

Dear Parents and Students, Welcome to Magdalen Catholic School!

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, including "Extended Learning" (EL) for children who benefit from additional learning challenges. 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. Patrick G. York, Pastor
Mrs. Janice Palmer, Principal
Mrs. Aimee Dester, Assistant Principal

Magdalen Catholic School Mission

Awakening in the soul the beauty of God's truth, through academic excellence.

Diocese of Wichita Mission

*United with the family, the parish, and each other, Catholic schools in the Diocese of Wichita
FORM EACH STUDENT INTO A DISCIPLE OF JESUS
CHRIST who seeks and learns to live the Truth.*

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.

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. Several council members serve a three year term.

2011-2012 School Council members

Rev. Patrick G. York, *pastor*
Mrs. Janice Palmer, *principal*
Mrs. Aimee Dester, *assistant principal*
Kevin Schmitz, *chair* (1st year)
Stacy Thomison, *PTO liaison* (2nd year)
Charlene Dreiling (3rd year)
Damain Waker (3rd year)
Jill Alberti (2nd year)
Emily Bezdek (2nd year)
Kim Brown (1st year)
Jeff Engel (1st year)
Kate Higgins (1st year)

School Council meetings

Meetings are usually held on the third Wednesday of each month. Meetings involve strategic planning and immediate concerns. Meetings begin at 6:30 p.m. Parents and staff are welcome to attend.

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. Patrick G. York

Pastoral Associate - Sr. Connie Beiriger

Parish Manager - Mr. Fred Knoblauch

Principal - Mrs. Janice Palmer

Assistant Principal - Mrs. Aimee Dester

Office Manager - Ms. Teresa Egger

Secretary - Mrs. Deanna Fulghum

Counselor - Mrs. Dannon Jones

Nurse - Mrs. Shirley Osborn

PS & PK - Mrs. Kalyn Swenson

PS & PK - Miss Ashley Weixelman

PS - Mrs. Kara Malcom

K-Full Day - Mrs. Beth Shepherd

K-AM - Miss Katie Sheahon

1A - Mrs. Virginia Wright

1B - Mrs. Melissa Gerlach

2A - Miss Morgan Clark

2B - Mrs. Debra Jorgensen

3A - Mrs. Amy Klein / Mrs. Jennifer Locke

3B - Mrs. Becky Sullivan

4A - Miss April Hoffman

4B - Ms. Nancy Clark

5A - Mrs. Tiffany Cohlma

5B - Mrs. Megan Holding

MS Soc. St. - Mr. Michael Sabala

MS Math - Mrs. Petra Shafer

MS Language Arts - Mrs. Kate Records

MS Language Arts - Mrs. Judi Salo

MS Language Arts - Mrs. Kristin Schmitz

MS Religion - To be announced

MS Science - Mrs. Melissa McAsey

MS Spanish - Mrs. Lorie Duncan

Physical Education - Mrs. Terri Hessman

Technology - Mrs. Patricia Hunninghake

Reading Specialist - Mrs. Margo Funk

Vocal Music - Mrs. Sherye Lock

Extended Learning - Mrs. Michelle Johnson

Math Resource - Mrs. Sally Straka

Early Childhood Aide - Mrs. Jessie Walter

Elementary Aide - Mrs. Gloria Miller

Elementary Aide - Mrs. Pam Van Deventer

Foster Grandparent - Miss Dana Rausch

Lunch Finances - Mrs. Bev Morris

Food Service - Mrs. Kathy Schumacher

Food Service - Mrs. Cindy Pounds

Food Service - Mrs. Kay Hallacy

Lunchroom Aide - Mrs. Therese Wescott

Extension Program Director - Mrs. Marsha Pauls

Extension Program Finances - Mrs. Jeanne Munsell

Facilities Maintenance Supervisor - Mr. Donnie Lies

Maintenance - Mr. Darich Brian

Maintenance - Mr. Louis Herold

Maintenance - Mr. Nicholas Hottman

PARENT AND STUDENT HANDBOOK

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.

Kansas North Central Association

Magdalen Catholic School is accredited by the state of Kansas through **KNCA**. Each faculty member is on one of the goal area teams to improve student performance in these areas: Faith, Math and Reading

School Improvement Team (SIT)

The School Improvement Team meets on the second Tuesday of each month at 3:30 p.m. Representatives from the faculty assist the principal in planning and evaluating events, calendar, budget, and school improvement.

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. PTO sells school directories for \$5 each.

