

# *St. Mary/St. Richard Parish*

*Faith Formation Handbook for 2020-2021 Catechetical Year*



“Encounter / Grow / Witness” is the threefold process for evangelization that has proven its worth in our local Church and will be our paradigm as we go forward in unleashing the Gospel. Every person in the Archdiocese is called to encounter Jesus anew, to grow daily as his disciple, and to give witness to the power of his mercy.

*Unleash the Gospel*, guidepost 9

*Partnering with families to help children live the Gospel of Jesus Christ.*

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A letter from the Director of Faith Formation to Parents/ Guardians

“As branches dry up without the virtue of the root, so works, to whatever degree they may seem good, are nothing if they are disjoined from the solidity of the faith.”

~ St. Gregory the Great

Welcome to the Faith Formation Program at St. Mary /St. Richard Parish! The catechists and I believe that assisting you, the primary educator of your children, to be one of our most honored privileges. We know that family is the principal community, the domestic Church, where faith is shared and nurtured. It is the home where children are first introduced to prayer and faith traditions. It is in the home that habits of church attendance are started and will be nurtured. The Catechesis of the Church nurtures and incorporates members into the Body of Christ. Thus, the bond between home and Church enables, empowers, and nurtures families to be living examples of Christ and builds up the Kingdom of God.

The goal of Faith Formation is to deepen and nurture the faith of the Body of Christ. Our catechists build upon the foundation that you have laid by fostering a deeper understanding and appreciation of faith.

Please join us on **MONDAY, SEPTEMBER 14TH, 2020** as we begin the year with a Family Night for all students and their parents/guardians. This event will start in the Haney Hall.

We are excited about the many opportunities for active learning that translates into an active faith. We welcome your interest and involvement and especially enjoy hearing from parents/guardians regarding their child’s faith formation.

In Christ

Paul Zdzieblowski  
Pastoral Associate for Faith Formation  
Email: [Pastoralassociate@stmarywayne.org](mailto:Pastoralassociate@stmarywayne.org)

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2020-2021 Faith Formation schedule:

**CLASS SCHEDULE, Monday from 6 to 7:15 pm**

September: 14 – FAMILY NIGHT 6:00 pm to 7:00 p.m.

September: - 21, 28

October: -5, 12, 19, 26,

The month of October is dedicated to Mary, mother of Jesus -**Rosary in Church at 7 pm**

November: - 2, 9, 16, 23, 30

December: - 7, 14, 21, [28- Christmas break]

January - 4, 11, 25, [18 – MLK Jr. Holiday - no class]

**February 17, 2021 -Ash Wednesday**

February - 1, 8, 15, 22 [Winter break \*]

During Lent -Station of the Cross at 7:00 pm in Church

March – 1, 8, 15, 22, 29

April - 5, 12, 19, 26 [Spring break \*]

April 2nd -**Passion of the Lord (Good Friday)** – Station of the Cross celebrated by 7 and 8 grades.

May 2021 – 3, 10, 17, 24

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Fire Drill –September 28th

Circle of Grace – October 5th

Tornado Drill – March 8th

**To Be Scheduled**

\*Winter and Spring break

\*Confirmation Retreat

\*Lockdown Drill

**First Communion Mass – Sunday, May 2nd, 2021, at 11:30 am**

**Confirmation Mass – Sunday, May 23rd, 2021, at 11:30 am**

Coffee and Donuts served by **Seventh and Eighth grade** on Sunday after 8:30 and 11:30 Mass:  
- 10/18; 11/22; 12/20; 01/17; 02/14; 03/21; 04/18

**Retreats and Meetings:**

First Communion Parents /Guardians meeting -October 5th, 2020, and February 15th, 2021, at 7:15 pm

Sacrament of First Reconciliation for 1<sup>st</sup> Communion children - Wednesday, January 13, 2021 at 7:00 pm

First Communion Retreat - Saturday, April 19th, 2021, from 9:30 am till 12:30 pm -in Haney Hall

