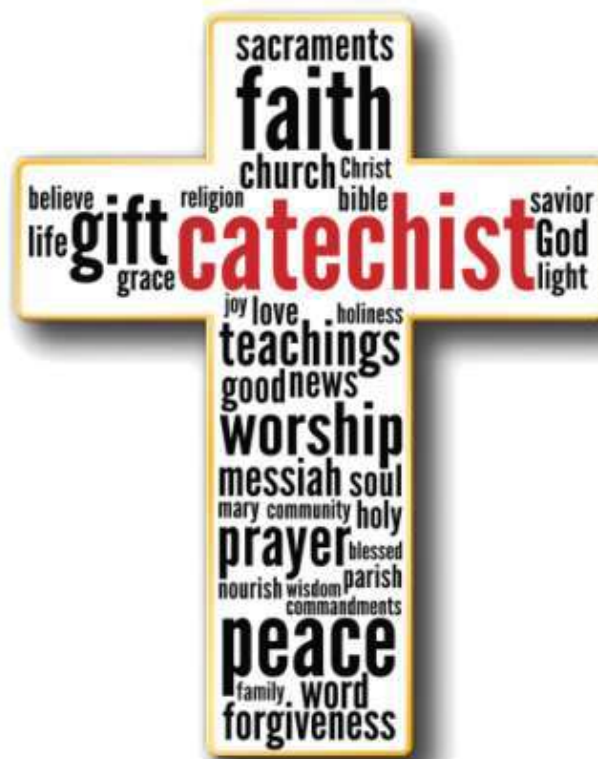




HOLY FAMILY
CATHOLIC COMMUNITY
inviting all to new life in Christ

2017-2018 Family and Teen Faith Catechist Handbook



Staff and Contact Information

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Front Office **(847) 359-0042**
Website, www.holyfamilyparish.org
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We always want to know what you are thinking and feeling.

Family and Teen Faith Office
Office hours: Monday-Thursday 9 am -4 pm and during all programs/events
www.facebook.com/HolyFamilyTeenFaith/timeline
<https://twitter.com/HFteenfaith>



Holy Family Catholic Community Mission Statement

*To engage all in the sacramental life through vibrant worship,
life-long learning and passionate community*

Holy Family Catholic Community Vision Statement

*Holy Family Catholic Community invites all to new life in Christ.
Our response to God's call is evident through full, conscious,
and active participation in our community.*

Holy Family Catholic Community Core Values

*Animated by our faith in God to evangelize,
we live the following core values:*

*Integrity
Excellence
Unity
Service
Justice*



Family and Teen Faith Mission Statement

To cultivate Catholic disciples of Jesus Christ, by welcoming and involving children, teens and their families into the Holy Family faith community, nurturing their spiritual growth, challenging and empowering them to live Christ's mission.

Vision Statement

We are committed to making our Catholic Christian faith come alive in the minds, hearts and actions of all family members.

Recognizing that we live in an ever-changing society, Family and Teen Faith will strive to help our families:

- *Respond to the challenge of the Gospel by being aware of our Christian responsibility to participate in acts of service, mercy, charity, justice and peace in our local and global communities;*
- *Know the foundations of the Catholic faith;*
- *Recognize the dignity of each person and appreciate the diversity among people;*
- *Make effective life choices guided by our faith.*

Link to online schedule: <http://http://3jcqr63b3wmu40dlko1tjp2yu9p-wpengine.netdna-ssl.com/wp-content/uploads/2016/01/FF2017-18-ONLINE-CALENDAR.pdf>

Curriculum Overview

How we carry out our vision and mission



Content

The goal of all catechesis is to develop Christian disciples. This is done by engaging students of all ages and ability in an intentional exploration of

- The individual's personal relationship with Christ
 - Knowledge of Sacred Scripture and Catholic tradition
 - The liturgical life of the Church – worship and sacraments
 - Knowledge of the moral teachings of the Church methods for discernment and skillful decision-making
- Development of a healthy spirituality made tangible by helpful spiritual practices
 - Experiences of Christian community in order to nurture love of God, self and neighbor, the spirit of simplicity and mutual forgiveness.
 - Develop a missionary spirit in all children and families so that they will be the presence of Christ in society.

Methodology

Shared Christian Praxis, a simple and effective process for developing Christian disciples, summarizes the approach used at Holy Family. The life's work of the noted Religious Educator, *Thomas Groome*, "Shared Christian Praxis, is a process for faith formation used extensively throughout the English speaking world. It is important to understand that *Shared Praxis is not a program; it is a process or overarching approach to faith formation.*" Groome describes his approach as '*bringing life to Faith, and bringing Faith to life.*' Our Director, Dr. Peg Hanrahan describes it using biblical language – *come and see; go and tell.*

This approach is best done in small groups (8-12) where the participants

1. **Focus on their personal experience** of a given topic. Often a focusing activity is used to help the members of the group focus, a video clip on being a good friend, a skit, an ice breaker, etc.(bringing life to faith).
2. Are **invited to reflect on why they do what they do**, and what the likely or intended consequences of their actions. This is done in order to help participants identify their unique understanding or lack of understanding of the topic. They are asked to consider assumptions they make, or biases they may have (critical reflection).
3. **The catechist presents the Christian community story** concerning the topic at hand to the group and the faith response it invites. This may be done using biblical stories/passages, examples of Catholic religious practices, concepts from Catholic teaching, etc.
4. The **participants are invited to look at the Christian Story, internalize it, "own" it, and compare it with their own stories**. A dialogue ensues between 'my story and vision' and the 'Christian Story and Vision' (bringing faith to life).
5. **Each participant is given an opportunity to choose a personal faith response for the future**. Now, what are you going to do?

Shared Christian Praxis
...'*bringing life to*
Faith, and bringing
Faith to life.'
Thomas Groome

Curriculum Structure

Three key elements

1. **A Spiral curriculum** - In this approach material is revisited repeatedly over months and across grades. Each time it is introduced students have the opportunity to understand the content as a deeper level and make connections between concepts and experience they were not able to make earlier.
2. **Developmentally appropriate** learning is based on how human beings learn over time. It focuses on the individual developmental and the learning needs of each student. Teaching strategies are intentionally chosen to maximize student cognitive abilities and skill levels.
3. **Experiential** - learning through experience - more specifically defined as "learning through reflection on doing".



Tools for learning – As learners change, content expands or is modified, educational theory improves, and social expectations of learning change students invariably

learn → unlearn → re-learn.

