrs. Dannon Jones
Nurse - Mrs. Carla Burgardt

All Day PK – Miss Emily Stoltz
PS & PK - Mrs. Megan Jantzen
PS & PK – Mrs. Molly Jones
KA – Mrs. Lisa Kuchinskaskas
KB - Mrs. Tina Collins

IA - Mrs. Jennifer Locke
IB - Mrs. Kristin Jessen

2A – Mrs. Elizabeth Phan
2B – Sr. Cora Marie
3A – Mrs. Bonnie Moore
3B – Mrs. Victoria Magwire
4A – Miss Ashley LePage
4B – Mrs. Macy Bartel
5A – Mrs. Ashley Doty
5B - Mrs. Stacey Penaloza

MS Soc. St. – Mr. Rob Rodriguez
MS Math – Mrs. Hollyn Cordell
MS Math - Mrs. Kristin Degenhardt
MS Language Arts - Mrs. Kayla Cure
MS Language Arts – Mrs. Chelsea Mellinger
MS Religion - Mrs. Terry Bolinger
MS Science – Mr. Cody Fox
MS Spanish - Mrs. Alexandra Sherwood

Physical Education - Mrs. Terri Hessman
Technology – Mrs. Chelsea Whitehead
Reading Specialist/Art - Mrs. Amy Klein
Library/Tier Specialists- Mrs. Becky Sullivan
Music – Mrs. Jacki Gimino
Learning Strategies Coordinator – Mrs. Beth Shepherd
Resource Room – Mrs. Ann Warren
Resource Aide - Mrs. Lisa Spicer
Reading Resource Teacher – Mrs. Kalyn Swenson
Reading Resource Teacher – Mrs. Jill Bouwens
Math Resource Teacher-Mrs. Monica Moravec
Aide – Tiffany Cohlmlia
Aide – Samantha Hallacy
Aide - Emily Hamilton
Aide - Denise Linnebur
Aide - Christy Waner
Aide - Joanna Mundy
Aide - Pat Malcolm
Aide - Gloria Miller
Aide – Ginger Oliver

Kitchen Manager- Kay Hallacy
Food Service -. Linh Truong
Food Service – Mame Dick
Food Service – Donna Oestmann
Food Service - Xuan Pham
Lunchroom Aide – Shelby Crowley
Extension Program Director –

Facilities Manager- Mr. Nathan Rausch
Maintenance - Mr. Darich Brian
Maintenance - Mr. Louis Herold
Athletic Director – Chris Duncan

To contact school staff members, call the school office or send an email. Each staff member's email is: first initial last name@magdalenwichita.com. To contact the pastoral staff, call the parish offices. Please arrange appointments in

advance whenever possible. Teachers are not available for meetings during instructional time.

Accreditation

Magdalen Catholic School is accredited by the state of Kansas.

Parent Teacher Organization (PTO)

The mission of the Magdalen PTO is to promote cooperation and communication between parents, teachers, school administration and the school; and to ensure a quality Catholic education for all the students.

PTO Meetings and Activities

The PTO considers every meeting an at-large meeting. Everyone is welcome. Each year the PTO coordinates volunteers for the school, raises money for school needs, and sponsors many school events. Terms for officers are 1-2 years.

Every parent is a member of PTO.

2026-2027 PTO Executive Board

Co-Presidents – Heather Boss and Marissa Whitfield
Co-Vice Presidents - Andrew Mulkey and Nick Metcalf
Secretary - Laura Armour
Co-Treasurers - Sylvia Duncan and Jake Siegrist

School Hours, Policies and Information

3-year-old Preschool is from 7:45am-10:45 am
4-year-old Pre-K (1/2 day) is from 12:10 pm-3:15 pm
All Day Pre-K thru 8th Grade is from 7:45 am-3:20 pm

Academics

The core curriculum of each grade level includes religion, math, language arts, social science, and science. There are also classes in PE, library, handwriting, technology, music, and Spanish.

Letter grades are given starting in third grade. As recommended by the diocese, K-2nd grade students are evaluated with ratings based on a checklist of outcomes.

Each teacher sends a letter home to parents at the beginning of the year, explaining the details of their grading system.

Grading scale

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

Grade points for GPA

A+ = 4.0	B+ = 3.9	C+ = 2.9	D+ = 1.9
A = 4.0	B = 3.1	C = 2.1	D = 1.1
A- = 4.0	B- = 3.0	C- = 2.0	D- = 1.0

Classes that meet only one or two days per week are weighted less than the core curriculum classes.

Homework

The purpose of homework is to give students additional practice on basic skills and memory work, develop self-discipline, establish a habit of independent reading and thinking, and strengthen the bond between home and school.

For primary level students, homework requires adult assistance. By 3rd grade, students should do homework independently for the most part. Parents at all levels should monitor the completion of homework. If a student is struggling, parents should be more involved with redirecting and correcting homework. Students should spend approximately 10 minutes of homework per night times the grade they are in. For example, 1st grade is 10 minutes a night; 2nd grade is 20 minutes a night; 3rd grade is 30 minutes a night, etc.

PowerSchool Access

An ID and password is assigned for each student in K-8. Attendance and demographic information can be accessed for students in grades PS-8. Grades can be accessed for students in 3-8.

Instructions For Accessing PowerSchool:

* Log on to www.magdalenwichita.com and click on PowerSchool or <https://cdowk.powerschool.com/public/>.

* You will see a pop-up: **PARENTS: We have enabled a feature called Single Sign On (SSO). If you have not created your SSO account yet please do so by clicking "Create Account."** Click OK.

* Select **I am a Parent/Guardian/Other**.

* **If you have already set up your account**, enter your **User Name and Password** (use the parent's User Name and Password, not your child's). Your child's page will open.

* **If you have not set up your account**, you must have your children's IDs and Passwords available and you must click **Create Account**.

1. Enter your **Name, Email, Desired User Name, and Password**. Then enter the **Students' Name and their IDs and Passwords**. Choose your **relationship to your child**.
2. Click **Enter**. Your child's page will open.

If you have questions, please call the school office.

Magdalen Catholic School 2026-2027

Updating Information in PowerSchool

Addresses, phone numbers, etc. can be updated by the parent, by following these instructions:

- Log on to your child's page
- Select "Demographic Change" icon
- Update any information that has changed or is missing
- Make sure that all phone numbers follow the 000-000-0000 format.
- Click on the SUBMIT button at the bottom of the page when all changes and corrections have been made.

Parent-Teacher-Student Conferences

Conferences are held at the end of the first quarter and the middle of the third quarter.

- **Fall conferences are mandatory for grades PS-8.**
- **Spring conferences are mandatory for grades PS-8.**

In addition to scheduled conferences, parents are encouraged to visit with teachers whenever they have questions about their child's progress, relationships, or behavior at school.

Promotion to Next Grade and High School

Promotion to the next grade is based on achievement, maturity, and attendance. Because of space limitations, acceptance standards for diocesan high schools are becoming more stringent.

Retention and School Placement

The following steps are taken when a student is being considered for retention:

- The classroom teacher brings the possibility of retention to the parents' attention.
- Classroom teacher documents remediation. Special education services may be considered.
- The parents are involved in the decision-making process, although the school makes the final decision. If a student is retained, they are encouraged to attend summer school.
- If it is the professional judgment of the staff that Magdalen cannot adequately serve a student, parents are notified and a conference is held to discuss options.

Summer School

Summer school is mandatory for students in grades K-8 who do not meet standards on the state assessments, score more than one grade level below on a standardized test such as Fast Bridge, fail a class at semester, or do not meet diocesan attendance requirements. Current diocesan policy requires 10 hours of remediation to address the above deficiencies. Faculty will work to alert parents of the possibility of summer school as early as possible, however, some standardized scores are not received until May. Every effort

will be made to communicate in a timely manner with parents. Health conditions and IEP's will be taken into account for summer school modifications.

Student Competitions

The *Spelling Bee* and *Religion Bee* are held in January. All 5th and 6th grade students have the opportunity to compete in the *Diocesan Battle of the Books*. The meets are held in March and April. All 7th and 8th grade students have the opportunity to participate in the *Scholars Bowl*. It is an academic competition that has several meets during the school year. The *Diocesan Religion Bowl* is held during Catholic Schools Week for 7th and 8th grade students.

Technology

All students learn to use computers in both the lab and classroom. Microsoft office, Internet (including Google Classroom and Google Drive) are the main tools used by students. We strive to integrate technology as a tool for learning, a way to share faith and values with the others in our local and wider communities, and to express knowledge & creativity through presentations.

All students K-8 and parents must sign an agreement regarding appropriate use of the Internet at school. Students use the Internet only with direct faculty supervision.

Students in grades 6-8 will be issued a school owned Chromebook to be used throughout the school year. Parents and students are expected to be familiar with the agreement and responsible for all components of the Chromebook.

Standardized Tests

Our students take several standardized tests.

Fast Bridge: Grades K-8

Kansas State Assessments:

Reading and Math - Grades 3-8

Science - Grades 5 & 8

Social Science - Grades 4 & 7

Diocesan assessments as required (Music, PE, Technology, and Fine Arts) - Grades 2-8

Textbooks, Library Books, Property

Students are responsible for all books and supplies issued to them, including agendas.

If school materials become lost or damaged, the student is required to pay for replacement. Students must pay for the replacement or repair of school property that they damage, lose, or destroy.

A.P. Tutoring

Alphabetic-phonics tutoring (for students with learning differences in reading and language) is available with a Magdalen faculty member or through direct contract with professional language therapists.

Admission and Fees

Order of Admittance

Pre-School through 8th grade share the same Order of Admittance.

1. **Children with siblings in K–8 currently attending Magdalen**, with a demonstrated history of active stewardship and regular Mass attendance.
2. **Magdalen children without siblings in K–8 currently attending Magdalen**, with a demonstrated history of active stewardship and regular Mass attendance.
3. **Catholic children from another parish without a school**, with siblings in K–8 currently attending Magdalen, and with a history of active stewardship and regular Mass attendance.
4. **Catholic children from another parish without a school**, with no siblings in K–8 currently attending Magdalen, and with a history of active stewardship and regular Mass attendance at their parish.
5. **Non-Catholics**
6. **Pastor makes the final decision.**

Pre-school and pre-kindergarten enrollment does not automatically hold a place in pre-k or kindergarten. Parishioners who practice their faith and who keep their stewardship commitment have equal opportunity. Split family enrollment is decided on a case-by-case basis with final approval from the Pastor.

Frequently Asked Questions:

1. **“What is the first step?”** Catholic parents are expected to be registered in their parish, actively practicing their faith by attending Mass each Sunday, and participate as active stewards. An application must be on file with the school office, and a stewardship form must be on file with the parish office.
2. **“Who is a Magdalen parishioner?”** A Magdalen parishioner is a Catholic who is properly registered at Church of the Magdalen.
3. **“What is my stewardship commitment?”** Families must maintain an active record of stewardship of time, talent, and treasure.
4. **“What if I belong to a different parish?”** Catholics registered in a parish other than Magdalen must make arrangements with their own pastor and parish office.

5. **“What if I am not Catholic?”** Non-Catholic families are charged tuition, payable monthly. Arrangements must be made through the parish office. Payments must remain current, with final payment due by May 1st.

Application and Registration Fee

1. Complete an “Application for Enrollment” to apply for initial admission.
2. The registration fee for each grade, per child is: **\$355**-grades K-1, **\$375**-grade 2-7 and **\$425**-grade 8 with a cap of \$1400 per family for grades K-8. After final approval of the pastor and principal, families will turn in an *enrollment form* with a non-refundable \$25 payment per child.
3. The K-8 registration fee includes money for Christmas and Halloween parties. The PS/PK activity fee does not include money for parties.