2011-2012 PTO executive board

President - Jacki Gimino & Shannon Nye

Vice-President - Debbie Bowman & Kimberly Joachims

Secretary - Richelle Trevino

Treasurer - Erin Kozlowski

PTO committee chairs

Teacher Liaison - Morgan Clark

Education Liaison - Kim Orr

Box Tops - Christy Waner

Hospitality - Jessica Collins

Publicity - Beth Engel

Spirit Wear - Monica Chessmore

School Supplies - Stacy Thomison & Christy Waner

Volunteer Coordinator - Cindy Herman & Jenny Tanski

Used Uniforms - Michelle Brozek

Welcoming - Joan Danitschek

A.R. Rewards - Tina Collins & Kim Orr

Decorating - Debbie Wierenga

Helping Hands - Lina Antoun & Nikki Omenski

Great Pumpkin - Shala Hoffman & Michelle McCollough

Spring Fling - Joan Ackerman & Annette Duncan

Artesia - To be announced

Teacher Appreciation - Kay Hallacy & Cindy Pounds

Catholic Schools Week - Diane Kilby & Krista Wolff

Easter Egg Hunt - Jennifer Dahlmann & Angela Folger
Parish Picnic Kids Events - Annie Sauber & Marci Werne
Respect Life - Wendy Johnson

School Policies and Information

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+ = 90 - 91	C+ = 81 - 82
A = 94 - 98	B = 85 - 89	C = 76 - 80
A- = 92 - 93	B- = 83 - 84	C- = 74 - 75
D+ = 72 - 73	F = 64 & below	
D = 67 - 71		
D- = 65 - 66		

Grade points for GPA

A+ = 4.0	B+ = 3.5	C+ = 2.5	D+ = 1.5
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.75	B- = 2.75	C- = 1.75	D- = .75

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

Homework

Recommended daily time allotments for homework (“10 minute rule”):

PS-K - none or a few minutes

1 st grade - 10 minutes	4 th grade - 40 minutes
2 nd grade - 20 minutes	5 th grade - 50 minutes
3 rd grade - 30 minutes	6 th - 8 th grade - 1.5 hrs

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.

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.

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 K-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 new 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** (this is 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 childrens’ IDs and Passwords available and you must click **Create Account**.

1. Enter your **Name, Email, Desired User Name, and Password**. Then enter the **Students’ Names 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.

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 and third quarters. Students in grades 5-8 are required to attend conferences and students in grades PS-4 are not.

- Fall conferences are mandatory for grades PS-8.
- Spring conferences are mandatory for grades 3-8. 8th grader will discuss Culminating Project status
- Spring conferences for grades PS-2 are optional unless: It is requested by teacher or student has a C or lower in class

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 satisfactory 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:

- Possibility of retention is brought to the parents' attention by the classroom teacher.
- Classroom teacher documents remediation. Special education services may be considered.
- The parents are involved in the final decision, although the final decision is made by the school. If a student is retained, they must 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.

Special Needs

Students who struggle academically or with behavior, and those who are gifted academically, have special plans called ILPs (individual learning plan). Our programming for gifted students is called "Extended Learning."

Summer School

Summer school is mandatory for students in grades 3-8 who do not meet standards on the state assessments or fail a class at semester.

Student competitions

Both the *Spelling Bee and Religion Bee* are held during Catholic Schools Week. The *Geography Bee* is held in December. The *Duke University Talent Identification Program (T.I.P.)* is for 7th graders. It allows qualified students to take college entrance exams (SAT or ACT) during 7th grade, in order to see how they compare with other students nationally. 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 which 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. Office and the internet 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.

Students and parents must sign an agreement regarding appropriate use of the internet at school. Students use the internet only with direct faculty supervision.

Standardized Tests

Our students take several standardized tests.

MAP: Grades K-8

Kansas Assessments:

Reading and Math - Grades 3-8

Science - Grades 4 & 7

Social Science - Grades 6 & 8

Writing - Grades 5 & 8

Standardized Test of Achievement in Reading

(S.T.A.R.) - grades 1-8, September, January, and May

Textbooks, library books, property

Students are responsible for all books and supplies issued to them, including agendas. Most textbooks are to remain covered. Paper bags make good covers.

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.

Tutoring in grades 1-8

Alphabetic-phonics tutoring (for students with learning disabilities in reading and language) is available through direct contract with professional language therapists.