Therefore, there are no perfect learning tools. All tools or strategies for learning have strengths and weaknesses. The following are tools we use to engage learners in the catechetical process.

1. **Experiences of Christian community** provide the overall framework for all catechesis at Holy Family. Community building and team building activities are deliberately built into every class encounter.
2. **Textbooks** are used for Grades 1-6. To have a sense of how the textbooks are meant to engage the learner see – www.loyolapress.com/faith-formation/finding-god/finding-god-2013/program-overview

Based on the findings from the needs assessment completed in May of 2016 we have made substantive changes in our Religious Education curriculum.

Adam's Apple (Pre-K thru K)

Classes for 3 and 4 year olds use **Pflaum Gospel Weeklies – Seeds**. Kindergarten classes **Pflaum Gospel Weeklies – Promise**. This is a **lectionary based program** prepared by a team of respected preschool specialists. See the publisher's website for more detail <http://www.pflaumweeklies.com>. This is a change from the previous years and is one way to respond to our parents' desire to see more scripture incorporated into our Faith classes at earlier ages.

Catechist and Parent Resources for this program include

- ❖ **Concept Development Chart** - <http://www.pflaumweeklies.com/program-directors/?cat=&file=/documents/learning-ladder-chart.pdf>
- ❖ **Handout for Families** - a short but very informative explanation of what the *Pflaum Gospel Weeklies Faith Formation Program* is about, why it unique compared to textbooks, and how it can help your family. Available in English or Spanish. Available at <http://www.pflaumweeklies.com/parents/>
- ❖ **The Gospel At Home** -This simple online resource **designed for busy families** connects parents to their child(ren)'s lesson each week. It provides
 - a short description of the Sunday Gospel,
 - suggested activities and
 - discussion starters for each age level.

These easy-to-do ideas will bring families together to share what each member has learned about the Gospel that they heard on Sunday (and studied in class.) **Available in English or Spanish.**

[Sign up](#) to receive *The Gospel at Home* in your inbox.

❖ **Seasonal Activities**

Extend your child's learning experience with seasonal activities and prayers that you can do at home. Based on the seasons and feasts of the liturgical year, your family can have fun while learning about Jesus and his Church.

Faith (Grades 1 thru 6)

Finding God 2013 (parish edition) published by Loyola Press. This new program for Family Faith is based on **Ignatian Spirituality**.

Ignatian spirituality is a spirituality for everyday life. It insists that God is present in our world and active in our lives. It is a pathway to deeper prayer, good decisions guided by keen discernment, and an active life of service to others. (for more see <http://www.ignatianspirituality.com/what-is-ignatian-spirituality>)

Each grade level focuses on the same five major themes each year. This allows us to better connect what is done in the large group part of the lesson with what is being done in the classroom and that our grade 1-6 families can have a conversation about faith class and have all the children on the same basic page.

"As children are introduced to and revisit concepts and vocabulary from one year to the next, their knowledge and experience both broaden and deepen."

Finding God provides lessons in the faith and delivers those lessons through experiential activities that encourage lifelong practice of the Catholic faith. For more detail see the publisher's website <http://www.loyolapress.com/faith-formation/finding-god/finding-god-2013>.

Catechists watch this introductory video available on YouTube
www.youtube.com/watch?v=IK4iYo6MiT0&feature=g-user-u&context=G28e546fUCGXQYbcTJ33bThwXCFam-zqo5l-oQfisQcNgtd4QuJ6k

Catechist Resources that come with this program

- **All lesson plans** are available on line and can be customized by each individual catechist. These lesson plans are also available to parents who can download the lesson at home if their child misses class.
- **Scripture and Tradition** - Engaging presentations provides catechists with a meaningful opportunity to pass on our Catholic faith to the next generation.
- **Each unit and chapter integrates the fundamental themes of** the *Catechism of the Catholic Church* with Scripture, Catholic Social Teaching and Liturgical practice. The Catechist Manual makes these connections explicit.
- **Adaptive Lesson Plans** for special needs children
 - catechist manuals include practical teaching tips for catechists on how to include children with special needs who have been mainstreamed in their classes
 - there are additional resources for parents and catechists who are working with children with special needs in other settings
- **Multisensory Learning** - *Exploring Faith Through Art* – each catechist will have access to a large easel book containing reproductions of art works from a range of time periods and cultures that are tied to each lesson. The catechist is guided through a process developed by Loyola Press called **Visio Divina** (holy seeing) enabling students understand what they are seeing and reflect on it in light of the lesson.
- **Classroom CD's** – each classroom will have CD's to be used with various lessons
 - One CD includes dramatized scripture stories and Guided Reflections
 - The second CD includes music – ambient, instrumental and hymns which can be used
 - The third CD includes hymns used during worship at Holy Family
- **Prayer:** Relevant opportunities help children integrate traditional prayer into daily life are built into the catechist manual

- **Interactive study guides** and the online game **Fishers of Faith** catechists can use to review the content presented in each unit, use as a pre-test to determine where more emphasis needs to be placed during a particular lesson, or assigned to parents and children to do at home.
- **Session extenders** for each lesson
- **Sunday Connections** - useful background and activities to better understand the upcoming Sunday's Scripture readings, helping you to connect the Scripture to daily life in a meaningful way.

Both our Adam's Apple and Finding God programs have additional online resources for parents.

IGNITE – Religious Education for Jr. High youth (grades 7-8)

In response to feedback from students, parents and catechists our IGNITE program focuses primarily on Scripture Study. Each IGNITE student is given a copy of ***The Catholic Youth Bible, New American Revised Edition*** published by St. Mary's Press. The approach used in this Study Bible will help our Jr. High youth find the answers they seek and help them make connections to Catholic beliefs and traditions. Lesson plans are available online at <http://holyfamilyparish.org/ignite-catechesis-jr-high>.