Screening and Documentation

Before final acceptance, each new student in grades K-8 must be screened by the school to evaluate appropriate placement and readiness. Documentation includes grades, test scores, discipline information and health records.

Entrance Age and Fees for Early Childhood

To enter kindergarten, a child must be 5 yrs. (K), 4 yrs. (PK), or 3 yrs. (PS) on or before August 31st. This is a requirement in the state of Kansas.

PS (3 yrs., 2 days/wk): \$112.50 Aug. & \$225/mo. Sep.-May
\$40/yr milk & \$50/year activity fee

½ Day PK (4 yrs., 5 days/wk): \$175 Aug. & \$350/mo. Sep.-May
\$90/yr milk & \$50/year activity fee

All Day PK (4yrs, all day): \$350 Aug & \$700/mo. Sep-May

After final approval of the pastor and principal, families will turn in an *enrollment form* with a non-refundable \$100 deposit per child. The deposit will be applied to the Aug. & Sept. tuition, which will be due on registration day. Tuition is due to the school office on or before the 1st of each month (October -May). August/September tuition will be due at registration. A \$20 late fee will be assessed for payments not received by the 15th of the month. Please put your child’s name on your payment so that proper credit is given to the intended account. Monthly tuition must be paid in full every month even if your child is absent due to vacation, illness, etc. If your account is not current by the end of the month, your child will not be permitted to attend class until the account is current and payment for the next month has been received.

End of Year Fees Owed

Any student with a lost Library book, unpaid fees for Latchkey and/or negative lunch balances will not be able

to participate in Field Day in May until fees are paid. The fee to replace a lost library book is \$20.

Attendance

Punctual attendance is an act of responsible stewardship by parents and students for their parish's gift of Catholic education.

Parents are to be reminded that the compulsory education law of Kansas requires students between the ages 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. Students must be present at school for the entire afternoon to participate in activities.

The school shall take attendance daily and maintain a record of all absences and tardiness. Parents should contact the school prior to an absence or tardy and request that their child be excused that day. **Please email attendance@magdalenwichita.com** to notify the office of any tardies or absences for your student. Please also include your child's teacher in the email to let them know of the absence or tardy. The school, however, retains the right to determine which absences and tardiness will be excused, which will not, and appropriate consequences for unexcused absences. The school should try to determine the reason for any absence on the day of the absence and keep a record of attendance until the close of the school year. **Every school has a policy for making up time lost due to tardies (see below).**

When an elementary or middle school student has missed ten sessions of any class in a semester or twenty sessions of any class in a year, the school *will* require the time to be made up, at parent cost, in a program approved by the school, and may retain the student in the same grade if lack of progress so indicates.

Students who have chronic health conditions that make regular attendance difficult should be substantiated in a Health Plan. Health plans must be renewed each year and signed by the student's physician, parent, nurse and administration for it to be valid. Absences and appointments related to the student's chronic health conditions should have documentation from the child's physician to be considered for attendance requirements.

Tardy Policy

As stated in the diocesan policy on attendance we are required to have a policy for making up time lost due to tardies.

Early Dismissal

If a student is being dismissed after 2:00, parents should notify the office. Once parents arrive on campus, please call the front office and students will be dismissed to you. We will not pull students out of class until parents have arrived on campus.

Tardiness is counted starting at 7:45 a.m. when the tardy bell rings. After 10:00, it is a half-day absence.

Repeated tardiness is a serious inconvenience to the class and teacher, an embarrassment for the child who is tardy, and eventually results in a truancy violation. Parents are contacted by e-mail if excessive tardies are a problem.

Grades K-8

After 5 unexcused tardies in a quarter, a lunch detention will be served in the office

Absence

Parents are responsible for notifying the school office before 8:30 a.m. if their child will be ABSENT. If the parent has not contacted the office, the office will call the home to check on the student. Students must check in and out through the office when arriving late or leaving early.

Please remember to communicate appointments with your children before they leave for school because we prefer not to disrupt class time for non-emergency messages.

A student is counted as absent if not participating in classroom activities during school hours. If gone one to three hours, it is counted as a half-day absence. Three or more hours is counted as a whole day.

Excused absences are when a student is unable to attend class due to illness, death in the immediate family, or other unavoidable situations.

Unexcused absences include trips or vacations. Missing school for family trips is strongly discouraged. It is impossible to fully recover the work missed. Although absences for recreational trips are not in the best interest of the student, notification will prevent the absence from being considered truancy. Please notify the school via attendance@magdalenwichita.com as well as your child(ren)'s teacher(s) at least one week in advance if a trip is anticipated. Please do not request assignments in advance for students who are traveling.

For unexcused absences: students may make arrangements with a classmate to pick up assignments such as worksheets or homework from textbooks. The teacher should not be involved in any matching up of classmates or deals that are worked out. That is 100% on the onus of the families. Students with an ILP, please notify Mrs. Shepherd so she can potentially help you and the child with extra time if

needed. Families are not to email teachers daily with questions or requests for work. Teachers will not respond to these emails. **Tests will NOT be given early.**

Truancy

In accordance with state law 72-3121, a student is considered truant if the child is inexcusably absent on either three consecutive days or five or more days in any semester. If truancy occurs, parents are contacted. If the situation is not resolved, the State Department of Child and Family Services (DCF) is notified.

Make-Up Work

Students who have been absent for any reason are required to make up the missed work in regular instruction. Students are responsible to obtain the work, complete it, and return it promptly. If a student is sick, they should NOT come up to school to pick up work. Teachers have up to 24 hours to get absent work together.

One day for each day of an excused absence is allowed for the completion and return of make-up work, unless other arrangements have been made with the teacher. If a student is present when an assignment is given, but is sick the next day, the assignment is due the day the child returns.

Make-up work for an unexcused absence:

The assigned work for the unexcused days is due the first day back. If there are worksheets or something that a child would not be able to get ahead of time, those worksheets will be given to the students the first day back and will be due the next day. If a test is scheduled the day the student returns the student will be required to take it. It is up to the student to get the work missed during the unexcused absence.

Make-up work cannot completely satisfy a day missed. The oral work and the board work are not recoverable.

With absences, a drop in grades may occur. Students who leave school for appointments are expected to obtain their work from a classmate and have the work done when it is due. Necessary books should be anticipated. Make-up work is not available in advance.

Middle School Late Work Policy

If a student does not have their assignment turned in during class time they have until 3:30 p.m. that same day to turn it in for 90% partial credit. Assignments turned in later will receive 64% of the original credit. After 5 days late, the assignment will be a zero. 6th grade will have a brief transitioning period. They will be able to receive 90% partial credit for assignments turned in one day late until after Labor Day.

Release During School Day

PARENT AND STUDENT HANDBOOK

Appointments should be scheduled outside the school day whenever possible. If this cannot be done, please let the office and the teacher know by a phone call, note, or email.

Once parents arrive on campus, please call the front office and students will be dismissed to you. We will not pull students out of class until parents have arrived on campus.

Child Abuse Reporting

Under the "Kansas Code for Care of Children," all professional staff, including priests, sisters, principals and teachers, and other employees of a school who have reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, are required to report such abuse to the State Department of Child and Family Services (DCF). Parents, teachers, and other adults who work with students (coaches, volunteers, room mothers, etc.) must attend a Virtus Training session and complete a Diocese of Wichita Abuse Policy Form.

Communication

Some communications are sent home with students. Normally, these are sent with the youngest PS-8 child in the family.

School Website

www.magdalenwichita.com/school

Please use the website to keep updated on our school. The calendar and other school wide communication, as well as individual teacher communication, is available on our website.

Social Media *Follow Us!*

Facebook: Church of the Magdalen

Instagram: Magdalen_wichita

"Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ." (Pope Francis' Message for the 48th World Communications Day [WCD], 2014.

We are incredibly blessed to be a part of our Magdalen Family – a family, united in faith, encouraging and supportive of one another, and working together to spread the mission of the Church to each other and within our greater community. As with any family, sometimes, conflicts arise. It is our hope that when conflicts happen, that we reach out to one another in dialogue to seek understanding and to resolve the situation in a manner that is faith based and helps each other to grow in our relationships with one another.

We have encountered some challenges in the arena of both parent and child use of social media in resolving conflicts in a way that is respectful, private, and faithful. With the

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approval of School Council, the following is a comprehensive policy to help all of us to be more aware of appropriate use of social media within our school and parish community. As a great reminder to all of us, we'd like to review what is stated currently in our family handbook, as well as some additional wording based on challenges we've faced:

Parents and/or students should make complaints through official school channels rather than posting complaints in the public arena of social media. We expect parents and/or students to respect the reputation of others and be responsible when using any social media tool with regard to Magdalen Catholic Parish School and Parish in any way.

The following examples are to be inappropriate uses of social networking sites by parents and/or students.

- Making allegations about staff, pupils, families at Magdalen Catholic School or any form of cyberbullying
- Making complaints about the school, staff, and families of Magdalen Catholic School
- Making complaints about Magdalen Catholic School policies, projects/assignments, school athletics and events
- Making defamatory statements about the school, staff, families at Magdalen Catholic School
- Posting negative/offensive comments about specific pupils, staff, families at Magdalen Catholic School
- Posting pictures, video which is negative toward pupils, staff, families at Magdalen Catholic School

This list is intended to provide examples only and is not an all-inclusive list of inappropriate use of social media.

Parents/guardians are also expected to monitor their children's online activity, including in relation to their use of social media and ensure their child(ren) are using social media in an acceptable way. When social media issues outside of school affect a child's learning environment at Magdalen, this becomes a disciplinary issue for administration to review.

When a post by parents or students is deemed inappropriate, the administration will request the post to be removed. A meeting with the administration and/or pastor will be required. Consequences for students can range from demerit to expulsion depending on severity of the situation. Depending on the severity of the incident on the part of parents, the family may be dismissed from Magdalen Catholic School. Administration and/or Pastor reserve the right to adjust this policy as needed.

When you have concerns, again, we ask you to

communicate directly with each other and us. For school concerns, please do not hesitate to visit with teachers and administration. Our goals are to listen, work together in cooperation, and arrive at a solution that is in the best interests of the child(ren). We ask you first to approach the teacher, next administration if you feel it remains unresolved, and finally the Pastor in the event of further concerns.

Thank you in advance for your assistance in helping the culture at Magdalen to be one which is faithful, positive, and cooperative.

School Messenger Voice Messaging, Email and Text

Most communication is done through "School Messenger" voice messaging and email system. It is very important to keep your data up to date in PowerSchool. Instructions are on page 3 - "Updating information in PowerSchool".

Parents and Teachers

When parents have a question or concern, they may contact a teacher for an appointment by phone, email, note, or leave a message in the office. Please allow 24 hours for teachers to respond to your call, email, note or message. We respectfully request that parents and students do not text teachers. **Interactions between staff and parents are always expected to be courteous and civil.** The principal should be involved if an issue is not being resolved.

When a teacher has a concern about a student, the parent will be notified by agenda, note, email, or phone.

Discussion of school concerns must be done outside of the school day so that teachers can give their full attention to teaching and supervision. For this reason, parents are asked not to go to classrooms during school time. You may find teacher office hours on their webpage.

For grades K-8, agendas are used as a daily communication between home and school. Grades K-5 may require a parent signature daily.

Parents and Principal

Parents may call or visit the school office to make an appointment to visit with the principal. It is most helpful to plan appointments at least one day in advance.

Anonymous Message Protocol

Only signed or in-person communication will be acted upon. Normally, no response (such as a return email) will be made to an anonymous message. When any employee or volunteer receives an anonymous communication, the principal must be notified and the communication given to her. Ordinarily, no one will be questioned or accused on the sole basis of an anonymous accusation. The chief

administrator will decide if circumstances warrant a different response (e.g. a bomb threat, threat to do bodily harm, or suicidal ideation). The administration will keep copies of all communication (written or electronic) in a confidential folder.