Admission and Fees

Order of Admittance

1. Magdalen parishioners with children in grades K-8 already attending Magdalen Catholic School who attend Mass on Sundays and fully participate in stewardship
2. Magdalen parishioners who do not have children in grades K-8 already attending Magdalen Catholic School who attend Mass on Sundays and fully participate in stewardship
3. Catholics from another parish with no school, with children in grades K-8 already attending Magdalen Catholic School
4. Catholics from another parish with no school, with no children attending Magdalen Catholic School
5. Non-Catholics
6. The pastor makes final decisions regarding admittance

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.

Frequently asked questions:

1. "Who is a Magdalen parishioner?" A Magdalen parishioner is a Catholic who is properly registered at Church of the Magdalen.
2. "What is the first step?" Catholic parents are expected to be registered in their parish, practice their faith by attending Mass each Sunday, and be active stewards. An application must be on file with the school office and a stewardship form must be on file with the parish office.

3. "What is my stewardship commitment?" There must be a record of stewardship of time, talent and treasure.
4. "What if I belong to a different parish?" Magdalen must make arrangements with their pastor.
5. "What if I am not Catholic?" Non-Catholics are charged tuition, to be paid monthly. Arrangements must be made through the parish office. Payments must be kept current, with the 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 is \$180 per child for grades K, 1, 3, 4, 5 & 6, \$185 per child for grade 2, \$200 per child for grade 7 & \$225 per child for grade 8, with a cap of \$625 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 \$50 down payment per family. This will be applied to the registration fee. The balance will be due on registration day.
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 a teacher to evaluate appropriate placement and readiness. Documentation including grades, test scores, discipline information and health records are also required.

Entrance age and fees for early childhood

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

PS-(3 yr. old, 2 days/wk): \$90/mo. Sep.-May
\$35/yr milk & \$20/year activity fee

PK-(4 yr. old, 3 days/wk): \$125/mo. Sep.-May
\$45/yr milk & \$20/year activity fee

PK-(4 yr. old, 5 days/wk): \$210/mo. Sep.-May
\$75/yr milk & \$20/year activity fee

K-AM (4th qtr.-full day): \$180 registration fee

K-Full Day: \$180 registration fee

After final approval of the pastor and principal, families will turn in an *enrollment form* with an August payment of \$45 for each PS student, \$65 for each 3-day-PK student and \$105 for each 5-day-PK student. The August payment is considered a non-refundable deposit. The full monthly tuition payment will be due September 1st. Monthly payments should be given to the teacher in a marked envelope or sent to the school office the 1st of each month.

Attendance

Regular school attendance is essential for student growth and progress. There is a high correlation between successful academic achievement and faithful attendance. Students should be at school all day, every day, unless ill!

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 absent if not participating in classroom activities during school hours. If gone one-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. A written note from parents should be sent one week in advance if a trip is anticipated. Please do not request assignments in advance for students who are traveling.

According to diocesan policy, when a student has missed more than ten days in a semester or twenty in a year, the school may withhold credit or retain, unless the school prefers other consequences, such as summer remediation.

Truancy

In accordance with state law 72-1113, 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 Social and Rehabilitation Services (SRS) 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.

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:

Grades K-2 Students

Students will be allowed one day for every day absent to get homework completed. The teacher may suggest tutoring if the student will need additional assistance to adequately understand the material missed during the unexcused absence.

Grades 3-8 Students

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 Homework Blog Site

Homework for grades 6-8 is posted by 4:00 each day on the web site: mcsmustangs.blogspot.com

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 partial credit. 6th grade will have a transitioning period during the 1st quarter. They will be able to receive partial credit for assignments turned in one day late. The second day they will receive zero credit. Beginning second quarter, they will transition to the middle school policy above.

Release during school day

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

When coming to take a child to an appointment, the parent must sign their child out and the office will call the classroom to dismiss the child. If returning, the child or parent should sign the child in and the child will be given an admit slip.

Tardiness

Tardiness is counted for time up to one hour late, starting at 7:50 a.m. when the tardy bell rings. After one hour, it is a partial 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.

In grades 5-8, 5 tardies in a quarter will result in a detention. Parents are contacted by letter or phone call if excessive tardies are a problem.

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 Social and Rehabilitation Services (SRS). 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

School Website

www.magdalenwichita.com

Please use the website to keep updated on our school. Some things that are on the website are newsletters, calendar, lunch menu, list of Accelerated Reader tests etc.

School Reach Voice Messaging and Email

Most communication is done through "School Reach" 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, by email, by note, or by leaving a message in the office. Interactions between staff and parents are always expected to be courteous and civil. The principal should be involved if an issue is not being worked out.

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 school hours 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.

Agendas are used as a daily communication between home and school, grades 1-8. Grades 1-5 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.

