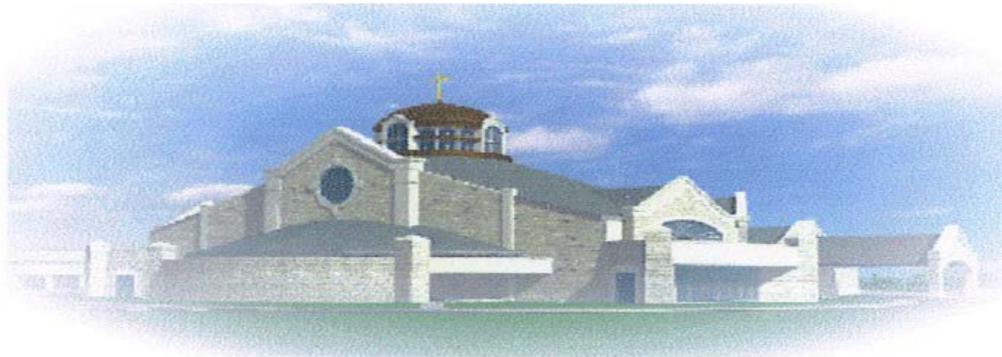


Church of the Magdalen



Parish School of Religion Family Handbook

2018-2019

**12626 East 21st Street North
Wichita, KS 67206
Diocese of Wichita**

September 2018

Greetings!

Welcome to the Church of the Magdalen Parish School of Religion (PSR). On behalf of Fr. Jirak, Fr. Matt, Fr. Chris, Sr. Connie and our catechists, thank you for allowing us to share the Good News of Christ with you and your children! As a parish community, the people of Magdalen are called to cultivate a family of stewards for Christ through personal prayer, public worship, Catholic education, and ministry to one another and the community at large. Providing a quality religious education for our children is an important part of this mission.

Parents are the primary educators of their children in the practice of the Catholic Faith. The purpose of our PSR program is to support parents in this critical responsibility. By enrolling your child in PSR, you agree to partner with the parish in your child's faith formation. This partnership between parents and catechists requires ongoing communication and collaboration. Our catechists are people of faith who volunteer their time and talent to the PSR program. They prepare their lessons with care using a curriculum approved by our parish. This curriculum focuses on the skills and knowledge that each child needs to grow and mature in the practice of their Catholic faith. We desire that each child develop a lifelong relationship with God and practice a sacramental life filled with prayer and Christian service. We look forward to working with you in forming your children in the practice of the Catholic Faith!

Please read this family handbook so you will be aware of the goals and policies for the Magdalen PSR Program. If you have any questions, please feel free to contact us. We ask for your prayers and support for our staff, catechists, parents, and children as we journey together to grow in our Catholic faith!

May God bless your family and may grace and peace be yours in abundance!

Erin and Steve Nowicki
PSR Coordinators
316-990-8786 (Erin cell)
316-990-8782 (Steve cell)
nowickis@magdalenwichita.com

Our Mission Statement

The Church of the Magdalen PSR recognizes the mission given to us by Jesus to make disciples of all nations. With the help of PSR parents we will provide each student a base of knowledge about our Catholic faith with the hope of instilling a love for God which leads to service to one another within the Magdalen community and to the world around us.

Parents Roles and Responsibilities

Parents have the primary responsibility for the religious formation of their children. Your support and cooperation with our catechists plays a vital role in our success. By working together in a spirit of love and concern, we hope to create a positive experience for each child as we live out and teach our Catholic faith. We have observed that there is a difference between children who faithfully attend both Mass and PSR and those who do not. The religious formation of your child is dependent upon an active faith life within your family. Participation in the Sunday liturgy and family prayer are essentials for faith development. We encourage parents to participate in the following activities with their children as part of their family faith life:

- Attend Mass on Sundays and Holy Days of Obligation.
- Participate in parish life.
- Pray with your children. Live real Catholic values in the home.
- Discuss the Catholic faith with your children.
- Bring your children on time to each PSR session on Wednesday evenings, 6:30–7:30 pm.
- Ensure that your children bring the required materials to each PSR session.
- Inquire about what your children are learning in the classroom.
- Review each PSR session activity and lesson with your child.
- Discuss with your children the importance of showing respect and ensure that your child understands and adheres to the Classroom Guidelines.