Items That Parents Deliver

Please do not take items directly to classrooms. Items that children forget, and are brought to school by parents, should be marked with the child's name and left at the office for delivery.

Sending Money to School

Money for lunches or other needs is to be sent in an envelope marked with the child's name and the purpose of the money.

Non-custodial Parents

In the absence of a court order to the contrary, non-custodial parents have the right to see academic records and other school-related information. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school an official copy of the court order.

Placement Into Classes

Class placement for your Magdalen student is varied each year. Our staff and administration discern many factors when placing children including male/female ratio, mixing different students each year, balance of abilities and personalities. Please be assured your child's best interest is our top priority at Magdalen Catholic School and much care is taken to select the best class for your child. Current teachers at each grade level collaborate together to build classes for the next school year. These class lists are then reviewed by our Core, nurse, counselor and resource room teacher, as well as specialist and tier teacher teams.

Frequently, parent requests are very disruptive to this process. While a parent's consideration is specifically for their child, the teachers and Core Student Intervention Team must consider the dynamic and optimal placements for the entire grade level. **For this reason, classroom placement requests should be made in person, by appointment, with the principal of the school and be considered for only extremely serious reasons. Written requests will no longer be accepted.** The extremely serious reason will be taken under consideration, but it will not guarantee placement in the requested classroom.

All meetings must take place before April 1st.

Student Records

Parents may see the office records of their child by request to the principal. Release of records is done only by mail to

the new school, by request of the school where the child is moving.

Discipline: Success with Accountable Behavior

Our guiding principle in discipline is to act in a Christian manner characterized by fairness and compassion. Students are expected to abide by school norms and accept consequences if they do not.

Rules are intended to promote Christian principles of conduct, good study habits, and safety. Signatures on the handbook agreement page indicate that parents and students have read this handbook and agree to abide by it.

School Rules for All Grade Levels

- Be quiet and walk in the building.
- Respect people and property.
- Cooperate with teachers and volunteers.
- Complete school work honestly and with your best effort.
- Use appropriate language.
- Go promptly home, to ride, or to the Extension Program after school.

Bullying and Threats

Bullying is defined as severe, persistent or pervasive behaviors that involve unwanted, negative actions, usually (but not always) occur repeatedly over time, and involve an imbalance of power. If a child is bothered by another child, he or she should inform the teacher right away. As soon as possible, the teacher will follow up on the report and take action as needed to resolve the conflict. A parent may also call to report bullying.

Instruction about bullying will occur throughout the school year for all ages. A school-wide anti-bullying program is used. Any behavior that is unwelcome and unwanted may be considered bullying or harassment. Behavior that appears to be illegal will result in a police call.

The Diocese of Wichita has a **Threats Policy**. All threats are taken seriously and acted upon promptly. Consequences include a possible police call, suspension or expulsion.

Bullying/Harassing Behavior

In Catholic schools, the faith community of students and adults should respect, protect, and share the God-given life, worth and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, the Diocese, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct.

Such behaviors can include, but are not limited to teasing, poking, biting, and hitting or extorting money, food, favors,

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or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression as well as social isolation and alienation. It includes, but is not limited to epithets, slurs, stereotyping, name-calling, sexually-suggestive, insensitive, unwanted, physical contact or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-sponsored event to come within the jurisdiction of the Diocese, if it is deemed to affect any one of the three conditions noted and articulated herein.

Behavior that targets an individual or group (or their relatives, friends, or associates) is harassment when it:

- has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;
- has the purpose or effect of unreasonably interfering with an individual's performance;
- adversely affects an individual's opportunities. (It is not necessary to prove that the victim was psychologically harmed or that the conduct was intentional.)

The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable and cannot be tolerated in Catholic schools as normal behavior or normal human development. At a minimum, they constitute bad manners and bad examples. Catholic schools include in its guidance program, education about bullying, harassment, and the consequences of such behavior. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

Grades 3-8, male/female physical contact is not allowed.

Items Not Allowed at School

The following are not to be brought to school: weapons of any kind (including toys), trading cards, toys, dolls, pets, electronics such as games, CD players, MP3 players, digital cameras, video recording devices, **any smart watch or device that can connect to the internet**, and any other items that are not appropriate at school.

Cell Phones

Cell Phone Use for Students: As per Kansas law, HB2299, electronic devices that interrupt the educational process, such as cell phones, and other smart devices, smart watches, headphones, earbuds, etc., may not be used or accessible to students from bell to bell. This includes passing periods, lunch period, in restrooms, in locker rooms, and during assemblies. Students are asked to leave phones at home or

in their vehicles. The exception to this policy would be for a student with a verified medical condition –such as a monitoring device-approved by principal. **Cell phones may not be used at any time inside or outside of the school building or during the school day until students are in their car.** Cell phones being used on campus will be taken to the office. The phone must be picked up in the office by the parent of the student to whom the phone belongs. If the cell phone is taken from the student a 2nd time in the same quarter, then a detention will be served prior to the cellphone being returned to the parent.

Substance Abuse

It is the policy of diocesan schools that substance abuse is not tolerated. If a student is in possession of illegal substances (including drugs, alcohol, tobacco or vaping device in any form), or is intoxicated at school, the consequence is a one to five day suspension out of school. During that time it may be required that the student receive a psychological evaluation from a school approved therapist, and a drug test.

Suicidal or Self-Harming Behaviors:

While Magdalen Catholic School expects all students to meet the behavioral standards, it recognizes that some students possess medical or psychological conditions that may affect functioning within the behavioral rules of this school. The school thus reserves the right to determine whether a medical or psychological intervention is necessary in order for the student to meet the minimal behavioral standards. If there is suspicion or evidence that a student is engaging in self-harming behaviors, the school will require a conference with parents, professional counseling and a medical or psychological evaluation. The student may also be placed on a contract that clearly identifies the behaviors of concern, the accompanying behavioral expectations, and the length of contract. If the student does not meet the behavioral standards after assenting to an intervention plan, or if the student violates the contract, the school may take disciplinary action up to, and including, suspension or dismissal.

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 for help with social, emotional, behavior, or academic issues. A variety of resources are available, some with sliding fee scales. In these cases it is required that the school be allowed to communicate with the counselor.

Success With Accountable Behavior (SWAB) School Wide Discipline Approach

Expected behaviors are practiced in a positive, structured manner using the “Love and Logic” philosophy of taking ownership for behaviors and resolving through redirection

and teacher guidance, as necessary. Positive rewards and meaningful consequences are systematically given at each grade level with consistency in verbiage and respectful expectations.

SWAB, K-4

Goals are set for students to attain. If a student does not meet the daily goals due to excessive reminder behaviors, parents are notified through email, phone call, the agenda or the teacher's chosen means of communication. The number of reminders and age-level expectations build gradually from year to year. Grades K-2 have a morning goal and an afternoon goal to attain; grades 3-4 have a daily goal to attain. Please see the grade-level handbook your child is currently in for specifics.

SWAB, 5-8

The demerit card is introduced during the 5th grade transitional year and utilized throughout middle school. The same "reminder" system is used, which can lead to a demerit (this replaces "losing a goal"). Demerits can also be given for other infractions (see Demerit section).

The benefits of a school-wide discipline approach include consistency and a safer, more orderly school. We emphasize the need for verbal and written apologies, and the value of "refocusing activities" in which the student is required to think through and write down what happened and what needs to change.

In addition to intrinsic rewards and motivators, rewards may also include recognition, compliments, a note or phone call from the teacher or principal, earning points or tokens to spend in "stores", perks, stickers, candy on occasion, helper privileges, and occasional extra recess or class party. **Consequences** for misbehaviors in the lower grades may include walking during recess, parent notification, and writing notes of apology. Actions may also include detentions, suspensions, or expulsion; these are generally applied in grades 5-8, but may be necessary with younger grades in some situations.

The 5-8 plan increases student responsibility for behavior. Demerits now accumulate by the quarter, and five demerits result in a detention. The behaviors & actions listed below generally are for 5th-8th, but students of all ages have similar behavior expectations and may be suspended or expelled.

Demerit

(accumulate by quarter for 6th graders; semester for 7th graders and yearly for 8th graders)

Five demerits or a single infraction could lead to a detention, depending on the severity of the behavior. Listed below are demerit behaviors:

- taking the Lord's name in vain
- disrespect at Mass

- 2 reminders
 - disruption
 - late for class or not prepared for class
 - hallway misbehavior
 - lunchroom or playground misbehavior
 - disrespectful to classmates
 - candy or gum
 - misuse of property
 - uniform violation
 - kissing
 - cheating (automatic zero)
- (This list is not inclusive.)

Detention

(accumulate by quarter)

- 5 demerits
- serious disruption
- uncooperative
- throwing objects
- cruel teasing
- disrespectful to an adult
- damage to school property
- pushing or shoving
- inappropriate touching
- cussing
- (This list is not inclusive.)
- If a detention is assigned by administration, the student will receive the next colored demerit card.

Detentions are served during lunch and recess in the office. Parents are informed of a detention by a phone call from the student as well as a note sent home, including the time that the detention is to be served. *The notice is to be signed and returned to the teacher the next school day.* If a child shows up **late** for detention, he/she will serve additional time. If a child **does not show up** for a detention, he/she will serve two detentions for every detention missed. If this becomes a consistent pattern, other consequences will be assigned by the administration.

In-School Suspension

- extremely disruptive behavior
 - accumulation of two detentions and filling a third demerit card
- (This list is not inclusive.)

In-school suspensions are served in the office or another classroom. The student may obtain assignments while the ISS is being served. All work is due the next day. Interaction with other students is not permitted during an ISS.

Parents are informed of an ISS by a phone call from the administration. If an In-school suspension is assigned, the student will receive the next colored demerit card.

Out of School Suspension

- fighting or other dangerous actions
- theft

- vandalism
- vulgar words, actions, or writing
- racism
- possession of illegal substance or intoxication while at school
- threatening harm by word or actions
- accumulation of two ISS in a quarter,
(This list is not inclusive.)

If a test is given, on the day a student is serving an OSS that student will be expected to take the test on the day he/she returns.

After one OSS, a student is on probation. Further misbehavior may result in suspension or expulsion. A student serving multiple OSS may be asked to complete community service hours. The school office has a list of approved agencies from which the student can choose to serve their 8 hours. Community service hours must be completed prior to returning to school. If an OSS is assigned, the student will receive the next colored demerit card.

The principal may suspend a student, out of school, up to five days, or longer if a psychological evaluation or other testing is required.

For all OSS, the principal will notify the parents and pastor. The principal may request a meeting with parents before the child returns to class.

Expulsion

- all other means of discipline have failed
- involvement in a single act that presents a serious threat to the school community
- second offense of threatening harm
- extremely cruel, dangerous or inappropriate behaviors
- trafficking drugs
- weapon situation (see below)
(This list is not inclusive)

Weapons (guns, knives, or other dangerous objects) are not allowed on school grounds at any time or at any school sponsored event. This includes toys that look like real weapons. Bringing or using a weapon or threatening harm to another student with a weapon results in expulsion.

A student may be suspended from school while information is being gathered regarding possible expulsion. During this time, a meeting is held with the pastor, principal, student, & parents. Prior to an expulsion, the principal will confer with the pastor and superintendent. Within 48 hours of this meeting, the principal will notify the parents in writing regarding the decision. *The final recourse in all disciplinary situations is the school principal.*

Dress Code

Students arrive and leave school in uniform, according to dress code (through 3:30 p.m.).

Boys and Girls

HOLES IN CLOTHING IS NOT ALLOWED

Girls

SKIRTS - Skirts are for grades 5-8. Current uniform plaid only (red, white, and blue). Length must touch the knee.