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

Items that parents deliver

Please do not take items directly to classrooms. Items that

children forget, 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

Placement of children in classrooms is varied each year. Considerations are: Male-female ratio, mixing different students each year, and balance of abilities and personalities. Placement is posted at registration.

Requests for a specific teacher must be made in writing to the principal (not teacher) **by April 15, stating the reason for the request.** Please avoid requesting teachers unless there is a serious reason to do so. Requests are not always honored, depending on the situation.

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

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 schoolwork honestly and with your best effort.
- Use appropriate language.
- Go promptly home, to ride, or to the Extension Program after school.

Reminders are a key to our school wide plan.

When an inappropriate behavior occurs a student is given a "reminder" and is asked to identify the inappropriate behavior. The student is then asked to state the appropriate

behavior. Removal to another classroom or to the office occurs when a student refuses to cooperate.

Bullying and threats

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. The 2nd Step Program is used by all grade levels for this instruction. 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 and 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, 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, 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 effect 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 example. They 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, as laid out in each school's handbook.

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, and any other items that are not appropriate at school.

Cell Phones

Middle school students may bring a cell phone to school, if needed, but it must be kept turned off and must remain in the student's locker until the dismissal bell at 3:20. **Cell phones may not be used at any time in the school building during school or latchkey. They may only be used outside** after the dismissal bell. Cell phones being used in the school building 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.

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, and tobacco 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 therapist approved by the school, and a drug test.

Professional counseling

In some cases, the principal may request 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.

School wide discipline approach

In grades K-3 we teach expected behaviors in a positive and highly structured manner. Behavior is reviewed after each class session to reinforce appropriate behaviors and refocus students who received reminders.

Students are responsible for stating how many reminders they received during that class. Each day students have two opportunities (morning and afternoon) to "meet the goal" of acceptable behavior. There are positive and negative consequences.

In grades 4 & 5 we expect positive behaviors to be established. Reminder reviews are daily rather than after each class period. This is a transitional time. Grade 5 is the beginning of the use of demerit cards.

In grades 6, 7 & 8 we continue to have the philosophy that a positive, highly structured approach is the best. The demerit card system is used along with rewards for positive behavior.

Rewards for good behavior include a variety of individual and classroom incentives. We try to avoid an over emphasis on material rewards.

Rewards may include recognition, compliments, a note or phone call from the teacher or principal, earning points or tokens for computer time or other "perks," stickers, candy on occasion, helper privileges, a classroom game, and occasional extra recess or class party.

Consequences for misbehaviors in the lower grades may include loss of 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 used with younger students in some situations.

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.

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)

Five demerits or a single infraction could lead to a detention, depending of 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
 - missing a parent signature
 - hallway misbehavior
 - lunchroom or playground misbehavior
 - disrespectful to classmates
 - candy or gum
 - misuse of property
 - uniform violation
- (list 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
 - cussing
- (list not inclusive)

Detentions are served on Wednesdays at 7:00 a.m. During the detention, the student is given a “refocusing activity.” Parents are informed of a detention by a phone call from the student as well as a notice from the teacher, 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 a detention, he/she will serve additional time. If a child **does not show up** for a detention, he/she will serve a detention the following morning at 6:30 a.m. 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
- (list not inclusive)

In-school suspensions are served in another classroom. The student first must do a “refocusing activity” and then may do school work or service to the parish. The student may obtain assignments after the ISS is 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 student. A written note should come home with the student. It will include the day that the suspension is to be served. *The notice is to be signed and returned the next school day.*

Out of school suspension

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

If a test is given, on that 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 suspensions or expulsion. A

student serving an OSS must do community service hours. Each day of OSS requires 8 hours of community service. The school office has a list of approved agencies from which the student can choose to serve their 8 hours.

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)
- (list 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.).

Girls

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

JUMPERS - Jumpers PS-4th grade, uniform plaid. Length must cover the knee. Girls in grades PS-8th must wear shorts, tank briefs, or tights (red, white or navy) under skirts daily. Leggings can be worn and should be fit tight to the leg; 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 – Moderate make-up is allowed, but no eye make-up. Clear nail polish only. No fake nails or French manicures.

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 payment of \$1.00 for the use of nail polish remover/eye make-up remover or one hour of service.

HAIR - No extreme or distracting hair styles or color. Color must be a natural hair color. No hair attachments or extensions.

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 bracelets except for watches. 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.