Prayer

We must pray every day. Jesus taught about the necessity to pray without becoming weary (Luke 18:1). Prayer serves many useful purposes, but it is mainly an act of love which unites us with God. Each PSR session will begin and end with prayer. Depending on their grade level students will learn the different forms of prayer: praise, petition, thanksgiving and contrition. These prayers can be found in the Catholic Prayers section of your children's textbooks. We encourage parents to say these prayers with their children every day.

Sacraments

Our Magdalen PSR program prepares children for the Sacraments of Reconciliation and First Communion. Preparation for these Sacraments begins in Kindergarten. It is necessary that each student fulfills all the required preparation for the reception of these sacraments. Second Grade parents will also need to attend two mandatory meetings during the year. The dates for these meetings will be emailed to you and will be sent home with your child.

Registration & Fee

Annual PSR registration is required. **PSR families must be registered members of the Church of the Magdalen.** A registration form must be completed online prior to your student attending their first PSR session. New students and Second Grade students will also need to submit a copy of their

baptismal certificate. There is a \$25 book fee per student, with a max of \$75 per family of three or more. Payment should be sent to the Parish Office.

Attendance

PSR sessions are held on Wednesday evenings from 6:30 p.m. to 7:30 p.m. Regular attendance is essential for your child to benefit from the PSR Program and their attendance record will be kept in a permanent file. If your child must miss a PSR session please notify the PSR Coordinator by email to nowickis@magdalenwichita.com or 316-990-8782 or 8786. If a child becomes ill during a PSR session, parents will be contacted. If parents cannot be reached by phone, the emergency contact will be notified.

Arrival

In the parking lot all traffic should flow from north to south immediately in front of the Magdalen Catholic School main entrance. If you are parking your vehicle before entering the building, please park in a parking lot stall.

The children should be dropped in front of and enter through the main entrance of the school. They should report directly to their classroom and need to wait outside the classroom door until a catechist is present. If your child is in Kindergarten through Second Grade, we ask that you or an older sibling escort them to the classroom door.

Dismissal

For safety reasons, children in Kindergarten through Second Grade need to be picked up by their parent or an older sibling at the classroom door.

Classroom Guidelines

The task of religious education is rewarding, but also challenging. Our catechists are dedicated people who are volunteering their time and talent to find the best means of teaching their students about our Catholic faith. In order to allow full participation by all students in the learning process, an atmosphere conducive to religious formation is necessary. Therefore the following classroom rules have been established:

- The behavior of students attending PSR is expected to reflect Christian values. Proper respect is to be shown to the catechists and to other students at all times.
- Students must wait outside the classroom if the catechist is not present.
- Use of cell phone or any other electronic device is not allowed during the PSR session.
- Food and beverages (including gum) are not allowed in the classrooms at any time. Also be aware that all classrooms must remain peanut-free.
- Please dress appropriately. The following dress code will aid in providing an atmosphere conducive to religious formation for both Catechists and students:
 - No revealing clothing.
 - No clothing with words or graphics that are anti-Christian, racist, sexist, advocate violence, consumption or use of drugs, alcohol or tobacco.
 - No clothing with words or graphics that is demeaning to another person or group.
- When a student's behavior disrupts a PSR session, the catechist has the option to obtain assistance from outside the classroom.

Discipline

Magdalen PSR staff believes that discipline is the shared responsibility of parents, catechists, and students. The behavior of students attending PSR is expected to reflect Christian values. Each catechist will make the classroom policies clear to the students, as well as the consequences for violating them. The catechist will normally handle disruptive behavior during the PSR session. If the disruptive behavior persists, the catechist has the option to send the student to the PSR Coordinator. Parents will be informed if the disruptive behavior persists. A meeting may be arranged at any time between the PSR Coordinator, catechists, and parents.