**Father Bonner meetings with parents in Church at 6 pm:**

- Monday, October 5th, Monday, November 30th, 2020; Monday, April 12th, 2021

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**Advent** Penance Service for faith formation and parents/guardians: **December 21st at 6:00 pm in Church**

**Lenten** Reconciliation for faith formation children and parents/guardians: **March 16th at 6:00 pm**

### **HOLY WEEK SCHEDULE:**

- **March 28th, 2021 – Palm Sunday of the Passion of the Lord**
- **April 1st – Holy Thursday**
- **April 2nd, 2021 -Friday of the Passion of the Lord (Good Friday) - Station of the Cross celebrated by Seventh and Eight Confirmation candidates**
- **April 3rd, 2021 – Holy Saturday**
- **April 4th, 2021 -Easter Sunday of the Resurrection of the Lord**

#### **Class Schedule:**

Please consult and save the *Class Schedule for 2020-2021* for the schedule of classes from September 2020 through May 2021. You can always call the Faith Formation office if you are unsure that Faith Formation classes are being held on a Monday. Every class of the scheduled Faith Formation classes is essential, and your child is expected to attend all classes. The 2020-2021 Class Schedule is also available on the parish website under “Faith Formation.” Click on “2020-2021 Class Schedule”. Additional copies are also available at the Parish Office.

#### **Class Times:**

Classes are held on MONDAY`s from September until May. Children in grades 1-8 attend class from 6:00-7.15 pm. **Please ensure your child is on time for class! At 6:05 pm (five minutes later) your child will be marked as late.** Children are to enter the building through the Haney Hall doors off the Sims Street parking lot. The children assembled in Haney Hall and escorted to their classrooms by their catechists.

#### **Class Attendance Requirements:**

The Archdiocese of Detroit expects that all Faith Formation programs consist of at least 30 hours of structured program learning. Therefore, we monitor student absences during the program year. 100% attendance is expected of the classes attended each year. After a student has missed or is late for **two classes or being late**, a letter from the office will be sent home. After **four absences or being late**, another letter will be sent home, and the DRE will contact the parent/guardian to schedule the meeting and to discuss the child`s attendance. After **six absences or being late, your child will not progress to the next level, or a recommendation letter will be issued. The child will have to register next year for the same class.** Attendance is taken at the beginning of each class. Participation at each level is critical for consistency in learning since each lesson builds upon the previous lesson. If your child will be absent from class, arrive late for class, or need to leave early from class, please contact the Faith Formation office no later than 3:00 pm on the day of class.

Students will not be permitted to leave the building alone. If you are picking your child up early from class, a parent/guardian must come into Haney Hall and request their child be brought to Haney Hall from their classroom.

#### **Emergency School Closing:**

If the Wayne/Westland Community Schools are closed on a Monday due to the weather, the Faith Formation Program class is also canceled. School closings are announced at the earliest possible time on radio stations WJR (760 AM), WWJ (950 AM). Announcements will also appear on the Fox Channel, NBC, and ABC. You can also call the Faith Formation Office. If the class is canceled, there will be a Flocknote message texted regarding the closure.

#### **Communication:**

Each student enrolled in the program, from time to time, will bring home specific information about meetings, sacraments, etc. Please be sure to check with your children after each class for any notes they may have received in class. Also, whenever possible, we may send information to you via email from [pastoralassociate@stmarywayne.org](mailto:pastoralassociate@stmarywayne.org) or text you directly using the Flocknote messaging system. Please look for our communications and update us if your email address or cell phone number changed.

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If your home address and telephone number(s) changed, please update us on this information as soon as possible. It is expected that you, as parents/guardians, might have some questions or concerns from time to time. Please direct these questions and concerns to your child's Catechist or the Director of Faith Formation.