Boys

PANTS - Navy blue pants, slack style (no jeans or cargos). Sagging style, torn or frayed pants are not allowed. 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 payment of \$1.00 for the use of a belt for the day. Borrowed belts must be returned the next day or student will be charged \$1.00 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 hair styles or colors. No faux hawk or spiked hair. Hair must be a natural hair color.

BOYS ACCESSORIES - No bracelets except for watches. No necklaces except for those with religious medals or crosses. No hair accessories.

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

Earrings may not be worn. Body piercing of any kind is not allowed.

Boys and Girls

SHORTS - Uniform shorts only - August, September and May. Shorts must have belt loops and follow belt rules for pants.

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.

SWEATERS - Navy blue uniform sweaters only, cardigan, vest, or v-neck.

SWEATSHIRTS - 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. No hooded sweatshirts worn inside the school.

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 or royal). 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 shoe.

*Tennis shoes - must be black, brown, gray, white, red, blue (navy, royal or light blue). *Exception: Students in Preschool through 2nd grade may wear shoes that are predominately the colors listed above.* (For example, if there is a white Nike shoe with a pink swoosh, that works.) Boys may wear high-top (basketball) tennis shoes.

*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.*

*No cartoon shoes, light up shoes, sparkly shoes, shoes

with a pattern print or distracting designs. *PS/PK students are allowed 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. Solid colors: red, white navy blue and black are acceptable. The socks must be a solid color with no patterns, stripes or designs.

EYEGASSES - Only prescription glasses may be worn to school.

Distracting apparel and fads are not permitted. Scout and Brownie 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 color full-length jeans, cargos or khakis, not torn or frayed. No jeggings or jeans that look like jeggings. No jean shorts, skirts, gauchos or capris. Exception - Capris may be worn in September and May. The capris must cover the knee.

Shirt: Uniform shirt or a Magdalen spirit tee shirt (sold by the PTO or Booster Club).

Portrait Days

5-8th Grades

Same guidelines as Jean Days, except dress-up shirt with sleeves or uniform shirt may be worn. It must have sleeves. For modesty, low neck styles, tight fitting shirts, and short/cropped shirts are not allowed. Sandals are not allowed.

PS-4th Grades

Same as 5th-8th, except girls may wear skirts or dresses - length must cover the knee. Sandals are not allowed.

If a student wears inappropriate clothing and must call home for a change of clothes, the student will lose free dress privileges during the next scheduled jean day.

Purchasing uniforms

PARKER SCHOOL UNIFORM, 650 N Carriage Parkway, Suite 145, phone 687-4634

www.parkerschooluniforms.com

Web ID – WI104001

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

Drinks are allowed only in the cafeteria and social room. Parents and students are asked not to bring pop into the building.

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 it is okayed by the teacher.

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

Field trips are a privilege. Students may be denied participation 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 a must.

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

- 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 for going both to and from. The driver is given a list of assigned students.
- 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.
- 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 a 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 Reach message will be sent.

Health room – nurse and volunteers

Our school nurse works 8:30 a.m.-3:00 p.m. daily. Office staff assists in the health room as needed.

The nurse does hearing and vision screening, and other health checks as required by the state. She is our school coordinator for sexuality instruction.

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, and should be do 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 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.

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.

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.

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 is available in the health room and school office. Forms will also be available at registration.

New students

All new students must present a health/physical exam form signed by a physician, and a Kansas certificate of immunization (green KCI), also signed by a physician (or authorized person).

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 monthly. 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 three times each school year. At the sound of the tornado bell (short blasts), students and teachers move quickly and quietly to the designated “safe areas.”

School counselor

Our school counselor is available two days a week. Students may be seen once by the counselor based on a child’s request or a referral by a teacher or administrator. If more than one visit is indicated, parental permission is required. Call the school office to reach the counselor.

Student pregnancy

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

“Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school’s response must first of all reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young man and a young woman when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct. Any student pregnancy requires a careful analysis of a student’s status and presents the possibility of unique circumstances, which require specific interpretation and application. The administrators of the local schools have the responsibility for making such interpretation and decisions.” *Diocese of Wichita School Policy #414*

Extension Program

Phone: 634-1572 ext. 110

Director: Marsha Pauls

Sign-up at 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 early or late to school must go to the Extension Program, even if they have not signed up. Parents are billed. The Extension Program payments are due upon receipt. Statements will be sent home the 1st of each month with students.

Morning Extension Program (7:00 - 7:40 a.m.)

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

Students must promptly check in to the Extension Program. Students not picked up by 3:30 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.

Electronic games and cell phones and are not permitted. Ipods are allowed for grades 5-8.