The weekly lessons will be augmented by

- **Specially prepared Teen Handouts** – each student will receive all the Teen Handouts for the year in the beginning of the year in bound booklet . This will allow catechists to
 - engage students in short reflective and or written exercises during each class
 - monitor student work
 - refer concepts and practices used in prior classes.
- **Over 700 lively articles** included in ***The Catholic Youth Bible*** which cover
 - **Pray It!** – how to use the Bible for personal prayer
 - **Study It!** – short commentaries which help teens understand and making sense of what the Bible says
 - **Live It!** - articles that help teens apply scriptural passages to real-life situations they're facing now
 - **Catholic Connection** - articles that provide a more complete presentation of those Catholic teachings that are scripturally based
 - **Biblical connections** to many different cultures, illustrating the universality of the Catholic Church.
 - **28 articles** that specifically address the seven principles of Catholic social teaching
- **Introductions** to both the major sections of the Bible and each of the books of the Bible
- **Illustrations throughout** to provide a visual context for the biblical stories
- **A glossary** of Scripture-related terms
- **Insights** into how the Church has interpreted key Scripture passages throughout history
- **Special indexes:** Sunday readings for cycles A, B, and C; 10 color maps; a four-page color timeline; and three pages of full-color biblical art

Additional Ignite Requirements

- Completion of 18 of the 20 class sessions scheduled for 2017-18
 - *Students missing more than 2 classes will be expected to download the lesson plan at home and submit completed work on line. Submitted work must meet the standards provided in the online rubric.
- 10 hours of community service per student per year
 - 7th grade service trip to Feed My Starving Children in Schaumburg with small group
 - 8th grade PADS set up and Lesson Plan
- **IGNITE Retreat – Saturday, October 14 3-10 pm at Holy Family**

The FLAME Program (grades 9 & 10) focuses on preparation for the sacrament of Confirmation. Catechists use lesson plans written by the Teen Faith staff, led by Dr. Hanrahan, which incorporate multiple resources. **Lesson plans are available online at**

- **The FLAME scope and sequence** is available at <https://holyfamilyparish.org/flame-catechesis-high-school>
- **All the FLAME lessons plans are reviewed and updated** each year
- **New lesson plans are created** for FLAME each year based on student and catechist feedback. This year there are five (5) new lesson plans: God in my Personal Life, Mass 101, Understanding Addiction, The Creed, Faith-filled Responses to Current Events. Teens in FLAME are to bring their **Catholic Youth Bible** and their folder containing their **Teen Handouts with them to every class**. This allows catechists to
 - engage students in short reflective and or written exercises during each class
 - monitor student work
 - refer concepts and practices used in prior classes.

3. Prayer and Worship experiences are built into every class meeting.

“Draw near to God, and he will draw near to you...” (James 4:8)

Before there was doctrine, before there was a canon of Sacred Scripture, there was liturgy.

The Church has long understood that how we worship reflects what we believe and determines how we live (*"lex orandi, lex credendi, lex vivendi"*). Good liturgy and good catechesis are bound together like the warp and weft of weaving. They are partners. Both are important aspects of the Christian life and promote a deeper faith journey. Both liturgy and catechesis seek to form persons in faith. Both need each other. What we learn through catechesis we practice in worship. What we experience in worship we reflect on in catechesis.

Human learning is contextual; **without the interplay of worship and catechesis religious faith unravels** leaving the believer with large gaps in meaning and inhibits his/her ability to make sense of the ultimate questions of human life. Good liturgy and good catechesis are bound together like the warp and weft of weaving. They are partners. Both are important aspects of the Christian life and promote a deeper faith journey. Both liturgy and catechesis seek to form persons in faith. Both need each other.

Stress to your students and their families how important worship is to the faith process. If you are a catechist in the Sunday morning program please attend the 9:00 am. Mass, if at all possible. If you are a catechist for the children Wednesday afternoon program we recommend either the 9 or 11 am Mass. Strongly encourage all your students in grades 1-4 to attend the Children's Liturgy of the Word, held during the 9 am, 11am and 4 pm Masses. If you are a catechist in the Sunday evening program we ask that you attend the 4 pm Mass on Sunday, if possible.

Regular attendance at weekend liturgy and participating in the Mass as a liturgical minister are the most effective ways to learn about the Mass. Understanding the Mass makes worship more meaningful.

Mindful of both best practices for religious education and the value Holy Family places on vibrant worship Family & Teen Faith will incorporate the following practices.

- **All Faith classes will host at least one of the regularly scheduled weekend Masses each year.** Catechists will choose the date for his/her Mass and notify parents. Students will serve as greeters, Cross bearers, ushers and gift bearers. This is just one of Holy Family's unique traditions fostering 'vibrant worship' which is part of our parish mission.
 - **All 4th, 5th and 6th grade students will be trained during class time to be Table and Light Ministers.** They will each be expected to serve as a Table and Light minister at least twice during the year. Those who wish to serve more often are welcome and encouraged to do so.

- **The 4:00 pm Teen Mass precedes our Sunday evening class session.** This is by design. We have intentionally focused on how junior high and high school students might be more deliberately engaged through conscious participation in all aspects of this liturgical celebration. All of our IGNITE AND FLAME students are invited to serve as
 - ✚ Greeters
 - ✚ Proclaimers
 - ✚ Ushers
 - ✚ Cross bearers
 - ✚ Gift bearers
 - ✚ Members of the Teen Band and choir

In the past we have had high school juniors and seniors offer Gospel Reflections at the 4 pm Mass. We want to expand this ministry to include our FLAME students. Students wishing to be Proclaimers or Gospel Reflectors will be required to participate in training. To become a Eucharistic Minister one must be confirmed. Once trained student Proclaimers and Eucharistic Ministers and any of our young musicians/singers are welcome and encouraged to serve at any of the parish Masses.

Serving as a liturgical minister at any of the weekend Masses is one way IGNITE and FLAME students can earn service hours.

4. Christian service and Outreach is part of our religious education programs.

“Faith of itself, if it does not have works, is dead” (James 2:17).

If we are to be known as Christ’s disciples we must become servants to all. The plight of the poor must stir us to action on their behalf. Across the catechetical process our students and their families are encouraged to put their faith into action. We do this by:

- a. offering service opportunities as part of our catechetical classes,
- b. educating our students and their families about Social Catholic Teaching,
- c. encouraging our students and their families to participate in the various parish outreach efforts
- d. providing unique service opportunities outside of our Family and Teen Faith classes (Teen Mission Trip, Make a Difference Day, Awaken, etc).

If as a catechist you or you and your students have an idea for a service project let us know. We will do whatever we can to support you.

5. Retreats of varying lengths are offered to all high school students both before and after reception of Confirmation. We do need our catechists to help with these events.