Policy on Violence

Violence or the threat of violence is inconsistent with the dignity and respect due to all people and is contrary to living the Catholic faith. Church of the Magdalen PSR seeks to provide a safe learning environment for our students and will maintain a no tolerance policy on violence. All observed instances or threats of violence need to be reported to the catechists and PSR Coordinator.

Special Needs

Does your child have any conditions, disorders, allergies, physical, sensory, cognitive, or social/emotional disabilities of which we should be aware so we can serve them properly? Please bring these needs to the PSR Coordinator's attention. All children are welcome to PSR sessions. We will make every effort to make accommodations for a child with special needs.

Cancellation of PSR Sessions

If PSR sessions need to be cancelled for any reason, a School Reach phone message may be sent to PSR parents. Other notification methods may include an email message sent to PSR parents, a message posted on the Magdalen webpage www.magdalenwichita.com or via social media. Parents can also tune into KSN, KAKE, or KWCH TV for their listings of school closings.

Communication

We are always willing to discuss questions, concerns, or problems. Please feel free to contact Steve or Erin Nowicki, PSR Coordinators by phone at 316-990-8786 (Erin), 8782 (Steve), or by email at nowickis@magdalenwichita.com. For Youth Ministry questions, you can also contact Father Matt Davied at 316-634-2315 or by email at mdavied@magdalenwichita.com.

For up-to-date news on Church of the Magdalen PSR, visit www.magdalenwichita.com/psr/home or follow Church of the Magdalen on Facebook and Twitter.

Emergency Evacuation Plan

The safety of PSR students is of prime importance. Located by the door inside each classroom are maps describing the Fire Evacuation Route for that classroom and the location of Tornado Safe Rooms. Catechists have familiarized themselves with these maps and will act accordingly should either situation arise. We will conduct a Fire Drill and Tornado Drill within the first month of PSR sessions. In addition, catechists have all been informed of Magdalen's lockdown and evacuation procedures.

Volunteers

Volunteers are always welcome in the PSR Program. Parents may volunteer in a number of ways which include:

- Catechist/Catechist aide
- PSR Office aide
- Help with child care during PSR sessions
- Help providing snacks and/or setting up for special occasions

Occasionally a special request for volunteers will be made in the Magdalen PSR Newsletter.

All volunteers must attend a VIRTUS training session held by Diocese of Wichita. It is a policy of the Diocese of Wichita that no parent or adult can be in the classroom without being VIRTUS trained. If you need to know when a VIRTUS training session will be held, please check the Catholic Advance, the weekly bulletin, or email Steve or Erin at nowickis@magdalenwichita.com.

Curriculum

We will be using textbooks from the *Be My Disciples* parish series. Incorporating the updates to the Roman Missal, Third Edition, *Be My Disciples* offers engaging lessons that lead young disciples to higher levels of moral thinking and a deeper initiation into a life of prayer. Through exploration, discovery, and decision-making, children are invited to accept the challenge to follow Jesus and learn and practice the skills needed to be active disciples. *Be My Disciples* shares the Christian story in a catechumenal methodology, using reflection on Scripture and doctrine, plus a prayer celebration in every class and during all the major seasons of the Church year. It initiates children into the community of faith and challenges them to discipleship.

Textbook

Kindergarten will use the text *Stories of God's Love* published by RCL Benziger of Allen, Texas.

First Grade and Third through Eighth Grade will use textbooks from the *Be My Disciples* series published by RCL Benziger of Allen, Texas.

Second Grade will use the supplemental texts *Reconciliation* and *Eucharist* published by RCL Benziger of Allen, Texas.

The Ad Hoc Committee to Oversee the use of the Catechism, United States Conference of Catholic Bishops, has found this series of textbooks to be in conformity with the Catechism of the Catholic Church.