Liturgies

8:00 a.m. daily Mass schedule

All-school Mass (1st-8th) - Mon., Tues., Thurs., & Fri.
Kindergarten attends Mass on 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 in the entrance area. 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.

PARENT AND STUDENT HANDBOOK

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) \$35/year

Pre-kindergarten - (3 days/wk) \$45/year

Pre-kindergarten - (5 days per wk) \$75/year

Hot and Sack Lunches

Hot or sack lunches may be purchased. Lunches include milk. Menus are online.

Adults: \$3.00 per meal

Grades Full day K-8: \$2.60 per meal

Milk: \$.40 per carton

Double Entrée: \$1.00 extra - **Middle School Only**

(The double entrée is not served daily)

Sack Lunches:

M/W - Ham/Cheese Sandwich, chips, veg, fruit

T/Th - Turkey/Cheese Sandwich chips, veg, fruit

Fri - No sack lunches offered

Parents are always welcome!

Check the calendar for "Senior Luncheon" days. These lunches often appeal to adults.

We welcome the many parents who come to lunch, both to volunteer and to eat lunch with their children. (\$3.00 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 fix 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 salad or sack lunch as an option. The salad or sack lunch must be ordered at lunch count time. The lunch count is picked up at 8:45 a.m.

Closed lunch period

Students are not allowed to leave school for lunch unless accompanied by a parent or guardian. A checkout card signed by the principal is required when a student leaves during the lunch period.

Fast food and pop not allowed

Students are not allowed to bring food or beverages from any outside restaurant or have it brought to them. Fast food, soda pop, canned and bottled drinks are not permitted.

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 (unless they buy a milk at school), 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 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.
- 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, 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.
- Students walk quietly to line up at the end of the lunch period.
- Canned or bottled beverages are not allowed.
- Soda pop & fast food not allowed.

Consequences of breaking lunch rules:

- Student may be excluded from eating with the class or with friends.
- K-5th grades: 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.
- Student 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

The “Magdalen Mustangs” Booster Club is for all parents and friends of the school to support students participating in CSAL sports or cheerleading. They run the concessions and maintain a fund to help support Magdalen athletics.

Each child must have a physical exam after May 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)

CSAL cheerleading

Any 8th grade girl may participate as a cheerleader. There is a fee for uniform rental. Parent leaders supervise practices and cheerleading at CSAL sports events.

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 post-season tournament – shall be ineligible for school teams in the same sport.

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

Students who are failing classes due to lack of effort, positive participation, or incomplete assignments are not allowed to participate. Parents and coaches are encouraged to advise students with borderline grades to sit out practices or games in order to get grades up, to prevent being taken off the team later because of failing grades.

Student is ineligible if receiving an F in any subject area (cumulative grades).

Student may not play or participate in football, volleyball, basketball, cross country, track or cheerleading 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.

An ineligibility period can last for two or three consecutive weeks, in order to give the student time to raise a grade. Extra assignments will not be provided to accommodate eligibility.

An athlete can also be ineligible based on behavior, at administration discretion.

BB, VB, FB, Cheerleading: Student is off the team for the season after becoming ineligible again after the first ineligibility period.

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. Also, schools may place students on an ineligible list for not complying with school behavior policies.

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

Middle School Programs

Student Council

This group performs service to the school through a variety of activities. Officers are elected by peer vote in early September. Eligibility is based on behavior and academic standards for the previous year. (No OSS and no Ds or Fs.) To stay on StuCo, the student must continue to maintain passing grades and positive behavior.

Qualifications:

- A 3.0 GPA for last 9 weeks at Magdalen
- 2 nominations from Magdalen MS teachers
- 1 nomination from Magdalen Specials' Instructors
- Meet academic eligibility requirements
- Maintain exemplary discipline records
- May forfeit position for excessive detentions

8th Grade Culminating Project

At the end of their 8th grade year, students present a project that integrates faith and knowledge. In earlier grades students gradually learn to do the report writing, research, and other skills that are needed to complete the 8th grade project.

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. No drinks 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.

Invitations for private parties are not to be handed out at school. When having a private party please mail your invitations. This will prevent students from losing their invitations, not receiving an invitation because they were sick or not receiving an invitation because not enough were brought.

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 school. 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. Fund raising 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 e-mailing 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.

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 complete at 3:30 p.m. **(See the traffic flow map on page 29).** Those who arrive before 7:30 a.m. must go to the Extension Program.

Please do not come to hallways at 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 or basketball courts, and no throwing rocks or any sort of rough playing on school grounds after school.