2017-18 Retreat Dates

- ❖ IGNITE Retreat – Saturday, October 14, 2017 3:00-10:00 pm at Holy Family
- ❖ FLAME 1 Retreat- **January 13-14, 2018** at the Loyola Retreat Center in Woodstock, IL
- ❖ FLAME 2 Retreats - **January 27-28, 2018 or February 17-18, 2018** at Holy Family

THE ROLE OF THE CATECHIST



A catechist is faith, hope, and love attached to arms and legs, aches and pains, family duties and not enough time.

A catechist is an ordinary person who is extraordinary because he or she teaches as Jesus did.

A catechist is faithful to the past, open to the future, but especially dedicated to deepening the faith of the present generation.

From the poem "A Catechist Is" by Msgr. John Francis Murphy

All catechists share in the responsibility of carrying out the mission of Holy Family Catholic Community and Family and Teen Faith. By their decision to serve Holy Family, they agree to support and to implement the mission. In doing so, they assume the role of ministers in the Church's work of Catholic education and formation and join with administrators, parents and youth in attempting to build a Catholic community. Specifically, a catechist shares in the ministry of the Roman Catholic Church and will be expected to advance the mission by word and example. The invaluable contribution of catechists comes not only from their giftedness, but also from their witness and personal example as adults committed to the values inspired by faith.

Catechist Covenant

As a Community of Faith deeply invested in faith formation of our children and young people, we pledge:

- To provide a positive environment where learning can take place;
- To accept each young person at his/her starting point;
- To provide opportunities for service, worship, and prayer.

Catechist Commissioning/Blessing

Catechetical Sunday – Celebrated the third Sunday each September



Every parish in the United States celebrates the role that each person plays, by virtue of Baptism, in handing on the faith and being a witness to the Gospel. At Holy Family we will celebrate Catechetical Sunday through the following events

- ✚ Catechists are commissioned at the 9am and 4pm Masses
- ✚ First class sessions for Adam's Apple, Family Faith, IGNITE & FLAME
- ✚ Parent Orientation and Open House – Overview of the curriculum changes

Catechist formation is essential

We can't give what we don't have. As catechists our own growth in faith and personal devotion is our strongest witness. We must be true to the words we teach. One of the areas for improvement and further development catechists have identified is the need for more intentional catechist formation. Catechist Formation is done through special catechist formation sessions and our Catechist website - **The Catechist's Place** – accessed on line at <https://holyfamilyparish.org/the-catechists-place> . Here catechists will find

- Your lesson plans
- Resources to use in your classes
- All pertinent forms
- A collection of articles, prayers, webinars, podcasts, video, retreats, and other resources to deepen your own faith

- A feedback box which will go directly to Peg Hanrahan – please submit questions, comments, complaints, suggestions, ideas...
- An in-house catechist blog – each catechist must sign-up to be part of this feature and create a password. Here catechists can share ideas with each other, collaborate with other catechists, seek or give advice, pose questions, write reflections...

This website is a work in progress. Weekly announcements and reminders about upcoming events will be posted new resources will be added. The more we use it the better it will become.

Catechist Enrichment sessions – times to gather with others for input, sharing and prayer

- **Opening Gathering – Thursday, September 7 at Holy Family 6:30 – 9:00 pm**
Dinner followed by a presentation and grade level meetings
- **New Catechist Training Session – Tuesday, September 26 at Holy Family 7:00 – 9:00 pm**
Designed for new catechists with no former teaching experience or returning catechists who want to know more about classroom management techniques
- **Catechist Check-in Session – Sunday, October 15, 2017**
An opportunity to exchange ideas with other catechists as well as Family & Teen Faith staff members, make requests, give suggestions, and be affirmed.
 - **Sunday morning catechists will meet from 12-12:30 pm** (coffee and rolls, nursery will be available for child care). Place yet to be named.
 - **Sunday evening catechists – 3:00-3:45 pm.** Place yet to be named
 - **IGNITE & FLAME catechists 3:00-3:45 pm** Place yet to be named
nursery will be available for child care if reserved.
- **Catechist Winter Enrichment Night, Wednesday, February 1, 2018 at Holy Family 6:30-9:00 pm** - Dinner followed by Main Presentation and workshops



SHARED SPACES

We share classroom space with each other, the Holy Family Academy and other parish ministries. It is important that as catechists you are good stewards of not only our space, but of equipment and teaching tools others count on to fulfill their role in the parish mission. It is also important that we teach the children and teens to be good stewards.

Sharing between Academy and Faith students and teachers/catechists

Email contact information will be provided to both the teachers and catechists who share classrooms. If you share space with a teacher, we ask that you communicate on a regular basis in order to develop some mutual guidelines for the assigned classroom. Many of the issues that can arise when sharing space can be eliminated or significantly reduced when there is clear, timely, respectful and honest communication between teachers and catechists. Some classrooms are not regular Academy classrooms, but are regularly used by other ministries of the parish. In order to provide a learning atmosphere for children and teens and also to show concern for shared space, it is necessary that rooms be left in good order by all who use them.

Catechists are responsible for the order and cleanliness of their classrooms and for the care of parish equipment in their use. New updates to our technology across the campus means catechists will have more access to Wi-Fi connections, smart boards and projectors, moveable carts with laptops, projectors and speakers.

General guidelines for the care of classrooms – please review these guidelines with your students frequently.

- **No class should ever be left alone without adult supervision** – if you need assistance please send one of your children or Peer Ministers to the Hall monitor who will get you additional adults to assist you.

- **Food or drink is not permitted in rooms.** This is a health safety issue as well as a cleanliness issue. Many children today suffer from food allergies. Even trace amounts of a substance can trigger a severe allergic reaction. If your group would like to have food on occasion, please speak with someone in Family and Teen Faith for an appropriate meeting location.
- No Family or Teen Faith student should ever go into desks, lockers, closets, drawers, cabinets. etc. belonging to other individuals or groups. Faith students who are found to have done so will be fined \$10.00 for the first incident; \$25.00 for any incident thereafter.
- Graffiti or destruction of property - Any student responsible for any unauthorized marking or drawing on parish property will be required to make restitution for the restoration of the damaged property.
- No littering in the classrooms – Trash is to be put in wastebaskets. If you do an art project please put all supplies away, wipe down the surfaces you have used, clean up scraps on the floor.
- Lights should be turned off, windows and doors closed when the room is not in use
- Please erase whiteboards and take lesson plan copies out of the classroom (especially in Teen Faith classes, where the lesson content may not be appropriate for younger children that might use the classrooms during the week).
- No adult should ever be alone with any ONE child at any time, unless in a public space.