JUMPERS - Jumpers PS-4th grade, uniform plaid. Length must touch the knee.

Girls in grades PS-8th must wear shorts, tank briefs, or tights (red, white, navy, or black) under skirts daily. Plain leggings (red, white, navy grey or black) can be worn and should fit tight to the leg, no lace or design, no holes, no glitter. **Sweats and baggy leggings may *not* be worn except at recess.**

UNDERGARMENTS - White or flesh color only. Long sleeve shirts under uniform shirts must be the same color as the uniform shirt.

PANTS - Navy blue pants, slack style (not jeans). Grades 1-8 must wear belts with pants that have belt loops.

MAKE-UP – No make up is allowed in grades K-5. Middle school girls may wear foundation and powder only; blush, lipstick, and eye make-up are not allowed. Clear nail polish only. No fake nails or French manicures. No self-tanner.

Consequences for nail polish/eye make-up for grades 3-8: A warning will be given for the first offense and the nail polish/eye make-up will be removed in the nurse's office. The next offense will result in a demerit.

HAIR - No extreme or distracting hairstyles or color. Color must be a natural hair color. Ombre and balayage are considered to be distracting colors. No hair attachments or extensions. Cultural braids are approved.

GIRLS ACCESSORIES - Post earrings only, no larger than earlobes. No hoop or dangle styles. Girls may wear no more than two earrings per ear. Piercing is allowed on earlobes only. No Kendra Scott necklaces. No anklets

Only 1 religious bracelet may be worn. Watches may be worn but may not have the capability to connect to the internet. No necklaces except those with religious medals or crosses. Rings are limited to one per hand.

Hair bows and bands may be worn if they are simple and not distracting. We do not allow things such as animal ears, unicorn horns, pom poms, etc to be worn to school. We

strongly encourage bows to be uniform colors and appropriate in size.

Boys

PANTS - Navy blue pants, slack style (no jeans or cargos). Sagging style, torn or frayed pants are not allowed. Pants cuffs should touch the top of the boy's shoes. Belts must be worn with pants that have belt loops.

BELTS - Belts must be worn with pants that have belt loops. Belts must be a **solid** color of **navy blue, black, or dark brown**. (PS-PK & K students, belts not required.)

Consequences for no belt for grades 3-8:

A warning will be given for the first offense and the student will write a note in their agenda. The next offense will result in a demerit. Borrowed belts must be returned the next day or students will be issued a demerit for each day the belt is not returned.

HAIR - Hair may not touch the collar of the shirt nor touch the eyebrows or top of the ears. No extreme or distracting hairstyles or colors. No faux hawk or spiked hair. No designs shaved into hair. No shaved heads. Hair must be a natural hair color. All boys must be clean shaven. Cultural braids are approved.

BOYS ACCESSORIES - Only 1 religious bracelet may be worn. Watches may be worn but may not have the capability to connect to the internet. No necklaces except those with religious medals or crosses. No hair accessories. Earrings may not be worn. Body piercing of any kind is not allowed. No rings on fingers.

SHOES - Basketball shoes may be worn, but must follow the same policy on colors as listed for boys and girls shoes.

SHORTS - Uniform shorts only - Shorts must have belt loops and follow belt rules for pants. **Shorts may be worn year-round. Shorts must go to the knee**

SHIRTS - Button down or part button down, with a collar and long or short sleeves. Knits and turtlenecks are acceptable. Shirts must remain neatly tucked in while on school grounds (except p.m. Extension Program). Shirt colors are navy blue, red, and white. Shades of blue and red are not allowed (royal blue, pink, etc.) No logos or emblems anywhere on shirts, except for the Magdalen emblem.

T-shirts under uniform shirts must be white or the same color as the uniform shirt with no design or printing. Long sleeve shirts under uniform shirts must be the same color as the uniform shirt.

3rd-8th Mass Participants - White long-sleeve, button-down shirt is highly recommended for the students who are

leading participants at Mass (lectors, gift bearers). This is a uniform shirt, so it may be worn any day. It is recommended boys wear a tie and girls wear a sweater or sweater vest on the days they are leading participants at Mass. It is a privilege to be a leading participant at Mass. Students leading Mass **must** be in correct uniform, which includes a proper haircut for boys and proper skirt length for girls. Students must be in uniform even on free dress days and may change after mass. No sweatshirts.

SWEATERS - Only navy blue uniform sweaters may be worn; cardigan, vest, or v-neck.

SWEATSHIRTS - Only Magdalen sweatshirts (with school colors - blue, red, white, or gray) are permitted. Sweatshirts may be ordered during PTO sales such as registration day and at various times during the school year. Hoodies must be taken off before Mass and not brought down to the Church.

SHOES - Low cut or low/medium cut, either hard-soled oxford style or hard-soled slip-on, leather or canvas; not over the ankle. Open back shoes, sandals and moccasins are not allowed.

***Dress shoes** - must be black, brown, gray, white, red, blue (navy, royal, or light blue). Sperry's are allowed as long as they meet our color guidelines. To clarify, the colors can be a non-distracting combination of the colors listed above. We do not allow patterns or other distracting designs on any dress shoe (this includes sparkly/sequin shoes).

***Tennis shoes (K-8)** - must be black, brown, gray, white, red, blue (navy, royal or light blue). Only 2 colors from this list are allowed on a shoe. The only pattern allowed is a small weave of two colors. Patterns **excluded** are checkered, plaid, houndstooth, paisley, stripes, sparkles, sequins or animal print. This list is not exclusive of what we would consider to be distracting patterns. No wheels on shoe heels allowed.

**Shoes must have laces and be tied at all times in grades K-8. PS/PK students do not have to have laces and may have Velcro.*

**PS/PK students are allowed any color and/or cartoon designs as long as it is not distracting.*

**** Students must wear tennis shoes on days they have P.E.**

During inclement weather, students may change from boots to regular school shoes once in the classroom. Shoes must be tied at all times.

SOCKS - Must be worn daily. Socks may have up to **two** colors: red, white, navy blue, and black are acceptable. The socks must have no patterns or designs. Logos no larger than a quarter are acceptable. For example, a black sock with a single white stripe is approved.

EYEGLASSES - Only prescription glasses may be worn to school.

Distracting apparel and fads are not permitted.
Scout uniforms may be worn on meeting days.

Dress Code for Jean Days

On Jean Days students make a contribution of 50¢ to wear jeans. The funds are donated to various charities.

Jeans: Any solid color full-length jeans, cargos, or khakis, not torn or frayed. No jeggings, leggings or jeans that look like jeggings. No jean shorts, skirts, or gauchos. Capris must cover the knee.

Shirt: Uniform shirt or a Magdalen spirit tee shirt (sold by the PTO or PTO Athletics). Only 8th graders are allowed to wear any KMC spirit wear after they have attended Future Crusader Day.

Shoes/Socks: Same guidelines as regular uniform dress.

Spirit Wear

All apparel with the Magdalen name or logo must be approved by administration and follow the branding guidelines. **8th graders may wear KMC quarter zips after they attend Future Crusader Day.**

Portrait Days PS-8^h Grades

These days follow the same guidelines as Jean Days, except dress-up shirts with sleeves or uniform shirts may be worn. Dress pants are acceptable. Shirts must have sleeves. For modesty, tank tops, low neck styles, tight fitting shirts, short/cropped shirts and shirts with see-through lace, and shoulder cut-outs are not allowed. Girls may wear skirts or dresses—length must cover the knee.

No open-toed or sandals allowed. Non-uniform shoes such as boots or shoes with patterns are allowed. **If shorts are worn they must be navy blue uniform shorts only.**

Free Dress Days PS-8th Grade

Students may wear **navy blue uniform shorts**, sweats or jeans with a school appropriate shirt. The shirts **MUST** have sleeves. Tank jerseys are allowed if a t-shirt is worn underneath. Shoes may be tennis shoes, boots or sandals but no slippers or high-heels allowed. Non-uniform shoe colors are allowed. No pants with holes.

Grades K-5 may wear dresses or skirts—length must cover the knees and have sleeves. No costumes, onesies or pajamas. Hats are not allowed. **NO LEGGINGS**

Purchasing Uniforms

SCHOOLBELLES UNIFORM, 2120 N. Amidon Ave.
Wichita, KS 67203 (316) 260-1971

www.schoolbelles.com

Web ID – S2815

Most department stores carry shirts and pants that conform to our dress code. Shorts must be uniform shorts with belt loops. PTO sells used uniforms on Registration Day as a service to parents.

Drinks, Gum, Candy, Pop

Students are allowed to have water bottles in the classroom. Water must be in a container with a lid. **No glass.** Parents and students are asked not to bring pop or any other drink besides water into the building or allow students to have in their water bottle.

Gum is not allowed at school, including lunches. Parents, please do not send gum as a party treat. Candy is not allowed in general, but may be offered on special occasions. Students are not to bring candy to school unless the teacher approves it.

Canned or bottled beverages are not allowed at lunch. Soda pop and fast food are not allowed at lunch or any other time at school.

Parents are asked not to bring fast food for themselves or their child when they come to school for lunch.

Field Trips

Classes go on several field trips each year. The trips directly relate to the curriculum. Second grade and below do not go out of town on trips. A permission form for each trip is sent home, is to be signed, and returned to school. A phone call cannot replace a permission form.

Field trips are a privilege. Students may not be able to fully participate if they fail to meet academic or behavioral requirements as set by the teacher.

During field trips, students are expected to respond immediately to directions from their teachers and accompanying adults. Polite and respectful behavior is expected as representatives of MCS.

Magdalen Catholic School does not plan, organize, sanction or condone any 8th grade graduation trip. Eighth grade parents and students may not use the school premises or school name for planning or fundraising for the trip.

Guidelines for Field Trip Drivers

- The field trip driver's primary responsibilities are the supervision and safety of children. The driver should be cognizant, at all times, of the children's location and activities. We respectfully request that supervisors do not become distracted while socializing with other parents on the trip. We also request drivers to set a good example for the students by being respectful to individuals providing the experience at the field trip sites.
- Drivers must be properly insured
- There must be one seat belt per child
- For the safety of our students, drivers may not use a cell phone while driving students and/or employees. If a cell phone needs to be used, the driver must pull over and stop or let another adult in the car use the phone.
- Students are assigned vehicle and driver placement going to and from the event. The driver is given a list of assigned students. Parents may not request their child to ride in a specific car or with a specific student.
- Each vehicle proceeds directly to the site of the field trip and returns directly to school with no side trips or stops at fast food restaurants, etc. Similarly, please do not patron concession stands or gift shops while on the field trip.
- Driver must have attended a Virtus Training Session and be registered with the Diocese of Wichita
- **In grades K-8, siblings are not allowed to go on class field trips. In pre-school and pre-kindergarten, siblings are allowed to go on class field trips. We want to ensure the safest experience for the students. We hope that this helps parents to assist the teacher with management of the students in the best possible way during the field trip.**

Health and Safety

Emergencies

The diocesan superintendent is authorized to call off school because of weather or emergencies. For school cancellation announcements, a Messenger message will be sent.

Health Room – Nurse and Volunteers

Our school nurse works 8:00 a.m.-3:00 p.m. daily. Office staff assist in the health room as needed.

The nurse does hearing and vision screening, and other health checks as required by the state.

Students are sent to the health room with a fever, vomiting, or an injury. Parents are immediately contacted to pick up sick or injured children, which should be done so as quickly as possible. Please be sure to keep contact information up-to-date. 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 Tylenol or Motrin. The 24-hour rule applies to vomiting and diarrhea also. 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 virus OR is injured outside of school and may require assistance.