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.

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 parish office during the afternoon from 1:00-5:00 p.m. (634-2315)

Gym Usage Policy

1. The gym is only rented to parishioners.
2. Gym will only be rented for sporting events unless approved by Ted Cook.

3. Coach must be a Magdalen parishioner and have Virtus training.
4. A team is limited to twice a week to rent the gym and each session can not exceed 90 minutes.
5. Fees – incremental
 - a. CSAL sports – no charge
 - b. If team is 50-100% Magdalen parishioners - \$10/hour
 - c. If team is under 50% Magdalen parishioners - \$40/hour
 - d. If team has no Magdalen parishioners, they may not rent the gym.
6. Scheduling of the gym is done in the school office.

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 requested 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.

Volunteers sign in at the office and are welcome to use the concession room as needed to do projects and take a break from other volunteer work.

Volunteer job descriptions and guidelines are available from the PTO or in the school office.

Use of Handbook/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 **sign daily (grades 1-5)** after homework is completed. Teachers will check this each morning.

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.

Replacement agendas cost \$5, in case of loss, damage, or misuse.

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.

Patriotic Songs

Star Spangled Banner

Oh! Say can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming,
Whose broad stripes and bright stars, through the perilous fight,

O'er the ramparts we watched were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.

Oh, say, does that Star-Spangled Banner yet wave –
O'er the land of the free and the home of the brave?

America

My country! 'tis of thee, Sweet land of liberty, Of thee I sing;
Land where my fathers died, Land of the Pilgrim's pride,
From ev'ry mountainside, Let freedom ring.

Our fathers' God, to Thee, Author of liberty, To Thee we sing;
Long may our land be bright, With freedom's holy light;
Protect us by Thy might, Great God, our King!

America, the Beautiful

O beautiful for spacious skies,
For amber wavers of grain.
For purple mountain majesties
Above the fruited plains.
America, America, God shed His grace on thee.
And crown thy good with brotherhood
From sea to shining sea.

O beautiful for patriot dream
That sees beyond the years.
Thine alabaster cities gleam,
Undimmed by human tears.
America! America! God shed His grace on thee.
And crown thy good with brotherhood
From sea to shining sea.

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 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.

Multi-sensory Grammar Color Code

RED - noun marker (article)

YELLOW - noun, pronoun

ORANGE - verb

BLUE - adjective

GREEN - preposition

PURPLE - adverb

BROWN - conjunction

YELLOW - (strike through)- subjects

ORANGE - (strike through)- predicates

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.

Church of the Magdalen 2011-2012 Parish Agreement for Catholic Grade School Students & Parents

As a Parent, I Will...

... make stewardship a lifetime commitment.

... participate in stewardship of TIME and TALENT.

... participate in stewardship of TREASURE. The cost of education per pupil for our parish is \$58 per week. The parish asks every parishioner to tithe 8% gross income to the parish and 2% to charity.

... participate in the Parent Formation classes on sexuality.

As a Student I Will...

... pray every day and attend Mass on Sundays and on Holy Days.

... try my best and work to my full potential. I will treat all people with respect and dignity, whether at school, at home, or on the playing field.

... practice stewardship by my actions at school, at home, and in the community.

As a Parish:

The Church of the Magdalen Parish pledges time, talent, and treasure toward a parish grade school. By doing so, we are fulfilling our parish mission:

A FAMILY OF STEWARDS FOR CHRIST, through personal prayer, public worship, Catholic Education, ministry to one another, and to our community.

Would you like to discuss your stewardship of time, talent and treasure with a member of the pastoral staff? Call Mrs. Pat Range, parish stewardship director.

***“We have read the entire handbook, and agree to abide by the handbook policies and procedures.”
Signature to agree:***

student _____
parent(s) _____
date parents sign _____
parish rep. _____ date _____

Please sign and keep this copy of the form in the handbook. Give the other copy to the teacher, once it is signed.

Church of the Magdalen 2011-12 Parish Agreement for Catholic Grade School Students & Parents

As a Parent, I Will...

... make stewardship a lifetime commitment.

... participate in stewardship of TIME and TALENT.

... participate in stewardship of TREASURE. The cost of education per pupil for our parish is \$58 per week. The parish asks every parishioner to tithe 8% gross income to the parish and 2% to charity.

... participate in the Parent Formation classes on sexuality.

As a Student I Will...

... pray every day and attend Mass on Sundays and on Holy Days.

... try my best and work to my full potential. I will treat all people with respect and dignity, whether at school, at home, or on the playing field.