Custodial personnel clean the classrooms.

- Requests for maintenance must be made by e-mail to Marta Robak, mrobak@holymfamilyparish.org. These will be acted upon by the maintenance staff as soon as possible. If you are doing a project where additional clean-up may be needed, i.e. vacuuming, let Marta know so we can let the Maintenance staff know.
- All Faith classes have been given a locked cabinet for storage in the classroom they use. Be aware that if two Faith classes are held in that classroom, the catechists share the cabinet space. Each catechist is issued a key.
- Personal property is the responsibility of each catechist and is NOT the responsibility of the Parish or Family and Teen Faith Office. Lost or stolen items are not the responsibility of the parish and, thus, will not be replaced or reimbursed.
- If students bring iPods, cell phones, iPhones, electronic games, laser equipment, etc., into the building, they are to be turned off and are to be kept out of sight, unless the catechist has requested them to be used during class. The parish accepts no responsibility for any of these items brought into the building. If used inappropriately during Faith classes, please confiscate these items and turn them into the Faith Office, along with the name of the student it belongs to. The Faith Office will make arrangements for their return to a parent.

Bathrooms

If possible remind your students to take care of their bathroom needs BEFORE class starts. However, should the need arise DURING class, in your bin you will find a pass to be used when a child/teen in your class needs to use the bathroom. Students should be allowed to go ONE at a time with the pass. Upon his/her return you may send another child. As a reminder, catechists / aides should NOT accompany children INTO the bathroom. A hall monitor will be assigned to supervise the bathroom hallway, so that you do not need to leave your classroom. Catechists need to be aware if a student from their class does not return in a reasonable amount of time. Keeping everyone safe is a priority; unsupervised children/teens are not always mindful of their own or other's safety.

Attendance

Student attendance records are considered legal documents and can be (and have been) subpoenaed. Therefore, the catechist is responsible for each of the students listed on his/her class roster during each small group session. It is essential for liability reasons, that the catechist takes accurate attendance at the beginning (within the first ten minutes) of each small group session.

Taking attendance is first and foremost a safety issue.

1. Weekly attendance sheets should be turned in at the end of the session after recording any absences on semester attendance card provided.
2. **Ensure that all students in grades PK-6 are signed in by their parent** (or other adult dropping off / picking up the child) on roster sheets provided by the Family and Teen Faith Office. Parents who wish older siblings to pick up a younger sibling at the end of class must sign a liability waiver. Those students with such waivers will be indicated on your roster.
3. Teens in the Ignite and Flame programs do not need to be signed in or out.
4. ALL parents should advise catechist of absences prior to the scheduled sessions. Parents have been instructed to contact the catechists directly if their child/teen will be absent before the scheduled class time. It is important that parents have the catechist's contact information and vice versa. Students not present will have an email sent to the parent/guardian to verify their absence, if the catechist has not been notified prior to the start of each class.
5. Children and Teens should remain in the classroom for the entire length of the session, unless prior approval is granted by Family and Teen Faith.
 - a. **Late Arrival** – Parents must inform catechists prior to the class session if their child/teen will be coming late for class. Parents must walk their Pre-K thru Grade 4 children to the classroom and sign them in.

Students in grades 5-10 arriving late must first stop in the Narthex and pick up a Late Arrival Slip from the Hall Monitor. **Do not admit students to enter your classroom without a late arrival slip.** Note the time the student enters your classroom on your attendance form. Turn in all Late Arrival Slips with your attendance form at the end of class.
 - b. **Early Dismissal** - – Parents must inform catechists prior to the class session if their child/teen will be leaving early from class. Parents must pick-up and sign-out their Pre-K thru Grade 4 children. Do not dismiss any student early from class unless a parent is there to pick him/her up.

Students in grades 7-10 who are leaving early must get an Early Dismissal Slip from their catechist and turn it into the Hall Monitor in the Narthex before exiting the building. **Do not dismiss students early from your classroom unless you have been contacted by a parent prior to the class.**
6. Ongoing communications with the parents from the Family and Teen faith office will happen if attendance is an issue.

Do not change the location of your class meeting space, without prior approval from the Faith Office. This will avoid conflicts when using alternate spaces and more importantly Family and Teen Faith staff will know where all catechists and children/teens are in case of an emergency.

Catechist Absence

All PK- 6 catechists should report their own absences by calling or emailing Laura Ferlita at 847-907-3436; lferlita@holymfamilyparish.org as soon as possible before your scheduled class time, so that substitutes can be contacted and have time to prepare the class.

IGNITE and FLAME Catechists should call Melanie Tomal at 847-907-3439; mtomal@holymfamilyparish.org, as soon as possible before your scheduled class time. Peer Ministers may run a FLAME or Ignite small group **only** if there is an adult present (who is in compliance with the Archdiocesan requirements for **Protecting God's Children**).

Substitute Catechists – The Faith Office will schedule substitutes when needed. We will provide them with all the necessary materials. We will send you the name and email of the person who will be substituting in your class. If possible we ask that you contact that person prior to the class and provide them with any special instructions/tips you want them to have.

Behavior and Discipline - It's all about respect!

Respect



It is our desire to create and sustain a Catholic parish, which is welcoming, safe, and promotes life-long learning in our faith. As catechists and staff, it is our goal to reflect our Christian values in all that we do and to support and guide the children to do the same. Effective small group management begins with a clear and concise communication of expectations and procedures. Small group rules and consequences for violations must be communicated and consistently enforced. Communication with parents regarding concerns you have or issues with student behavior should be communicated to both

Faith Office Staff and parents immediately. Early interventions prevent incidents from continuing.

IT IS VERY IMPORTANT THAT ISSUES ARE REPORTED TO THE FAMILY AND TEEN FAITH STAFF AS SOON AS POSSIBLE.

Classroom emergencies – If you need immediate assistance in your classroom, send one of your students or your co-catechist or parent aide to the nearest Hall Monitor who will get you help. Do not leave the children/teens in your care unsupervised.

Incident Reports – In your Catechist binder we have provided you with an incident report form (you can download additional copies from the Documents and Forms section on the Catechist website if needed). If an incident occurs in your classroom (a child gets ill, is injured or injures another student, or disrupts your class in any significant way, etc) you must fill out an incident report. This must be turned in to one of the Family and Teen Faith staff members before you leave the building after class.