Immunizations and Health Records

All required health forms must be on file to complete registration. Returning students are notified each May of any documentation needed for the next school year. This allows 90 days of compliance (per state law). Non-compliance with immunization guidelines will result in exclusion from class. Health forms are available from the school office or health room.

Immunization Policy

Any student entering a Catholic school in the Diocese of Wichita shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary the Kansas State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance, and schools may reserve the right to deny admittance. Before making a decision regarding school admittance, principals shall consult with the Superintendent of Catholic Schools.

Exemptions for Immunization Sate of Kansas

In the state of Kansas, government and school authorities may legally grant exemptions to immunization for two reasons: medical and religious.

Exemption for Immunization Catholic Diocese of Wichita

Medical Exemption: If a medical exemption is warranted, an annual KCI-FORM B Medical Exemption Form must be completed and signed by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.). Annual medical exemptions shall be documented on this form and attached to the student's Kansas Certificate of Immunizations (KCI) form. Annual medical exemptions must be completed as long as the medical exemption is warranted. Students with medical exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school.

Religious Exemption: Although the Catholic Church supports and encourages vaccinations, it is not a moral obligation imposed on every member of the Church. It must be voluntary, and not obligatory by mandate. The Diocese supports the rights of the parents to make informed medical decisions for their children. Therefore, the Catholic Diocese

of Wichita grants the religious exemption to parents who choose not to vaccinate their children. This decision is based both on respecting the rights of parents in making health care decisions for their children and respecting the right for them to act according to their consciences. Annual religious exemption shall be documented on the official form for the Catholic Diocese. Students with religious exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school.

Catholic Diocese of Wichita Complete Statement on Immunization Exemptions

This complete statement on immunization exemptions is meant to clarify in lay terms the position of the greater Church and specifically this diocese with regard to the immunization of children who are enrolled in Catholic schools within the diocese. With this policy the Wichita Diocese joins in solidarity with the other three dioceses of the state of Kansas.

In recent years, there has been growing resistance on the part of some parents to have their children immunized. Reasons for this resistance typically fall into two categories:

1) Medical concerns and 2) Conscience concerns.

Resistance for medical concerns, with some individual exceptions, generally is focused on concerns related to potential harmful effects of the vaccines and/or desires to minimize the use of pharmaceuticals as a matter of course. Conscience concerns are focused on the fact that certain vaccines are still derived from tissues of aborted babies, and/or in some circumstances those derived without a connection to abortion still test those vaccines with tainted lines.

The Church's Position on Medical Concerns

While there are differing opinions regarding the harmful effects and efficacy of vaccines, the prevailing opinion is that immunization, in general, is highly beneficial and has resulted in the reduction of disease and death among the population. The greater Church has expressed no issue to date with respect to the medical aspect of immunization, as the Church defers to experts in the medical and scientific fields on this topic. The Church staunchly supports sound medical research to improve treatment of disease as long as that research and any ultimate treatments are in keeping with the Church's moral teachings.

The Church does recognize the right of individuals to form prudential judgments with regard to healthcare decisions affecting themselves and their children. Yet in making such decisions, individuals must consider the common good, including the public health benefits of immunization. This theme of awareness on how decisions affect the larger community is a theme of the Pope Francis' encyclical, *Laudato Si*. In summary, while some Catholics cite medical concerns for not immunizing their children, these are

personal opinions and not the official position of the Church.

The Church's Position on Moral Concerns and a Well-Formed Conscience

The Church has grave concerns regarding the origins of certain vaccines. In particular, the Rubella and Chicken Pox vaccines are extremely problematic due to the fact that they were developed using material from aborted babies. However, Vatican and United States theologians have concluded that Catholics may licitly accept vaccination for themselves and their children using a vaccine based on tissue from abortion or may refuse the vaccine "if it can be done without causing children, and indirectly the population as a whole, to undergo significant risks to their health." (Conscience Exemption for Vaccines based on Fetal Tissue from Abortions, Secretariat of Pro-life Activities, Released April 2007, Updated April 2015).

This conclusion was based on two considerations: 1) Some of these vaccines contain material from a strain that was developed in the past and no new aborted material is used 2) The potential danger to current unborn babies and young children from a population of unvaccinated persons may counterbalance the concern regarding the origin of the vaccines, particularly when considering that the individual who receives the tainted vaccination is not complicated in the abortion from which the vaccine was derived.

The Church strongly urges those individuals who do accept such vaccines to do so "under protest", by actively voicing objection to the manufacturers of such vaccine and also actively lobbying for the production of morally-derived products.

The Church also teaches that, presuming a properly formed conscience, "... man is obligated to follow faithfully what he knows to be just and right." (Catechism of the Catholic Church, para. 1778). Thus, the Catholic Diocese of Wichita grants the religious exemption to parents who choose not to vaccinate on the basis of honoring the conscience right of parents. The exemption is in keeping with the recommendations of the Secretariat of Pro-life Activities of the United States Conference of the Catholic Bishops that states, "...diocesan institutions show a willingness to grant the exemption along the lines recommended by the Vatican Pontifical Academy for Life. In particular, in an area where public schools are granting a conscience exemption, based on the view of the public health authorities that doing so does not pose a serious risk to the population, Catholic institutions should be willing to do so as well." (Conscience Exemption for Vaccines based on Fetal Tissue from Abortions).

Exclusion from School due to Vaccine-Preventable Disease Outbreak

Under Section 72-6262 of the Kansas Statute, children with medical exemptions or religious exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school or exposure to a vaccine-preventable disease. Students excluded from school will not be able to return to school until the danger of the outbreak has passed, as determined by local public health officials, or the student has been immunized. Exclusion Periods for Common Vaccine-Preventable Diseases ranges from twenty-one days to twenty-eight days.

Medication

We follow the *Guidelines for Medication Administration in Kansas Schools*. Please ask your physician to consider medication that can be given before and after school rather than in the middle of the day. If this is not possible, students may bring prescribed medication, in its original container only. Medication must be accompanied by a “medication at school” form and signed by a parent and the physician

Written request of the physician is required for:

- Sitting out of recess or PE.
- Cough drops and other medicated candy-type medication.
- All medication to be administered, including “over the counter drugs” such as aspirin, Tylenol, and cough medicine.

Details of medication guidelines and a form for requesting administration of medication are available in the health room and school office. Forms will also be available online and at registration.

New Students

All new students must present a current health/physical exam form signed by a physician, and a current immunization certificate also signed by an MD.

Physical Examinations

Students new to Magdalen who are 8 years of age or younger must have a physical examination and return a health examination form signed by a physician. Physical exams must be after May 1st of the previous school year and prior to starting school.

Safety Drills

Fire drills are held four times a year. At the sound of the fire bell (*continuous bell*), students and teachers move quickly and quietly to their designated exit and assigned outside area. The first students to reach the outside doors hold the doors open. The last person out of the room closes the classroom door. A diagram by each classroom door shows the designated exit routes.

Tornado Drills are held at least two times each school year in September and March. At the sound of the tornado bell (short blasts), students and teachers move quickly and quietly to the designated “safe areas.”

Crisis Drills are held 3 times a year. These drills will cover a variety of scenarios.

School Counselor

Our school counselor is available five days a week. The counselor based on a child’s request, a parent’s request, or a referral by a teacher or administrator may see students. Administration can request a student see the counselor at any time and as needed. Call the school office to reach the counselor.

Human Sexuality

The following policy is required to be included in all diocesan school handbooks for middle school and high school age students:

All members of the Catholic school community are expected to strive to live a life of chastity guided by the teachings of the Catholic Church in all aspects of their lives. Our pastoral policies and regulatory practices are written in fidelity to the moral guidance and teachings of the Catholic Church.

Definition of Terms: **Sex** means the biological condition of being male or female as based upon physical differences at birth. **Gender** is a person’s identity as male or female, harmonious with one’s biological sex upon birth. (CCC #2333) **Chastity** is the moral virtue by which individuals master and direct their powers of sexual intimacy. Chastity reserves sexual intimacy to marriage. (CCC #2337-#2365) **Marriage** is a covenant by which one man and one woman unite in a lifelong partnership and commitment for the good of the spouses and the procreation and education of children through the sacrament of Matrimony. (CCC #1601)

Offenses against chastity and marriage, including those described in the CCC, cannot be accepted or ignored. Behaviors that are contrary to Catholic morality and the expectations of the Catholic school include, but are not limited to, vulgar language and gestures of a sexual nature, sexual harassment or abuse, immodest dress or deportment, expressions of lust, masturbation, pornography, sexting, fornication, homosexual behavior, cohabitating in a sexual relationship outside of Christian marriage, adultery, voluntary sterilization, artificial contraception, *in vitro* fertilization, and procuring an abortion.

Outside of normal classroom discussions on the teachings of the Church, members of the school community may not advocate, celebrate, or express same sex attraction, share publications of a prurient nature, or otherwise impede chastity in our Catholic schools. Sincere questioning of the

practices of the Catholic faith in order to more deeply understand them is welcome. However, open hostility or public defiance and challenge of Catholic truths or morality may be signs that a student, parent, or employee is not a good fit for a Catholic school's primarily evangelical mission. Students, parents, or employees who are openly hostile or publicly defiant in their violation or opposition to Catholic truths or morality may be denied continued enrollment or asked to leave the school. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate consequence in each instance.

The moral teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by "the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences" (*Amoris Laetitia* ("AL"), #56). Pope Francis further notes that "biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated," and that although we must always be "understanding of human weakness and the complexities of life," that does not require us to "accept ideologies that attempt to sunder what are inseparable aspects of reality" (*Ibid.*). Ultimately, "[w]e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (*Ibid.*; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). The Holy Father then stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (*AL*, #285). [Taken from Diocese of Little Rock, Policies and Procedures Manual]

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental

truths. [Taken from Diocese of Little Rock, Policies and Procedures Manual]

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; 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.

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 be to first 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. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate response in each instance. (See Guideline 318-M for details.)

Music Class

Music class performances and Middle School Choir performances are mandatory. Failure to participate in the performance will result in a reduction in the student's grade for the class.

Extension Program

Phone: 316-634-1572 ext. 110

Director:

You may enroll during registration or anytime it is needed during the school year. The after-school program includes playtime, a snack, a quiet/study period, and clean up.

Because we are responsible for students while they are on the school grounds, those who are late to be picked up from school must go to the Extension Program, even if they have not signed up. Parents will be billed. The Extension Program payments are due upon receipt.

After-school Extension Program (3:20-6:00 p.m.)

Students must promptly check in to the Extension Program. Students not picked up by 3:35 will be sent to the extension program.

Extension Program Fees

Fees are stated in the Extension Program information letter.

Late pick-up fee - The Extension Program closes promptly at 6 p.m. If you are late, a staff member will stay with your child until you arrive. After 6 p.m., you will be charged \$2/five minutes. If this happens often, the Extension Program reserves the right to ask a family not to use the service.

Behavior - Students are expected to abide by the rules, cooperate with the supervisors, and treat one another with respect. If there are repeated behavior difficulties with a student, that student will be asked not to use the Extension Program.

Extension Program discipline policy:

- The student is reminded to control behavior and his or her parent is notified.
- If the behavior continues, there will be a week suspension from the program.
- Further behavior problems will result in permanent suspension.
- The use of the extension program is a privilege. Administration has the authority to determine continued participation in the program

Electronic games, cell phones and computers are not permitted.

Liturgies

8:00 a.m. daily Mass schedule

All-school Mass (1st-8th) - Tues, Wed, Thurs., & Fri.

Kindergarten attends Mass on Wednesdays and Fridays.

Students also attend liturgies appropriate to the Church season such as Adoration, Stations of the Cross, May Crowning, and the Rosary.