**Curriculum:**

**Grades 1, and 3 through 7**

*Alive in Christ* from Our Sunday is the catechetical program that we will use. This curriculum presents essential concepts through the Four Pillars of the Catechism: What Catholics Believe, How Catholics Worship, How Catholics Live, and How Catholics Pray and is aligned with the 2018 Archdiocese of Detroit the new faith formation curriculum. Each year, as the children's understanding and faith grow, topics are revisited, and new elements are added to continue their faith development. With this approach, children learn all aspects of our Catholic faith at an age-appropriate level.

**Grade two (2) and eight (8)**

*Decision Point* by Dynamic Catholic is the catechetical program that we will use, and this program is aligned with the 2018 Archdiocese of Detroit new faith formation curriculum. This program addresses the Catholic faith, religion, and belief in the best way for these grades to understand the Catholic faith and help transform children into a deeper relationship with God through an exposition of their Catholic heritage- its beliefs, moral code, rituals and practices, and life of prayer. It offers a systematic process of faith reflection that helps young people make meaningful connections between their increasing knowledge of the Catholic tradition and their daily lives. It encourages them to make choices by remembering the events of their own lives and applying the Church's heritage of faith to them.

**Registration Requirements:**

1. You must complete a 2020-2021 Faith Formation Registration Form. This form is available on the parish website under "Faith Formation." Click on "2020-2021 Registration Form". It is also available at the Parish Office.
2. If you are enrolling a child for the first time in the program, you must complete a Baptism Information Form. If your child was not baptized at St. Mary/ St. Richard Church, you must provide us with a copy of your child's baptism certificate. This form is available at the Parish Office.
3. Returning families, please be aware that you must re-register your child each year for the Faith Formation Program. If you are also registering a new child in addition to a child who has been in the program, you must complete the Baptism Information Form for the new child and provide a copy of the child's baptism certificate (as applicable) when you re-register.
4. Please note that registrations for the 2020-2021 Faith Formation Program will only be processed if there is space available in your child's grade. If space is not available, due to a lack of catechists in a grade level, your child will be placed on a waiting list.

**TUITION For the YEAR 2020-2021**

**IN-PARISH TUITION**

**EARLY REGISTRATION by AUGUST 1<sup>ST</sup>** - \$80.00 – for one (1) student  
\$130.00 - for two (2) students  
\$180.00 for the family of three (3) or more students

Registration August 2<sup>nd</sup> - September 14<sup>th</sup> - \$100.00 – for one (1) student  
\$150.00 – for two (2) students  
\$200.00 for the family of three (3) or more students

**Late Registration after September 14<sup>th</sup>** - Add an additional \$10.00 per student to the regular tuition.

**\*After October 1<sup>st</sup>, 2020, registration will be accepted, only with the approval of Fr. Seán Bonner.**

BOOK FEE - \$25 per book per student.

*Retreat Fee for Confirmation Candidate – \$ 60 per person*

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To receive in-parish tuition, you must be a *registered* St. Mary / St. Richard parishioner and making a minimum Sunday offertory contribution of \$25 per month for the previous six (6) months.

### **OUT OF PARISH TUITION**

Registration - Same fee structure as above **plus an additional \$30.00** per student to the standard fee. Tuition and Textbook fees must be paid in full at the time of Registration. However, no child is denied Faith Formation due to financial hardship. Please contact Father Seán Bonner if you are experiencing financial difficulty in discussing this matter.

Financial hardship issues must be discussed directly with Fr. Seán Bonner only.

**PLEASE NOTE: THERE IS A \$30.00 CHARGE FOR ANY RETURNED CHECK.**

### **VOLUNTEERS (we need you!)**

Our Faith Formation program could not happen without the generous support of our volunteers! Volunteering as a Catechist, Catechist Aid, Youth Minister, or Hall Monitor is a rewarding experience and allows you to grow in faith as well. In gratitude for your service, volunteers will receive a (1) per family 25% discount on tuition only (*book fees not included*).

Please contact Fr. Seán Bonner or Mr. Paul Zdzieblowski to discuss volunteer options.