Student Behavior – Please review your expectations of your students and the expectations enumerated in the Handbook with your students at the beginning of the year and as often as seems necessary.

Students will be held accountable and responsible at all times for their actions and suitable measures will be taken to ensure this. In support of the catechetical staff (Family and Teen Faith Staff members, catechists, aids, hall monitors, peer ministers) we expect the full cooperation of the parent community in reinforcing Faith Class and Parish guidelines. Failure by parents/guardians to cooperate as determined by the Director of the Family and Teen Faith program may result in the exclusion of the child from Family and Teen Faith classes and other activities.

Student Contribution to Code of Conduct

Family and Teen Faith students in grades 1-12 will be actively involved in helping to create classrooms guidelines. During the first two weeks of class work with your students to create a *Class Covenant*.

Covenant is a central idea that runs throughout sacred scripture. It is a significant idea that grounds the Catholic understanding of sacrament. There are multiple examples of covenants in both the Hebrew and Christian scriptures, each developed and nuanced in surprisingly rich ways. We want all the Faith students to understand what a covenant is and why it is important.

- A covenant is a sacred oath or promise; not a list of simple do's and don'ts
- Covenant is the way [God](#) has chosen to be in relationship with us and invited us to be in relationship to him
- Sacred scripture is a covenant document (testament is the Latin for covenant)
- Our sacramental symbols and rituals are the way we as Catholics express our fidelity to our covenant with God and with each other



This is a
"key"
idea

Consequences

A consequence is a result or effect of an action or condition.

After creating your class covenant discuss with your students what the consequences for inappropriate behavior will be in your classroom/group. The following is an outline that parents will receive in the **Parent Handbook** and what they can expect if it is necessary for you as a catechist to take action in order to control behavior that is disturbing the class.

The Parent Handbook is available on the parish website

Effective Classroom Management

The key to establishing a relationship of trust and respect with your students depends on how you (or you and your co-catechist, aide or Peer Ministers manage the learning environment). The goal of all classroom management techniques is to create an atmosphere in which

- the self-esteem and dignity of everyone involved is established and nurtured
- everyone is safe – physically and emotionally
- learning can take place
- relationships within and among the members of the group/class are established and nurtured

Disciplining with dignity

At all times guide a child/teen's behavior with words and actions that convey respect and care for the child/teen

1. In the first few weeks of class the class covenant will be written and reviewed. Each student and parent will have a copy of the class covenant.
2. Affirm and praise words and actions that contribute to group function
3. Give frequent reminders to students about what comprises appropriate behavior
4. Three (3) warnings will be given to any student who engages in inappropriate behavior. After the third classroom warning the student will be sent to discuss their behavior with one of the Associate Directors of Family and Teen Faith
5. Catechists will be the first contact with parents if a student is disruptive
6. If a second call is required, the name will be given to the Associate Director for follow up.
7. After two calls, and an intervention by the Associate Directors, parents will be required to accompany their child to class.
8. If further action is necessary, parents and students will meet with the Director of the Family and Teen Faith program and/or the Pastor to try and discover why the child cannot respect the Code of Behavior.
9. Suspension from the Program is the last resort.

Most behavior problems can be solved between the catechist and the parents if there is a spirit of cooperation present that the child can sense. The goal is the same - to create an atmosphere in which learning can take place.

Inappropriate classroom management techniques

- Any and all forms of corporal punishment – Catechists will NEVER employ corporal punishment, or inflict physical abuse with respect to anyone with whom they might work, or the youth with whom they might come in contact.
- any behavior that would/will endanger the health or safety of a child/teen (this includes leaving children unsupervised)
- belittling or humiliating a child/teen
- blaming or shaming a child/teen
- using sarcastic or cruel humor
- negative labeling
- harassment

Student Behavioral Norms

Family and Teen Faith is part of our parish's and the larger Church's ministry to children and teens. The mission and vision statements of both the Holy Family Catholic Community and the Family and Teen Faith Program guide all our actions. Establishing and maintaining *passionate community* is dependent upon mutual trust and respect among the catechetical staff and students. Community is an ideal toward which a group of people is continually working. Members of a community manifest concern for one another.

In our work with children and teens, we want to focus on the development of responsible behavior. The essence of Catholic Christian life is the formation of a personal value system, which acts as the motivating force of good self discipline. Guiding students to construct these values is the major role of the parents and educators in our society. Children must learn, therefore, to accept the results of their behavior. When our actions cause disturbance or injury to others, or the reputation of our parish, there are consequences.

Expectations for Student Conduct

If different, the following expectations will be in addition to the behaviors students and catechists outline in their class covenant. The Director of the Family and Teen Faith Program will review these expectations with students at the beginning of the year.

1. Students are not to engage in any behavior that would/will endanger the health or safety of themselves or any other person or persons.
2. Unless permission has been given, no student is allowed to leave the Holy Family campus or grounds at any time during Faith classes without first attaining permission from one of the Family and Teen Faith staff members.
3. Students are expected to stay in the designated areas of the Holy Family campus when participating in Faith classes and activities.
4. If iPods, cell phones, iPhones, electronic games, laser equipment, etc., are brought into the building, they are to be turned off and are to be kept out of sight. The parish accepts no responsibility for any of these items brought into the building. If used during Faith classes without the catechist's permission, these items will be confiscated. Arrangements may be made for their return to a parent.
5. Inappropriate language or gestures will not be tolerated during the Faith classes or any Family and Teen Faith activity.
6. Fighting – Altercations which result in physical contact – is strictly forbidden.
7. Forgery - Students who forge a parent/guardian signature on any form/paper calling into question their own credibility and trustworthiness.
8. Stealing - Each student has a responsibility to properly safeguard his/her own personal property. The student also has a greater responsibility to safeguard the possessions of other persons. Stealing is a direct infringement upon the rights of others.
9. Cigarettes - Possession or use of cigarettes or smoking material by any student on the parish grounds or at a Family or Teen Faith activity is not permitted.
10. Drugs/alcohol/inhalants - Possession of or use of drugs, alcohol or inhalants in faith classes or at any family or teen faith related function, is absolutely forbidden.
11. Graffiti or destruction of property - Any student responsible for any unauthorized marking or drawing on parish property will be required to make restitution for the restoration of the damaged property.
12. Weapons - Students are forbidden to possess, handle or transport any instrument, on or around the parish premises that is generally considered a weapon. Examples include, but are not limited to, the following items: knives, guns, stun guns, pipes, chains, stars, blackjacks, explosives, fireworks or other hazardous chemicals. This is a very serious issue and can be deadly.
13. Threats of Violence - In response to the growing number of violent incidents in schools and churches across our country, as well as a desire to reemphasize Gospel values, violent threats of action will not be tolerated.