Lost and Found

A lost and found table is kept near the gym. Parents and students are welcome to check the lost and found at any time. Lost jewelry and other small items may be claimed at the office. **Please clearly mark, with permanent marker, your child's clothing, supplies and other items.** Unclaimed lost and found items are donated to charity at the end of every semester.

Lunch and Milk Program

PS and PK Milk Fees

Preschool and pre-kindergarten students purchase drinks for the entire year on Registration Day.

Preschool - (2 days/wk) \$40/year

Pre-kindergarten - (5 days/wk) \$90/year

Hot and Sandwich Lunches

Hot or sandwich lunches may be purchased. Lunch includes milk. Menus are posted online. Below are the prices:

Adults: \$4.50 per meal

Grades K-8: \$3.50 per meal

Milk: \$.75 per carton

Double Entrée: \$1.50 extra - **Middle School Only**

(The double entrée is not served daily)

Parents are always welcome!

We welcome the many parents who come to lunch, both to volunteer and to eat lunch with their children. (\$4.50 per adult meal)

Lunch visitors must go to the office and sign in before going to the cafeteria. Visitors under 18 must be accompanied by an adult. Volunteers sign in and out at the office.

Hot Lunch – “Offer vs. Serve”

The lunch staff works hard to prepare nutritious, low fat, and appealing meals for students. State guidelines are carefully followed. Five items are included in each lunch. Students are offered all five. Students may accept three to five items. We encourage students to take and eat all five items. Students may order a sandwich as an option. The sandwich must be ordered at lunch count time. The lunch count is taken before Mass.

Closed Lunch Period

Students are not allowed to leave school for lunch unless accompanied by a parent or guardian. Please follow the normal checkout procedures.

Fast Food and Pop Not Allowed

Students and/or parents are not allowed to bring food or beverages from any outside restaurant or have it brought to them. Fast food, soda pop, and canned drinks are not permitted in the cafeteria during the lunch hour.

Sack Lunches from Home

Those who do not participate in the hot lunch program bring sack lunches and may purchase milk. Students who bring sack lunches must pack their own straws, napkins, and plastic utensils. Students who buy milk at school must go through the lunch line in order with the hot lunch students.

Lunch Rules:

Students enter quietly in alphabetical order, stay in single file through the line; go directly to the assigned table.

- Follow the directions of the lunchroom staff and the teacher on duty.
- Once seated, students remain in seats. Students raise hands for assistance.
- Students are NOT allowed to share food.
- Hands off other students and their food. Throwing food, yelling and wild behavior is not allowed.
- Students wait to be dismissed to empty their tray and then return to their table. Table and floor must be free of litter before dismissal for recess.
- Students are asked to clean up after themselves and take turns wiping tables.
- Microwaves are available for warming food. It should not exceed 30 seconds.
- Students walk quietly to line up at the end of the lunch period.
- Canned or bottled beverages are not allowed.
- **Soda pop & fast food are not allowed.**

Consequences of breaking lunch rules:

- Students may be excluded from eating with the class or with friends.
- K-5th grade: After 3 reminders in 5 days the student will sit by himself/herself for a time period.
- Students may owe time at recess due to lunchroom behavior. The time will be spent walking the perimeter of the playground.
- Students may be required to eat in a separate room.
- Demerits may be given to students in middle school.
- If a student is repeatedly uncooperative at lunch, parents are notified.

Middle School Athletics

Athletic Board

The mission of the Athletic Board will be to provide advisory recommendations, to the school administration, towards the opportunity and privilege for the students of Magdalen School to participate in organized extra-curricular athletic activities. This participation is guided by the mission and policies of the Catholic School Diocese of Wichita as well as the Catholic Schools Activities League. As part of the Mission statement for Catholic Schools, the Athletic Board will promote the most effective means of integrating the Catholic Faith of the total person, which includes the physical, mental and spiritual being. The administration, coaches and parents will assist each child to gain an appreciation of the value of sportsmanship, citizenship and spirit of competition. It is also critical that the Athletic Board upholds the Mission of Magdalen Catholic Parish and School

Each child must have a physical exam after April 1st of the previous school year and prior to participating.

CSAL (Catholic Schools Activities League)

Cross Country (6th-8th girls and boys)
Volleyball (6th-8th girls)
Football (7th-8th boys)
Basketball (6th-8th girls and boys)
Track (6th-8th girls and boys)
Wrestling (6th-8th girls and boys)

CSAL Cheerleading

Any 8th grade girl may participate as a cheerleader. There is a fee for uniform rental.

Eligibility for CSAL Participation

Student participants (from all the Wichita Catholic schools in CSAL) are required to meet acceptable academic and behavior standards.

Any pupil who participates in an organized team outside of school from the first day of CSAL practice to the conclusion of the post-season tournament – shall be ineligible for school teams in the same sport.

Students must attend school for the entire afternoon to participate in practice or games that day.

Students who are failing classes due to lack of effort, or incomplete assignments become ineligible on a week-by-week basis.

While ineligible, students will be allowed to participate in practices, but not in games, contests or meets for a full week (Monday through Sunday). Students and coaches are notified on Monday of ineligibility.

Grades are figured each week during the season, starting when practices begin.

Extra assignments will not be provided to accommodate eligibility.

The student is responsible for showing parents the written notice, explaining ineligibility.

Students who are suspended, in or out of school, or who are expelled will not be allowed to participate in practices, games and contests on the days of the suspension through one week. Also, schools may place students on an ineligible list for not complying with school behavior policies.

Principal may limit, suspend or prohibit students from participating in athletic practice or games for academic or behavior problems, as deemed necessary.

The Three Days of the Easter Triduum

Holy Thursday, Good Friday, and Holy Saturday – are among the holiest days of the Catholic faith and should be honored through prayer and participation in the Church's liturgies. In recognition of the solemnity of the Triduum, schools of the Diocese of Wichita will not participate in athletic competitions during these three days. Every reasonable effort should be made to avoid scheduling competitions during the Triduum or to reschedule them when possible.

An exception may be granted by the Superintendent of Schools for the Diocese of Wichita only in circumstances in which a student-athlete or team would otherwise be prevented from competing for a state championship.

Middle School Programs

8th Grade Culminating Project

At the end of their 8th grade year, students present a project that integrates faith and knowledge. This project, which includes all disciplines, is a culmination of skills learned throughout their years at Magdalen.

Middle School Lockers (6th, 7th & 8th)

The use of lockers is a privilege. The lockers are to be used only for storing school materials, clothing, and musical instruments. There are regular locker cleanings, supervised by teachers. Tape is not to be used on lockers. Lockers are the property of the school and are subject to inspection by the administration at any time. Tampering with another person's locker will result in loss of the privilege of using a locker.

Parties, Invitations, Special Collections

Halloween and Christmas parties are held in the classrooms. **Valentine parties** are held for grades **PS-2nd** only. Teachers may reserve the cafeteria where drinks are allowed. Water is the only drink permitted in classrooms during parties.

Birthdays are not celebrated at school with class parties. Birthdays are announced daily on the intercom, and by the special attention given by classroom teachers. Students are allowed to have a **free dress day** on their birthday or if their birthday falls on a weekend or a day with no school then they can arrange with their teacher their free dress day. Attire for this day is appropriate length shorts or dresses, jeans or capris. Shirts with sleeves and school appropriate writing. Shoe of choice, if they have PE tennis shoes will be needed. No hats.

Invitations for private parties are not to be handed out at school.

Surprise Parties, Gifts

Students and parents may not plan parties for faculty or students during school hours. We try hard to keep our school days focused on learning. Gifts that are brought to the school are to be delivered to the office, not to classrooms. We strongly encourage parents not to send gifts to school for their children.

It is the policy of the school not to collect money for any individual teacher for gifts at Christmas, birthdays or end of the year. Additionally, there should not be any request for monetary collections or donations from individual parents unless approval has been given by school administration.

PTO sponsors a teacher/staff Christmas gift fund. Details are available in December.

According to the Diocesan Policy Handbook, section 6.06, "Schools shall not sponsor dances and/or mixed parties for the elementary or middle school students." Eighth grade parents are responsible for planning the social activities for their students.

Selling

Students, teachers, and parents are not to use the school to advertise or distribute products for personal businesses. Fundraising activities for Scouts and other educational groups are allowed. Students may not sell items to one another at school (i.e. trading cards, toys).

Technology

Use of computers in the classroom is a privilege. When computers are used in the classroom, they are to be used for class work only. Students who use computers for activities other than those approved by the instructor will be subject to consequences for this misuse. Examples of misuse would

be emailing friends or family, playing games, or being on inappropriate or off-task websites. The consequence for the first infraction will be complete loss of computer privileges in all classrooms on desktop, laptop, or personal computer devices for one week. Any class work that requires the use of a computer will have to be completed at home. The consequence for the second infraction will be loss of computer privileges for the remainder of the school year. If the first infraction is deemed by the instructor to be serious, the second consequence, loss of privileges for the year, may be given.

Students and parents must sign a computer use agreement at the beginning of each school year.

Telephone and Copiers

The office phone may be used by students to call parents, only in emergency situations. An example of a valid student request to use the phone would be to call home if a parent does not arrive to pick up the student. During the school day, students must present a phone pass from the teacher. The office phone is not to be requested for making social arrangements.

Copy machines are for school use only. Students may not use the copiers or request copies for personal use.

Traffic – Arrival and Pick-up

We include these guidelines to make the best possible start with a safe pattern of drop-off and pick-up. It is essential that all parents follow the parking and traffic guidelines, to keep students safe. Please be patient and courteous as you enter and leave the parking lot. Students who drive themselves **MUST** have an adult in the car with them at all times regardless if students have a permit/license that allows them to drive to school. This is for the safety of all students as our parking lots are busy and we have many young students outside of the building before and after school.

Early Childhood (PS, PK, K)

Parents park in the spaces directly north of the gym to deliver and pick up their children. If these spaces are filled, proceed to where there are parking places available on the east side of the building. **Do not park anywhere except in marked parking places.**

1st - 8th Grade

Parents drop off students along the sidewalk on the East Side of the building. They should pull forward as far as possible to the south so many students may get out at once. **STUDENTS GET OUT OF CARS ON THE CURBSIDE, DIRECTLY ONTO THE SIDEWALK SO THEY DO NOT HAVE TO WALK IN FRONT OF CARS.**

Pick-up is more complicated, so volunteers and faculty members will create a patrol to establish safe pick-up procedures starting the first day of school and ongoing. All teachers will assist with supervision of dismissal. They will

not be available to meet with parents until this critical period of supervision is completed at 3:30 p.m.

Please do not come to the hallways at the end of day. Before and after school, parents are asked to wait in the entrance areas to deliver and pick up their children, not in the hallways or classroom doorways. Children who are aware of their parents in the hallways do not always maintain the formality and focus needed at the end of the day as announcements and reminders are made.

Students must leave the grounds by 3:30 p.m. or they will be taken to the Extension Program (in cafeteria) for supervision. If students know they are to go to the Extension Program, they must go straight to the Extension Program. They are not to go outside.

There is to be no playing on playground equipment, basketball courts, or school grounds unless monitored by a parent.

Use of Facilities

The gym, social room, and cafeteria are used for parish events and may also be scheduled by parishioners. The gym and cafeteria are heavily scheduled during the school year for Magdalen Mustang team practices and games. The cafeteria is scheduled each day after school until 6:00 p.m. for the Extension Program. Please do NOT prop open doors when using the facility.

Classrooms are locked when teachers leave (3:30 p.m. or later). Unless the teacher is present, we do not allow doors to be unlocked for students to retrieve books or other forgotten items.

For information on scheduling and fees for use of facilities, call the school office (316-634-1572).