### **Payment Procedures:**

The Faith Formation Tuition and Textbook Fee can be paid as follows:

1. Please mail the completed Registration Form and Baptism Information Form with a copy of your child's Baptism Certificate attached to it and your payment in full to St. Mary Faith Formation Office, 34530 Michigan Ave., Wayne, MI 48184. *You must be a registered parishioner to use this procedure.*
2. Please place the completed Registration Form, and Baptism Information Form with a copy of your child's Baptism Certificate attached to it, and your payment in full in a sealed envelope marked "2019-2020 Faith Formation" and place it in the collection basket at any of the weekend Masses. *You must be a registered parishioner to use this procedure.*
3. Please bring the completed Registration Form and Baptism Information Form with a copy of your child's Baptism Certificate attached to it and your payment in full to the Parish Office during regular office hours.

### **Parental Role in Our Program:**

Parents who enroll their child/children in our program are asked to play an essential part in their child's faith formation. As a parent, you are their first religious educators and should act accordingly by showing an active interest in what they are doing and what is happening in our program.

### **As a parent, you should**

- 1) Attend Mass weekly with your child/children and encourage your child/children to receive the sacraments regularly
- 2) Read the parent handbook and share it with your child/children.
- 3) Show interest each week in what has happened in class
- 4) Help your child to be conscientious about homework and prepare them for class (help them learn prayers and makeup missed homework due to an absence).
- 5) Actively participate in the sacramental preparation of your child

### **Expectations and Behavioral Code:**

The development of behavior proper to responsible Christian living is an integral part of the Faith Formation Program.

### **PARENTS:**

- Ensure that your child attends all classes and is on time for class.
- Ensure that you and your child attend Sunday Mass each week.
- Communicate to the Director of Faith Formation, any special needs or circumstances that may affect your child within the classroom.
- Be an active part of your child's learning and be involved in his/her faith formation.



### **STUDENTS:**

- Always behave in a Christian manner, showing respect and being cooperative with adults and other students.
- Actively and respectfully participate in classroom activities and discussions.
- Attend all classes and complete any assignments or homework.
- You will not possess nor be under the influence of drugs, alcohol, or tobacco of any kind.
- You will not bring any weapons to class.
- You will not use any language that is rude or offensive or write anything rude or offensive.
- You will not be disrespectful to yourself or/ to any other person
- You will not leave the building or premises without the permission of an authorized adult.
- You will obey the rules of your classroom as well as the rules of the Faith Formation Program.
- You will always follow directions from Catechist, catechist aides, or hall monitors.
- You will not go into other rooms or parts of the building without the permission of an authorized adult.
- You will not run, chase, or throw things in the building or the Church.
- You will not eat or drink or chew gum in the building or the Church.
- You will commit yourself to have an open mind, participating actively, and possessing an attitude of Christian love and action.
- You will not use any electronic device without the permission of an authorized adult.
- **Please, do not bring electronic devices or phones to the classroom, as they will be collected at the beginning of the class and returned at the end of the class.**

These rules will be strictly enforced. This list is not all-inclusive. The above behaviors and any other actions that do not benefit the proper conduct required of a student in the Faith Formation Program will be dealt with on an individual basis.

Breaking any of the rules will result in the following *Disciplinary Process*:

1. A Warning will be given to the student with possible dismissal from the classroom and a telephone call to his/her parents/guardians.
2. If misconduct persists, the parents/guardians will be requested to come and get their child, and a meeting will be scheduled with the child's Catechist and the Director of Faith Formation.
3. All serious misbehavior will be dealt with immediately. Parents/Guardians will be contacted to come to discuss the matter with all persons involved. Serious misconduct could lead to suspension and/or expulsion from class for the year.

### **Drop-off and Pick-up procedures:**

Please adhere to the following methods for dropping off and picking up the children. Following these procedures will ensure the safety of the children when arriving for class and leaving class.