14. Students are never to use language that refers to any act of violence. No mention is to be made that would indicate any attempt at a violent act. Threats of violence should be reported to the principal, teacher, and parents.
15. Harassment – written, verbal, or physical, including cyber bullying is strictly prohibited.
16. Sexual Harassment is illegal under both state and federal law and is objectionable under any circumstance. Sexual harassment can be verbal, visual, or physical. Sexual harassment can take many forms: insulting sounds, noises, or words; offensive pictures, notes or objects; derogatory sexually-based humor or obscene gestures; unwelcome touching, pinching, deliberate bumping into another; suggestive remarks about a person's body, appearance, gender, or sexual orientation. Sexual harassment by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including dismissal.
 - a. Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.
 - b. Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth by the Archdiocese of Chicago and Holy Family Parish.

Responding To Harassment - If a student is harassed in any form, the student should tell an adult - a parent, a parish staff member, a catechist. Together they need to determine if the actions have gone beyond playful teasing (which is when both parties know that it is teasing and both parties agree that it is funny) and are now an act of harassment. Together we need to help the offending person know the consequences of his/her actions: for himself/herself and the person who has been harassed. The teacher handles ordinary classroom behavior. If a student is consistently out of order, the Director of the Family and Teen Faith Program is asked to assist. Parents will be informed in the event of serious or prolonged misbehavior. In most cases it is understood that the catechist will have privately discussed the student's behavior with him/her several times before parents are notified.

Options for Disciplinary Action in regards to serious infractions

The following potential actions are listed from minimum to maximum. This does not mean that the first time a student "gets into some trouble" that step one would be taken, the second time that step two would be taken, etc. This is only a list in the order of severity of possible consequences. Severe disciplinary cases will be handled individually on a case-by-case basis and the Director of the Family and Teen Faith Program in consultation with the Pastor has the authority to determine the consequence based on the situation.

- Catechist/Family and Teen Faith Staff member/Student have a conference
- Catechist/Family and Teen Faith Staff member/Parent/Student have a conference
- Student is fined (specified)
- Community Service is required (one hour)
- Restitution is required
- Removal from activities other than class (retreats, mission trip, service trips...)
- Suspension or Expulsion from the Family and Teen Faith Program
- Police notification may become necessary in extreme cases. Police notification will be mandatory for severe infractions involving weapons, destruction of property, and/or drugs and violent threats of action. Should the need for search and seizure occur, Holy Family would follow Archdiocesan guidelines in this area.

Elastic Clause

Holy Family Parish reserves the right to establish fair and reasonable rules and regulations for circumstances that arise and require actions that are not covered in this document. Matters omitted from this document should not be interpreted as a limitation to the scope of the parish's responsibility and, therefore, the parish's authority in dealing with any type of infraction that may not be in the best interest, safety, reputation, and/or welfare of the parish, its parishioners, or its staff members.

If any of the above mentioned behaviors are exhibited by a teen or child in your classroom:

- Bring the situation to the attention of a Family and Teen Faith staff member immediately, who will take appropriate action.
- You must complete an incident report on the same day that the problem occurs. If the behavior becomes habitual, a conference with parent(s) and Family and Teen Faith staff will be required.
- Knowledge of the contents of the Catechist Handbook is critical for all catechists. All catechists are expected to follow and enforce the rules written in this handbook.

Gifts

Catechists are asked not to give children or teens in their group, gifts of more than \$5 each. Additionally, catechists are asked not to accept excessively generous gifts.

Service Requirement for Ignite and FLAME

IGNITE students are required to perform at least ten hours of service at or outside of Holy Family each year. FLAME students are required to perform twenty hours of community service per year.

It is the responsibility of the catechist to track these hours for the teens in their small groups.

The Family and Teen Faith office sets up opportunities in 8th grade with PADS, in FLAME 1 with Interfaith House, and in FLAME 2 with St. Leonard's House. Teens should be strongly encouraged to serve with their classes through these ministries, as we have worked with them for many years, because they provide a powerful experience of living out our faith. Additionally, when the small groups serve together, they build relationships within their small groups.

Catechist Behavior

As catechists, parents and staff, it is imperative to provide a positive role model for the families and children we serve.

- ✚ Alcohol – The use of alcohol while supervising children and/ or teens is not permitted. When attending parish events, please bear in mind that children/teens are witnessing adults' behavior; therefore any alcohol should be consumed responsibly.
- ✚ Drugs – The use of illegal drugs, or the use of prescription drugs beyond their intended purpose, will not be tolerated.
- ✚ Tobacco – The use of tobacco is not permitted on parish / school grounds.

The Pastor, or his delegate, reserves the right to respond in an appropriate fashion if any of the above mentioned guidelines are violated. The response may consist of one or more of the following:

- A written or verbal warning;
- A conference with the Pastor or Family and Teen Faith Staff;
- A referral to an outside counseling center;
- Dismissal from ministry.

Facilities Usage

The Director of Family and Teen Faith must approve all activities and functions for which catechists wish to schedule building use and time on the parish calendar.

- Facility request forms are available from the Faith Office and should be submitted at least one week in advance. The form must be signed by the *Director of Family and Teen Faith* (who checks available dates on the calendar) and forwards it to the Database Manager (who verifies equipment needs, etc.).
- All used areas should be cleaned up and reset to their original condition.
- Any catechist or small group using the building or any area of the building will be held responsible for any and all damage and will be assessed accordingly.
- The catechist or small group using the building must provide adult supervision at all times

CATECHIST SUPPORT AND ASSESSMENT

Meetings and Training Sessions

Catechists are expected to attend the Catechist Training sessions, as well as any additional meetings during the year to provide feedback and share ideas.

Observation

Our goal is to ensure the faith growth of children and teens. Catechists will be informally observed by a Family and Teen Faith staff member to evaluate their small group presentation(s). A member of the staff will provide feedback and discussion with the catechist concerning observation and evaluation.

Remediation Plan

In the event that a remediation plan is needed, one will be developed with the catechist. The plan will define the problem(s) and/or concern(s), cite acceptable outcome(s) based on evaluation criteria, specify objectives related to these outcomes, and identify procedures/resources that will be used in remediation. Further observation(s) of the catechist may be required. If necessary, the Pastor or Director of Family and Teen Faith may discuss with the catechist different ministry options within the parish, aside from catechesis. It will be up to the pastor to make the final determination.