Gym Usage Policy

1. The gym is only rented to parishioners.
2. Gym will only be rented for sporting events unless approved by school administration.
3. Siblings are not allowed to be in the gym during practice times.
4. Coach must be a Magdalen parishioner and have Virtus training.
5. A team is limited to twice a week to rent the gym and each session cannot exceed 90 minutes.
6. Fees – incremental
 - a. CSAL sports – no charge
 - b. If team is 50-100% Magdalen parishioners - \$15/hour
 - c. If team is 50-100% Magdalen and/or KMC feeder school - \$25/hour
 - d. If team is under 50% Magdalen parishioners - \$45/hour

- e. If team has no Magdalen parishioners, they may not rent the gym.
7. Scheduling of the gym is done in the school office.
8. No gym rentals on Sunday.

Visitors and Checking In

Students from other schools may not attend classes with their relatives or friends who are enrolled at Magdalen.

Parents & visitors sign in at the office before going to classrooms or other areas in the school.

Volunteers sign in and out at the office.

Advance notice is required before classroom visits. The Magdalen faculty welcomes you to visit and observe in the classrooms once a time has been scheduled.

These guidelines are essential to maintain a professional educational environment and optimum security of the school.

Volunteers

The Magdalen PTO coordinates a volunteer program that involves many parents with helping in the library, health room, cafeteria, computer lab, individual classrooms, and special events.

1. All volunteers must be VIRTUS trained to help in any capacity, be it field trip drivers, classroom parties, working with students, etc. If you are not VIRTUS trained and would like to be, please visit the Diocesan website for locations for training. If you are struggling to find a training date, please let us know and we'd be happy to help!
2. If you are unable to volunteer on your scheduled day and find a substitute, the sub must also be VIRTUS trained. This includes family members, such as grandparents and adult siblings.
3. Please be sure to check in at the office when you arrive at school to help. Our school safety plan requires us to know who is always in the building. Also, we track our volunteer hours for the Diocesan spring report!
4. When you check in at the office, please be sure to pick up your VIRTUS badge and wear it while in the building.
5. Please dress appropriately when you are in the building. We consider our volunteers to be role models for modest dress for our students. We ask that volunteers avoid tight clothing, low

necklines, and undergarments showing when they are working in the building.

Manners to Master

The way students treat one another, parents, and visitors is very important. Manners are an outward sign of our inner character. Students at Magdalen Catholic School are expected to be welcoming, caring, and respectful:

- Greet all adults and visitors: Make eye contact, smile, say hello!
- Offer to open doors.
- Walk in a single file to the right in the hall.
- Talk quietly and politely.
- Wait patiently in line at the drinking fountain and don't block the hall.
- Say "excuse me" even when in doubt.
- Offer to help others when you see a need.

Use of Agenda

Students in grades 1-8 are expected to neatly **log all assignments daily** and take good care of agendas. Agendas are school property.

Parents are asked to look at the agenda daily, monitor student homework, and **may be required to sign daily (grades K-5)** after homework is completed. Teachers will check this each morning.

Replacement agendas cost \$10, in case of loss, damage, or misuse.

Students are to write only in their own agendas, not the agendas of other students.

Respectful use of the agendas requires that they not be marked up or used for purposes other than intended.

Changes in Handbook

The school retains the right to amend the handbook for just cause. Parents and students will be given prompt notification of changes.

Thank you for reading the handbook carefully and returning the Parish Agreement to your child's teacher. **Additions and changes** are made annually, so it is important to read over the handbook "fresh" each year.

Your signature indicates that you have read the entire handbook and agree to follow the policies and procedures contained in the handbook.

Magdalen Snack Policy Grades 3-8

Snacks must be in individual baggies or individually wrapped. Students that forget their snack will not be provided with a snack. No sharing between students. **NO NUTS**

Snacks may include:

Cereal Pretzels Crackers Beef Jerky Popcorn Cheese Stick

Dried Fruit Carrots Apple Slices Banana Yogurt (no mix-ins)

Graham Crackers Animal Crackers Protein Bar Granola Granola Bar

Breakfast Bars Pepperoni Sliced Fruit Assorted Veggies

Snacks should be whole grain, low fat, and low calorie.

Cookies, Candy, Donuts, Pop Tarts, Chips, and Sweet Rolls are not allowed.

**DIOCESE OF WICHITA
GRADE SCHOOL RECOMMENDATION**

Submitted to CSO by principal
by the last Monday in January.

Circle One: BC KMC TCHS

Student	Magdalen Parish
Magdalen Catholic School Grade School	Principal Signature

1) ATTITUDE TOWARD THE CATHOLIC FAITH

4	3	2	1	0
student takes seriously the responsibility to be an active Catholic, masters doctrine, is always willing to participate in service, is active participant and leader in liturgy	student understands responsibility to be an active Catholic; knows doctrine well; participates in service activities, active participant in liturgy	making normal progress in faith formation; knows doctrine, participates in some service activity; adequate participation in liturgy	indifferent toward responsibilities to know faith, participate in liturgy, and live out faith in service	hostile toward responsibilities to know faith, participate in liturgy, and live out faith in service

2) ACADEMIC EFFORT

4	3	2	1	0
consistently gives best effort; will complete all academic requirements	gives good effort; will complete all academic requirements	may not always give satisfactory effort but will complete all academic requirements	may not complete all academic requirements	consistently gives poor effort; will not complete all academic requirements

3) BEHAVIOR

4	3	2	1	0
always polite, cooperative, responsible; leads others by example, is a model student	consistently polite, cooperative and responsible; leads when asked, and leads by example	making satisfactory progress in developing self discipline	frequently uncooperative and irresponsible; may have been suspended	frequently defiant; may or could have been expelled

4) PARENTAL COOPERATION

4	3	2	1	0
consistently exceeds the school's efforts to maintain high religious and academic expectations	consistently supports the school's efforts to maintain high religious, academic, and behavioral expectations	generally supports the school's efforts to maintain high religious, academic, and behavioral expectations	inconsistent in supporting the school's efforts to maintain high religious, academic and behavioral standards	apathetic or antagonistic toward the school's efforts to maintain high religious, academic and behavioral standards

☐ Yes ☐ No **A)** Does this student have standardized test scores below the 20th percentile or a pattern of grades averaging D+ or lower? Please explain.

☐ Yes ☐ No **B)** Does this student have special needs that will require the high school to commit substantial guidance personnel time or develop an alternative academic plan to meet this student's needs? Please submit I.L.P. with this recommendation.

DISCIPLINE CARD COLORS:	BLUE	GREEN	YELLOW	ORANGE	RED
Consequence within a quarter:	detention #1	detention #2	ISS #1	ISS #2	OSS#1

TREASURY OF CATHOLIC KNOWLEDGE AND PRAYERS

The Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

The Lord's Prayer

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail, Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now, and at the hour of our death. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

Angel of God "Prayer to Guardian Angel"

Angel of God, my Guardian dear, to whom God's love entrusts me here; ever this day be at my side, to light and guard, to rule and guide. Amen

Grace Before Meals

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

Grace After Meals

We give Thee thanks, Almighty God, for all Thy gifts, which we have received from Thy bounty, through Christ our Lord. Amen

Act of Contrition

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy.

Prayer for the Dead

Eternal rest grant unto them, O Lord, and let the perpetual light shine upon them. May they rest in peace Amen.

And may the souls of the faithful departed, through the mercy of God, rest in peace. Amen

The Apostles' Creed

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; He descended into hell; on the third day He rose again from the dead; He ascended into heaven, and is seated at the right hand of God the Father almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic

Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Nicene Creed

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the power of the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

Act of Faith

O my God, I firmly believe that You are one God in three divine persons, Father, Son, and Holy Spirit; I believe that your divine Son became man and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the holy catholic Church teaches, because You have revealed them, who can neither deceive nor be deceived.

Act of Hope

O my God, relying on Your infinite mercy and promises, I hope to obtain pardon of my sins, the help of Your grace, and life everlasting through the merits of Jesus Christ, my Lord and Redeemer.

Act of Love

O my God, I love you above all things, with my whole heart and soul, because You are all good and worthy of all my love. I love my neighbor as myself for love of You. I forgive all who have injured me, and ask pardon of all whom I have injured.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day, in union with the Holy Sacrifice of the Mass throughout the world. I offer them for the intentions of Your Sacred Heart: the salvation of souls, the reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops, and all Apostles of Prayer, and in particular for those recommended by our Holy Father for this month. Amen.

Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins, my mother. To thee I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen

The Angelus

V. The angel of the Lord declared unto Mary.
R. *And she conceived of the Holy Spirit.* Hail Mary...
V. Behold the handmaid of the Lord.
R. *Be it done unto me according to thy word.* Hail Mary...
V. (genuflect) And the Word was made flesh.
R.. *And dwelt among us.* Hail Mary...
V. Pray for us, O Holy Mother of God.
R. *That we may be made worthy of the promises of Christ.*
All: Pour forth we beseech You, O Lord, Thy grace into our hearts, that we to whom the Incarnation of Christ, Thy Son, was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection, through the same Christ our Lord. Amen.

Regina Caeli “Queen of Heaven”

V. Queen of heaven, rejoice! Alleluia.
R. For He whom you did merit to bear. Alleluia.
V. Has risen, as he said. Alleluia.
R. Pray for us to God. Alleluia.
V. Rejoice and be glad, O Virgin Mary. Alleluia.
R. For the Lord is truly risen. Alleluia.
V. Let us pray:
All: O God, who gave joy to the world through the resurrection of Your Son our Lord Jesus Christ, grant, we beseech you, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life, through the same Christ our Lord. Amen.

Hail, Holy Queen

Hail, Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve; to thee do we send up our sighs, mourning and weeping in this valley of tears. Turn, then, most gracious advocate, thine eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God, that we may be made worthy of the promises of Christ. Amen.

Come, Holy Spirit

V. Come, Holy Spirit. Fill the hearts of the faithful.
R. And kindle in them the fire of Your love.
V. Send forth Your spirit and they shall be recreated.
R. And You shall renew the face of the earth.
V. Let us pray.
All: O God, who has instructed the hearts of the faithful by the light of the Holy Spirit, grant us, we beseech You, by the same Holy Spirit, a love and relish of what is right and just, and a constant enjoyment of His comforts. Through Christ our Lord. Amen.

Prayer to St. Michael the Archangel

St. Michael the Archangel, defend us in this day of battle. Be our safeguard against the wickedness and snares of the devil. May God rebuke him, we humbly pray;
and do Thou, O prince of the heavenly host, by the power of God, cast into hell Satan and all the evil spirits who prowl through the world seeking the ruin of souls. Amen

Stations of the Cross

Meditations on the Suffering and Death of Jesus

1. Jesus is condemned to carry the cross.
2. Jesus accepts the cross.
3. Jesus falls the first time.
4. Jesus meets his sorrowful Mother.
5. Simon of Cyrene helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets and speaks to the women of Jerusalem.
9. Jesus falls the third time.
10. Jesus is stripped of his garments.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is placed in the tomb.

Magnificat Luke 1:46-55

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior for He has looked with favor on His lowly servant. From this day all generations will call me blessed: The Almighty has done great things for me, and holy is His Name. He has mercy on those who fear Him in every generation.

He has shown the strength of His arm, He has scattered the proud in their conceit. He has cast down the mighty from their thrones, and has lifted up the lowly. He has filled the hungry with good things, and the rich He has sent away empty. He has come to the help of His servant Israel for He has remembered His promise of mercy, the promise He made to our fathers, to Abraham and his children forever.

Rosary

1. Sign of the Cross
2. Apostles' Creed
3. Our Father
4. Three Hail Marys
5. Glory Be
6. For each decade: announce the mystery, Our Father, 10 Hail Marys, Glory Be, and Fatima Prayer.
7. After the Rosary: Hail Holy Queen and Prayer after Rosary

Fatima Prayer

O my Jesus, forgive us our sins, save us from the fires of hell. Lead all souls into heaven, especially those who have most need of Thy mercy. Amen.