1. Enter the Sims Street parking lot through the West End (nearest Third Street). Exit the Sims Street parking lot through the East End (nearest Fourth Street)
2. Students should be dropped off near the entrance to Haney Hall. Drivers should pull forward as far as possible. **Children should be ready to leave the vehicle only on the curbside of the HANEY HALL side of the car.**
3. Do not park in the handicapped parking in front of Haney Hall unless you have a handicapped parking permit/license plate.
4. When picking up students, you must park in a designated parking space. Do not park along the curb or create your parking place.

**5. The child will not be allowed to leave Faith Formation building unless a Parent or Guardian is there to sign them out with your child Catechists.**

*Please note that:*

*Grade one (1) through six (6); the child must be picked up from the classroom, and Parent/Guardian must sign out the child.*

*Grade seven and eight (Confirmation Candidates) will be picked up by Parents/ Guardians in Haney Hall.*



**Requirements regarding Altar Server ministry for grades fourth through sixth.**

As part of your child's faith formation at St. Mary/St. Richard Church it is **MANDATORY** that grade five and six serve during the Sunday and Holyday Masses as altar servers at St. Mary and St. Richard. **Grade fourth** will be part of the altar server ministry after the training scheduled by Fr. Bonner.

**Requirements regarding the Sacraments:**

The celebration of the sacraments of Eucharist and Confirmation for children who have been baptized in the Roman Catholic Church **requires two (2) years of preparation in the Faith Formation Program. If a child has not attended a Faith Formation (Religious Education) program or a Catholic School program within the past two years, the child must attend the Faith Formation Program for two (2) years and celebrate the specific Sacrament (s) during his/her second year in the program.**

Families transferring a child from another Faith Formation (Religious Education) program or Catholic School program must provide written documentation of attendance in that program for the previous year from either the Director of Religious Education or the School Principal at that parish to fulfill this two-year requirement.

Parents or guardians of children of catechetical age (at least seven years old) who have never been baptized or who were baptized in a church other than the Catholic Church must first contact the Director of Faith Formation before registering their children in the program.

**Preparation for the Sacraments:**

Children preparing for the Sacraments of First Eucharist, Reconciliation, or Confirmation are still dependent upon their parents. They learn primarily from the attitudes, words, and behavior of their parents. For this reason, parents have the primary responsibility for the education and preparation of their children to celebrate these sacraments.

Sometimes, for various reasons, the parents are unable to fulfill their role as the primary educators in preparing their children for the sacraments. In such cases, alternatives are possible. They can delay the preparation and celebration of the Sacrament until they can fulfill their role. They can delay the preparation and celebration until the child is mature enough to satisfy the responsibilities, or they can select an adult sponsor for the child who would fulfill the role ascribed to the parents.

The sacramental policies below outline the responsibilities of both the parents and the candidates wishing to celebrate a sacrament.

**First Eucharist (First Communion):**

Eucharist is a sacrament continuing the process of initiation begun at Baptism. It is the Sacrament in which the Christian community comes together to celebrate Christ's presence among us. As we are fed by the gift of Jesus in the Eucharist and by the people gathered, we go forth to serve others as Jesus did.

**Candidates for the celebration of First Eucharist are to:**

1. Be at least seven years of age and baptized.
2. Attend and fully participate in at least two years of formal Faith Formation.
3. Attend Sunday and Holyday Masses regularly.
4. Attend and participate in all Faith Formation classes.

**Expectations from Parents/Guardians of the candidates are to:**

1. Attend Sunday and Holyday Masses regularly with their children.
2. Attend the Parent/Guardian Meetings and other First Eucharist activities unless excused by the Director of Faith Formation.
3. Support and cooperate with the Faith Formation Program by working with their child at home.

The First Eucharist preparation program consists of a rite of Enrollment at a Sunday Mass, a Parent/Guardian meeting, a Family Activity Day, and a Practice for the First Eucharist celebration. The parents/guardians will receive a "*Eucharist 2020-2021 Packet*" containing all the information and requirements about the Sacrament.