PROTECTING GOD'S CHILDREN

Sexual Abuse

In accordance with the law of the State of Illinois, the Archdiocese of Chicago and with the values found in our Catholic tradition, any form of sexual abuse, sexual exploitation or any other similar action is explicitly prohibited. Persons acting on behalf of Holy Family, its programs and activities are reminded of this prohibition. Contact of this nature is absolutely forbidden and is cause for immediate dismissal and referral to the local / state authorities, if appropriate.

SPECIAL NOTE: Holy Family and/or the staff will not assume any responsibility or liability for any person who inflicts bodily or personal injury consisting, or arising out of, corporal punishment, sexual or physical abuse, sexual exploitation, or any other similar act, harm, injury, or damage to any person in the care of its employees, or others acting in its behalf, whether or not committed by or with the knowledge or consent of any injured person.

Mandatory reporting of child abuse and/or neglect – The Archdiocese provides an online training module for catechists on reporting child abuse and/or neglect. There is no charge for this training.

To make a report of child abuse and/or neglect contact

The Department of Children and Family Services (1-800-252-2873)

Relative to the Policy Statement on child abuse and/or neglect:

As a condition of service, volunteers agree to adhere to the terms and conditions of the policy regarding mandatory reporting of child abuse and/or neglect and all the other stated implications of the policy for employees. Whenever one suspects abuse or neglect of a minor, he/she shall immediately report any evidence to the Pastor or the Director of Family and Teen Faith, who will then take the appropriate steps, which may include a report to DCFS (Department of Children and Family Services) and local/state authorities. The report shall include any pertinent information, such as: the name and address of the child and his/her parents (or others having custody), the person's age, the nature of the person's condition, any evidence of previous injuries or disabilities, any other information which might be helpful in establishing the cause of such abuse or neglect, and the identity of the person believed to have caused such abuse or neglect.

Authorization and Background Check

The Archdiocese of Chicago requires all adults who work or volunteer with minors, in any capacity in parishes, schools and institutions operating within its jurisdiction, to complete the requirements of the "Protecting God's Children" program as follows:

1. A yearly authorization for Background Check by the Illinois Department of Children and Family Services(DCFS)
2. A one-time attendance to a three hour VIRTUS workshop (www.virtus.org)
3. Completion of ongoing monthly online continuing education sessions provided by VIRTUS
4. Adhere to the Code of Conduct on the following pages.

All requirements may be found on our website www.holyfamilyparish.org by clicking on the Children and Families tab and scrolling down to "Protecting God's Children." Because Holy Family Parish operates within the Archdiocese of Chicago, compliance with this Archdiocesan policy as outlined above is a condition of employment/ministry for all Holy Family employees and/ or volunteers.

Code of Conduct for Church Personnel and Volunteers

As someone who ministers to young people, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people. To achieve this, I will:

- Never touch a minor in a sexual way or other inappropriate manner.
- Never be alone with a minor in a residence, rectory, sleeping facility, or any other closed room.
- Never share a bed with a minor.
- Never take an overnight trip alone with a minor.
- Never introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, web sites, computer software, or entertainment.
- Never provide drugs, alcohol, or tobacco to a minor.
- Never use, possess, or be under the influence of illegal drugs.
- Never use alcohol when engaged in ministering to a minor.
- Never engage in physical discipline for behavior management of minors.
- No form of physical discipline is acceptable.

Measures to Aid Observance of the Code of Conduct

To help me keep the promises in the Code, I will:

- Report any suspected child abuse to the proper authorities.
- Avoid physical contact when alone with a minor. Physical contact with minors can be misconstrued, especially in private settings.

- Avoid overnight stays with a minor unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors in private residences or rectories.
- Avoid driving alone in a vehicle with a minor. Refrain from giving expensive or inappropriate gifts to a minor
- Avoid meeting privately with minors in rooms, offices, or similar areas where there are no windows or where the door cannot remain open. If one-on-one pastoral care of a minor is needed (e.g., Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating with minors through e-mails or the internet. Only share work/ministry related e-mail addresses with minors. Do not participate in chat rooms with minors.
- Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics, etc.) for which you are responsible have been approved in advance by the appropriate administrator.
- Have an adequate number of adults present at events. A minimum of two adults in supervisory roles must always be present during activities for minors.
- Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- Avoid taking minors away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.

Conduct that May Be Permissible

Appropriate affection between Church personnel and minors constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate.

- Verbal praise.
- Handshakes.
- “High-fives” and hand slapping.
- Pats on the shoulder or back.
- Hugs.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate.

Conduct that is Not Permissible

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are **not** to be used:

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding minors over four years old on the lap.
- Touching buttocks, chests or genital areas.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Touching knees or legs of minors.
- Wrestling with minors.
- Tickling minors.
- Piggyback rides.
- Any type of massage given by minor to adult.
- Any type of massage given by adult to minor.
- Any form of unwanted affection.
- Compliments that relate to physique or body development.

Any behavior that is in violation of this code WILL result in disciplinary action and removal from the ministry.

Emergency Procedures

Do not permit evacuation into the Courtyard.

Severe Weather—tornado, high winds

If a tornado siren sounds while in small group direct children/teens to safe, covered areas. Everyone must evacuate the worship space, Narthex, Chapel and all above ground rooms as quickly as possible.

Everyone should be directed to the lower level and the East (near rectory) & West (near worship) halls. Halls in the lower level (hallway outside Kindergarten classrooms) may also be used. Avoid areas with windows.

In the new Brennan Center, groups should head to the lower level and sit on the floor in corners away from windows. Wait for a staff member to come around and give the “All Clear”. If a severe weather warning is in effect near the time of dismissal, we may request children to remain on campus before releasing them for the evening.

Fire

If the fire alarm activates instruct students to evacuate the building using the designated routes posted in each room. Please stand clear of the fire lanes.

Once out of the building, take attendance of your class to ensure everyone is safely out of the building. If a student is missing please notify a staff person or emergency responder immediately.

Remain outside of the building and do not let students leave until the “All Clear” is given by a staff person. If it is the end of the evening, please do not allow children to leave, even with parents, until the emergency is over.

First Aid kits are available in sacristies, kitchen, and front office.