Prayer after Rosary

Let us pray. O God, whose only begotten Son, by His life, death, and resurrection, has purchased for us the rewards of eternal life, grant, we beseech Thee, that by meditating upon these mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ Our Lord. Amen.

ROSARY MYSTERIES

Joyful Mysteries (Mondays and Saturdays; Sundays during Christmas)

1. Annunciation
2. Visitation
3. Nativity (Birth) of Jesus
4. Presentation of Jesus in the Temple
5. Finding of Jesus in the Temple

Luminous Mysteries (Thursdays)

1. Baptism of Our Lord
2. Wedding at Cana
3. Proclamation of the Kingdom and forgiveness of sins
4. Transfiguration
5. Institution of the Eucharist

Sorrowful Mysteries (Tuesdays and Fridays; Sundays during Lent)

1. Agony in the Garden
2. Scourging at the Pillar
3. Crowning with Thorns
4. Carrying of the Cross
5. Crucifixion and Death of Jesus

Glorious Mysteries (Wednesdays and Saturdays)

1. Resurrection of Jesus
2. Ascension of Jesus into Heaven
3. Descent of the Holy Spirit upon the Apostles and Mary
4. Assumption of Mary into Heaven
5. Crowning of Mary as Queen of Heaven and Earth

Sacraments (initiation, healing, vocation)

Baptism, Holy Eucharist, Confirmation (initiation)

Penance, Anointing of the Sick (healing)

Holy Orders, Matrimony (vocation)

The Ten Commandments

1. I am the Lord your God, you shall not have strange gods before me.
2. You shall not take the name of the Lord your God in vain.
3. Remember to keep holy the Lord's day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

The Great Commandments Mt. 22:37-39

1. You shall love the Lord your God with all your heart, with all your soul, and with all your mind.
2. You shall love your neighbor as yourself.

The Four Cornerstones of Faith

Apostles' Creed

Our Father

Ten Commandments

Seven Sacraments

Precepts of the Church

1. You shall attend Mass on Sundays and on holy days of obligation and rest from servile labor.
2. You shall confess your sins at least once a year.
3. You shall receive the sacrament of the Eucharist at least during the Easter season.
4. You shall observe the days of fasting and abstinence established by the Church.
5. You shall help to provide for the needs of the Church.

Cardinal Virtues

Prudence: right judgment

Justice: giving someone their due

Temperance: moderation, self-control

Fortitude: Courage to do the Christ-like action in difficult situations

Theological Virtues

Faith, Hope, Charity

Corporal Works of Mercy

Feed the hungry.

Give drink to the thirsty.

Clothe the naked.

Visit the imprisoned.

Shelter the homeless.

Visit the sick.

Bury the dead.

Spiritual Works of Mercy

Admonish the sinner.

Instruct the ignorant.

Counsel the doubtful.

Comfort the sorrowful.

Bear wrongs patiently.

Forgive all injuries.

Pray for the living and the dead.

The Beatitudes (Matthew 5:3-10)

Blessed are the poor in spirit,
for theirs is the kingdom of heaven.

Blessed are the sorrowing,
for they will be comforted.

Blessed are the lowly,
for they will inherit the land.

Blessed are they who hunger and thirst for righteousness,
for they will be satisfied.

Blessed are they who show mercy,
for they will be shown mercy.

Blessed are the clean of heart,
for they will see God.

Blessed are the peacemakers,
for they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness,
for theirs is the kingdom of God.

Gifts of the Holy Spirit (7)

Wisdom	Knowledge
Understanding	Piety
Counsel	Fear of the Lord
Fortitude	

Fruits of the Holy Spirit (12)

Charity	Joy
Peace	Patience
Kindness	Goodness
Generosity	Gentleness
Faithfulness	Modesty
Self-control	Chastity

Holy Days of Obligation

The Resurrection of Jesus Christ - every Sunday	
Solemnity of Mary, Mother of God - January 1	
Ascension - 7 th Sunday of Easter (Diocese of Wichita)	
The Assumption of Mary - August 15	
All Saints' Day -	November 1
Immaculate Conception -	December 8
Christmas Day -	December 25

The Seven Capital (Deadly) Sins

Pride: a vice and sin against humility; undue self-esteem or self-love

Lust: a vice and sin against chastity; inordinate desire for sexual pleasure outside of marriage and contrary to its purpose

Avarice (Greed): a vice and sin against temperance; inordinate attachment to getting and keeping of material possessions

Guttony: a vice and sin against temperance; immoderate eating or drinking

Envy: a vice and sin against charity; sadness caused by another's blessings or good fortune

Sloth (Acedia): a vice and sin against prudence; physical and/or spiritual laziness, apathetic towards living a life of grace

Wrath: a vice and sin against charity; anger or desire for revenge because of a hurt done

The Four Marks of the Church

One: the Church is one in the Spirit

Holy: separated from the world

Catholic: universal

Apostolic: received through the apostles

Principle Mysteries of Our Faith

Unity and Trinity of God

Incarnation

Death and Resurrection of our Savior

Attributes of God

Power	Justice	Omnipotent
Majesty	One	Holy
Wisdom	Immutable	Eternal
Love	Purely spiritual	Uncreated
Mercy	Omniscient	Immense

Symbols of the Church

Vine and Branches

Leaven

Temple

Body of Christ

Bride of Christ

Sheepfold

Magdalen Student Home Stewardship Hours

*"Put your gifts at the service
of one another."*

I Peter 4:10

When children learn to provide service for others they will live a lifetime of stewardship. Each Magdalen student is expected to complete service at home in addition to service at school. The number of annual required home stewardship hours are shown below:

Annual Home Stewardship Hours

PS-PK	20 minutes
K	30 minutes
1st	1 hour
2nd	2 hours
3rd	3 hours
4th	4 hours
5th	5 hours
6th	6 hours
7th	7 hours
8th	8 hours

Examples of Home Stewardship Activities

Younger children: Help others in your family at home (set table, etc.), recycle, be a pen pal with a senior citizen, make cards for those in need.

Older children: Help a neighbor, read to a child, visit a nursing home, recycle, tutor, garden, rake leaves, shovel snow, help others in your family at home, parish service. Altar serving is excellent stewardship but at least half the hours counted must also come from other types of service.

Log of Home Stewardship Hours

Please document your child's home stewardship hours on the provided form, to the right. The form should remain in the agenda.

Students may keep an additional log on a separate sheet if the form provided is not enough space.

DO NOT REMOVE FORM FROM AGENDA.

total 1st semester _____ total 2nd semester _____

total hours/minutes for the year _____ !

STUDENT NAME _____

service _____

date _____ hours/minutes _____

parent signature _____

service _____

date _____ hours/minutes _____

parent signature _____

service _____

date _____ hours/minutes _____

parent signature _____

service _____

date _____ hours/minutes _____

parent signature _____

service _____

date _____ hours/minutes _____

parent signature _____

service _____

date _____ hours/minutes _____

parent signature _____

service _____

date _____ hours/minutes _____

parent signature _____

service _____

date _____ hours/minutes _____

parent signature _____

MCS A.R. Reading Log

[illegible]

MCS A.R. Reading Log

[illegible]

Dear Magdalen Parents,

What a gift our Catholic schools are!

I presume that since your children were young, you have taught them to receive gifts graciously and with gratitude—saying “please” and “thank you,” perhaps even writing cards or doing acts of kindness in return. Being a gracious receiver is an important part of discipleship because it imitates the humility of Jesus—Christ the Beggar.

Christ entered the world in poverty and need. Even as our Savior, He stands at the door and knocks, hoping we will answer. He invites us to recognize Him in those who are in need and even to recognize our own need for Him.

When you taught your children to receive gifts gratefully, you may not have realized that you were also teaching stewardship. Stewardship is the grateful response of a Christian disciple who recognizes and receives God gives and shares those gifts in love of God and neighbor.

Today I invite you to recognize and receive the gift of a Catholic school. For decades, God has inspired countless people to be generous so that your family could receive this gift. Some of those people you see at Mass on Sundays; many have already gone on to their eternal reward. You will never be able to repay them, but hopefully you will imitate them.

Our school is a tremendous gift that assists you—not replaces you—in your sacred role of forming your children as disciples of Jesus Christ. I invite you to take a moment in prayer to allow yourself to be filled with gratitude and then renew your commitment to the Lord to respond faithfully and generously.

Thank you for the gift of your children and for the trust you place in our school each day. In Christ,

Fr. David Marstall
Pastor
Church of the Magdalen

**PARISH FAMILY AGREEMENT FOR 2026-27 SCHOOL
YEAR**

Magdalen Catholic School

Kapaun Mt. Carmel High
School

Bishop Carroll High School

PLEASE RETURN THIS AGREEMENT TO THE PARISH OFFICE

Discipleship calls us to more than membership; it calls us to continuously encounter him, follow him and in active stewardship to share our gifts in a spirit of mission. Active stewardship is realized in the generous and sacrificial sharing of time, talent and treasure for Christ's mission through the parish's ministries, activities and events. No more and no less is asked of Catholic school parents and students than of any other parishioners. Active stewardship for all parishioners is:

- Attend Sunday Mass and Holy Days of Obligation at Church of the Magdalen, unless impeded for a serious reason, e.g., illness, work, out of town, etc. Mass attendance expectation is a minimum of three Sundays a month at Magdalen.
- Participate in parish life and contribute one's gifts of time and talent to serve the parish through its ministries, activities and events.
- Highly recommended by the Pastor: Commitment to a weekly Holy Hour in our Perpetual Adoration chapel. The primacy of prayer before the Blessed Sacrament is the life blood of a disciple.
- Support the Catholic Church with a sacrificial gift of treasure by making a consistent and faithful annual pledge of tithe. Fulfilling the pledge of parish tithe by increasing annually until it equals 8% of one's family income. A tithe is 10% of one's family income; 8% to one's parish and 2% charities at your discretion. A tithe is not limited to the estimated cost to sponsor and educate a student at our Catholic school.
- Return completed stewardship forms to the parish office annually.

Parents

I affirm my commitment to be active stewards at Church of the Magdalen as defined above. I understand that my child/ren's enrollment in Catholic school is contingent on the way I practice my faith and that if at any point I fail to meet the expectations defined or commitments made, herein, Church of the Magdalen may revoke its sponsorship of my child/ren's enrollment in Catholic School. I ask the support of my parish in nurturing my faith as I strive to form my children as disciples through the Catholic school.

Father's Name

Signature

Date

Mother's Name

Signature

Date

Student

I understand that I am expected to practice my faith every day at home, in school, at work, and with my friends.

- I will attend Mass on all Sundays and Holy Days at Church of the Magdalen unless impeded for a serious reason.
- I will participate as a steward by giving of my time and talent to the service of the parish.
- I understand that as a Catholic, I must use my gifts and talents to perform my best in school in academic, athletic, social, and/or religious activities.
- I understand that my enrollment in Catholic school is contingent upon the way I practice my faith.

Student's Name

Grade in Aug. 2026

Student's Name

Signature

Grade in Aug. 2026

Student's name

Signature

Grade in Aug. 2026

The Parish

Our parish offers to all its members the benefits of Mass and the Sacraments and living in community with our brothers and sisters in Christ. Opportunities are also provided for continuing faith formation, engaging in parish life, and gratefully sharing God's gifts by serving the parish through our ministries.

Pastor

On behalf of the parish community, I affirm the parish's mission to nurture its members in the practice of the Catholic faith day by day to journey together to fulfill the great commission for the salvation of souls. In conjunction with your commitment to be stewards of the Church, the parish will sponsor your child/ren at our Catholic school for the 2025-26 academic year.

Pastor's Signature

Date