**Sacrament of RECONCILIATION:**

The Sacrament of Reconciliation is the outward sign by which we celebrate a merciful and forgiving God and renew our relationship with Him and the community. It marks the fact that we can always be

forgiven. First Communion candidates are to be prepared and to celebrate Reconciliation before celebrating First Communion.

**Candidates for First Reconciliation are to:**

- Be at least seven years of age and baptized.
- Attend Sunday and Holyday Masses regularly.
- Attend and fully participate in at least two years of formal Faith/Religious Formation.

**Expectations from Parents/Guardians of the candidates are to:**

- Attend Sunday and Holyday Masses regularly with their children.
- Attend the Parent/Guardian Meeting and other Reconciliation activities unless excused by the Director.
- Support and cooperate with the Faith Formation Program by working with their child at home.

**Sacrament of CONFIRMATION:**

Preparing for Confirmation takes some commitment and time. **Archdiocese of Detroit requires two years of Confirmation preparation. At St. Mary/St. Richard Parish, Confirmation preparation starts with seven (7) grades, and Sacrament of Confirmation is celebrated in eighth (8) grades.** St. Mary /St. Richard Parish is happy to support you as you need, but you must also do your part. As a Sacrament of Initiation, Confirmation is closely related to Baptism and Eucharist. Christians are reborn in Baptism, strengthened by Confirmation and nourished and sustained by the Eucharist. Confirmation renews and reinforces the baptismal call to respond as a member of the community, the responsibility to bring the Good News, and the responsibility to serve others and take part in Jesus' mission.

**Candidates wishing to celebrate the Sacrament of Confirmation are to:**

1. Have participated fully in a cumulative, formal faith formation program.
2. Attend and fully participate in at least two years of Faith Formation.
3. Understand that Works of Mercy may be performed in or outside the community.
4. Attend Sunday and Holyday Masses regularly.
5. Attend and participate in all Faith Formation classes.

**Expectations from Parents/Guardians of the candidates are to:**

1. Attend Sunday and Holyday Masses regularly with their children.
2. Attend the Parent /Guardian meetings unless excused by the Director of Faith Formation.
3. Support and cooperate with the Faith Formation Program by working with the candidate at home.

The Confirmation preparation program consists of a rite of Enrollment at a Sunday Mass, a Parent/Guardian meeting, a commitment to service, a retreat, a rehearsal, and the Confirmation Mass. The parents/guardians will receive a *"Confirmation 2020-2021 Packet"* containing all the information and requirements about the Sacrament.

**Circle of Grace:**

The Catholic Church teaches that God has created each of us as unique and special. **Genesis 1:27** tells us that we are created "male and female in God's image" and that God saw this as "very good." In that goodness, we are meant to respect ourselves and everyone else as persons created and loved by God. God intends our relationships in life to be experiences of divine love. Respectful, nurturing, loving relationships increase our understanding of our value and help us to love others. It is never too early to help children understand how exceptional they are and how relationships in life are called to be sacred. Understanding this can help them to protect the unique person they are and to be respectful of others.

In November 2008, the Archdiocese of Detroit mandated that a safe environment training program is integrated into the curriculum of faith formation programs throughout the Archdiocese. The program is titled "Circle of Grace." The goal of the Circle of Grace program is to educate and empower children to participate in a safe environment for themselves and others actively.

Circle of Grace will equip children with essential knowledge and skills grounded in the richness of our faith by:

1. Reinforcing their understanding that God creates them and live in the love of the Father, Son, and Holy Spirit
2. Assisting them in describing the Circle of Grace which God gives each of us

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3. Helping them to identify and maintain appropriate physical, emotional, spiritual and sexual boundaries
4. Helping them to identify all types of boundary violations
5. Allowing them to demonstrate how to act if any limitation is threatened or violated

Circle of Grace emphasizes the sacredness of each person. Circle of Grace is sensitive to the stages of child development and is grade-level specific. Each lesson is correlated with Catholic teachings. The program is structured for implementation each calendar year in all grades. Each year children, grades 1-8, are introduced to different aspects of the program. It is not a sex education program. Each grade level will participate in one session of Circle of Grace during regular class.