... practice stewardship by my actions at school, at home, and in the community.

As a Parish:

The Church of the Magdalen Parish pledges time, talent, and treasure toward a parish grade school. By doing so, we are fulfilling our parish mission:

A FAMILY OF STEWARDS FOR CHRIST, through personal prayer, public worship, Catholic Education, ministry to one another, and to our community.

Would you like to discuss your stewardship of time, talent and treasure with a member of the pastoral staff? Call Mrs. Pat Range, parish stewardship director.

***“We have read the entire handbook, and agree to abide by the handbook policies and procedures.”
Signature to agree:***

student _____
parent(s) _____
date parents sign _____
parish rep. _____ date _____

Please sign and give this copy of the form to the teacher. Cut it out of the handbook by cutting the page in half, and give it to your teacher.

Sample

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. I believe in Jesus Christ, His only Son, our Lord. He was conceived by the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day He rose again. He ascended into heaven, and is seated at the right hand of the Father. He will 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 God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. I believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, Begotten, not made, one in being with the Father. Through him all things were made. For us men and for our salvation he came down from heaven; By the power of the Holy Spirit he was born of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered, died, and was buried. On the third day he rose again in fulfillment of 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. With the Father and the Son he is worshipped and glorified. He has spoken through the Prophets. I believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for 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

The Four Cornerstones of Faith

Apostles' Creed
Our Father
Ten Commandments
Seven Sacraments

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.

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

Council

Fear of the Lord

Fortitude

Fruits of the Holy Spirit (12)

Charity

Joy

Peace

Patience

Kindness

Goodness

Generosity

Gentleness

Faithfulness

Modesty

Self-control

Chastity

Models of the Church

People of God

Body of Christ

Temple of the Holy Spirit

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

Gluttony: 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

Holy Days of Obligation

The Resurrection of Jesus Christ every Sunday

Solemnity of Mary, Mother of God January 1

Ascension 7th 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

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 _____ !

NAME OF STUDENT _____

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 _____

Prizes and points are subject to change without notification

AR REWARDS

	Grade 1-2	Grade 3-4	Grade 5	Grade 6-8
Required Points per Quarter	5	6-7	8	9-10-11
Silly socks	3	7	8	15
Hat	3	7	8	15
Slippers	3	7		
Nail polish	3			
Stuffed animal to school	3			
Pop	5	5	5	10
Candy bar	5	5	5	10
Jeans	5	7	8	15
Lunch with teacher	5	10		
Homework pass	5	20	25	40
Taco Tico Bookmark - Free taco/bean burrito	5	10	15	15
Prize Basket A	7			
Read in the Porter Tub	10	15	20	25
Bookmark	10	15	20	25
Read AR on floor				25
Use i-pod or walkman during reading			40	75
Applebees/Chilis gift certificate	10	30	35	
Cool school supplies	15	25	30	35
Freddy's \$5 gift card	15	50	100	150
Gamestop - \$5 gift card	15	50	100	150
Ice cream	20	25	50	
Prize Basket B	20			
Warren Gift Card	35	100	150	200
\$10 Barnes and Noble gift card	35	100	150	200
Freddy's Lunch with teacher	40			
\$15 Target or \$15 iTunes gift card	50	150	200	250

 not available at this level

TRAFFIC FLOW

We are experiencing some congestion in the parking lot after school so we are reminding everyone of the proper traffic flow.

The driveway by the playground and early childhood entrance is a one-way drive both before and after school. Please do not park along the curb. The drive must be open for flow of traffic and safety of students coming and going to the vehicles.

If you drop off or pick up at the early childhood entrance, you must enter the complex from the southwest side by the rectory. Exiting from this early childhood entrance flows in the direction of the arrows continuing through the main traffic flow.

The northeast entrance can not be used as an exit path.

*PRESCHOOL AND PRE-K

PS and PK students without older siblings can be dismissed from the church using the south entrance. Please let your child's teacher know this is your plan.

*EARLY CHILDHOOD ENTRANCE

This entrance should be used only for students in PS/PK/K and their older siblings up to 2nd grade. We would like all students in grades 1-8 to use the main exit on the east side of the school unless they have a sibling in PS/PK/K. If a PS/PK/K student has an older sibling in grades 3-8, we would like them to exit out the main school entrance on the east side of the school. The older sibling can be dismissed at 3:15 to pick up the K-2 student and walk with them to your vehicle.

*If you pick up your child at the Early Childhood entrance, you will exit through the center of the pick up lane (on the east side of the school) and follow the traffic flow.