Should you have any further questions or concerns about the Circle of Grace Program, contact the Faith Formation Office. please contact at (734) 721-8745 ext. 129 or email: [pastoralassociate@stmarywayne.org](mailto:pastoralassociate@stmarywayne.org).

**Instruction for FIRE practice:**

1. Students are to maintain silence during a **FIRE DRILL**.
2. Students are to walk quickly and orderly when leaving the classroom and the building.
3. Catechists and catechist aides must ensure that their classrooms are empty, windows closed, and the classroom doors locked when they exit.
4. Catechists and catechist aides must take a headcount as soon as they arrive at the Gathering Areas to ensure all of their students are present and accounted.
5. Students must remain at the Gathering Areas, standing quietly until the “**ALL CLEAR**” is given to re-enter the building.
6. Students are to re-enter the building and their classrooms in a quiet and orderly manner.

**Classroom escape routes:**

**Classrooms 101, 102 –**

Exit the building via the East Exit door. Turn right to Michigan Ave. Continue left along Michigan Ave to Fourth St. Proceed along Fourth St. to the driveway, turn and face Michigan Ave. **GATHERING AREA: the courtyard area to the left of the East Exit Door.**

**Classrooms 103, 110 (St. Anne) –**

Exit the building via the North Exit door. Turn right to Michigan Ave. Continue left along Michigan Ave. to Fourth St. Proceed along Fourth St. to the driveway, turn and face Michigan Ave. **GATHERING AREA: the courtyard area to the left of the East Exit Door.**

**Classrooms 104, 105, 106 –**

Exit through the South Stairway and exit the building via the Exit Door in the Connector Hallway. Turn left at the sidewalk between Church and rectory. Turn right along Third St. Lining up in front of the rectory garage. Turn and face Michigan Ave. Classes stay to the left of the courtyard area. **GATHERING AREA: the space between the church building and the rectory.**

**Classrooms 107, 108, 109 –**

Exit through the South Stairway and exit the building via the Exit Door in the Connector Hallway. Turn left at the sidewalk between Church and rectory. Turn right along Third St. Lining up in front of the rectory garage. Turn and face Michigan Ave. Classes stay to the left of the courtyard area. **GATHERING AREA: the space between the church building and the rectory.**

**Haney Hall –**

Exit Haney Hall Doors and walk across the parking lot to the Sims St. Sidewalk. Turn and face the Parish office. Classes should line up in the order of arrival, moving as close to the playscape or previous class as possible.

**Instruction for TORNADO practice.**

1. Students are to maintain silence during a **TORNADO DRILL**.
2. Students are to walk quickly and orderly when leaving the classroom and the building.
3. Catechists and catechist aides must ensure that their classrooms are empty, windows closed, and the classroom doors locked when they exit.

4. Catechists and catechist aides must take a headcount as soon as they arrive at the Gathering Areas to ensure all their students are present and accounted.
5. Students must remain at the Gathering Areas, standing quietly until the “**ALL CLEAR**” is given to re-enter the building.
6. Students are to re-enter the building and their classrooms in a quiet and orderly manner.

**Classroom escape routes:**

**Classrooms 101, 102** - Exit to the East, follow the sign towards the basement stairs.

**Classrooms 103, 110 (St. Anne)** -Exit to the East, follow the sign towards the basement stairs.

**Classrooms 104, 105, 106** - Exit South towards the Connector. Turn towards the buzzer door. Proceed downstairs to the basement stairs.

**Classrooms 107, 108, 109** - Exit -South towards the Connector. Turn towards the buzzer doors. Proceed downstairs to the basement stairs.

**Haney Hall** – Exit East through the double door leading to the Connector, then immediately turn right towards the basement stairs.

**From Outside-** Enter through Haney Hall Doors. Proceed towards the double door leading to the Connector, then immediately turn right to the basement stairs.